

NATIONAL RESEARCH CENTRE ON EQUINES  
SIRSA ROAD, HISAR – 125 001 (HARYANA)  
Telephones 01662- 276151, 275787 Fax-01662-276217

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING GENERAL TERMS AND CONDITIONS GOVERNING CONTRACT FOR ADMINISTRATIVE –CUM- LABORATORY WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR**

From  
Asstt. Administrative Officer (S&P)  
National Research Centre on Equines  
Sirsa Road, Hisar, Haryana

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sealed Tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi for **‘THE JOB CONTRACT FOR ADMINISTRATIVE CUM LABORATORY WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR’**.

**Scope of Work:** It covers the **‘JOB CONTRACT FOR ADMINISTRATIVE CUM LAB WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR’** as per details given in Annexure.

The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract ( as mentioned below) applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tender forms and its schedules. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of **Rs 10,000 (Rupees Ten thousand only)** must be deposited in the form of demand draft/pay order drawn in favour of ICAR, UNIT NRCE payable at HISAR on any Nationalized Bank. The particulars of the earnest money deposited must also be superscribed on the top of the envelope containing Technical bid by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD would be refunded to the unsuccessful bidders after finalization of the tender. In case of successful bidder, it can be adjusted towards Security Deposit as per rules.

2. The Tenderer is being permitted to give Tender in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the NRCE. In

the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Centre.

3. The Schedules of the Tender forms should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender forms. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.
4. 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 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 of 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.
5. If Tenderer does not accept the offer, after issue of letter of award by NRCE/ICAR within 15 days, the offer made shall be withdrawn & Earnest money forfeited.
6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender forms 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 NRCE/ICAR (Council) 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 signed by the Tenderer.
7. The Technical bid superscribed as “**Technical bid**” and Financial bid superscribed as “**Financial bid**” should be put in two separate envelopes which should be sealed by the tenderer and both the envelopes containing technical and financial bid should be put in another envelope superscribed as “**JOB CONTRACT FOR ADMINISTRATIVE CUM LAB WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, HISAR**”. Tenders may be sent by Registered Post or delivered personally. Tenders to be hand delivered should be put in the Tenders box, which will be kept at the Office of Asstt. Administrative Officer (S&P) or any other suitable place in NRCE, Hisar not later than **2.00 PM on 10.01.2012**.
8. The rates quoted by each firm for job/service contract in Tender be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.
9. TIN/VAT/PAN/CST Nos. may be given on the tender.
10. The following documents/vouchers are required to be enclosed with the Tender form which are the terms and conditions of the Tenders document:-

- a) Registration of firm/Contractor- documents
- b) PAN/TAN No. of firm.
- c) Experience of the firm in the field of providing such service in Central Govt. Establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization; Duly certified copies of the satisfactory services where the contractor is providing the services.

**Note:** Firms which are already providing services to any institution during the last one year will have to provide a certificate of satisfactory performance from that institution.

- d) Yearly Turnover of the firm (copy of balance sheet of the firm for last year of the service contract certified by CA may be submitted).
  - e) Employee EPF registration certificate issued by local govt. etc., if applicable
  - f) Employee ESI registration certificate issued by local govt. etc., if applicable
  - g) The contractor/agency must have a registration with Labour Commissioner and the contractor shall obtain the labour license under the Labour Act (before commencement of the job under contract).
  - h) The agency must have certificate of service tax issued by the Govt. etc., if applicable (otherwise indicate it clearly with reason & proof thereof).
  - i) A certificate to the effect that the firm has not been black listed by any Govt. Office/Institute/ICAR for any reason
  - j) No. of employees on the pay roll of the firm/company during the last two years (documentary proof regarding EPF/ESI contribution etc to be enclosed)
11. It is mandatory to fill all the enclosed proforma failing which the tender will be liable to be rejected.
12. The tenderer should quote their rates after physical inspection of the site, very detailed assessment/requirements of personnel as per specified job requirement for providing the services at the National Research Centre on Equines, Hisar. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.
13. No request for alteration in the rates once quoted will be permitted within one year.
14. The NRCE (ICAR) does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. Other conditional Tenders will not be accepted.
15. Acceptance of tender by the NRCE will be communicated by FAX/ Speed post 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/Speed post letter etc. should be acted upon immediately.
16. Successful tenderer will have to enter into a detailed contract agreement with NRCE/ICAR on non-judicial stamp paper of appropriate value for the job work. The contractor will be bound to follow all the terms and conditions in letter and spirit as mentioned in the agreement.
17. The contractor shall not sublet the work without prior written permission of the NRCE.
18. An amount equivalent to 10% of the total contract cost as security deposit in the form of DD/CH/BG/FDR *etc.* for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the NRCE. In the event of non-deposition of the same, the earnest money will be forfeited. No interest on security deposit and earnest money deposit shall be paid by the NRCE to the Tenderer.

19. This office reserves the right to award additional work/service not listed in the specifications. Tenderers are bound to accept the additional work/service under this clause at the rates mutually agreed.
20. The contractor will engage sufficient number of workers for satisfactory performance of work. The contractor will himself be responsible for his workers on all accounts and provide highest standard of administrative cum lab work services to the satisfaction of the Centre/concerned incharges. The work shall not be considered as completed satisfactorily and maintain until the respective Incharges or their authorized representative has certified in writing that the firm has completed the work satisfactorily and maintained properly. Contractor will provide the details of the workers engaged by him within one month from the date of taking contract.
21. The agency shall engage good and reliable workers with robust health and clean record. In case, any of the workers so provided is not found suitable, the NRCE shall have the right to ask for their replacement without giving any reasons thereof and the agency shall, on receipt of a written communication, have to replace such workers immediately. They should not give lenient or casual impressions in the duties and they should be alert and attentive. The contractor shall have to provide the material, which are used for contract work.
22. The selected agency shall provide the necessary workers for the respective jobs at NRCE as per Labour Act prevalent in Haryana State. The workers so provided by the agency under this contract will not be employee of NRCE (ICAR) and there will be no employer-employee relationship between NRCE (ICAR) and persons so engaged by the contractor in the aforesaid service.
23. In case, any damage is caused by the workers deployed by the contractor to do the work of **THE JOB CONTRACT FOR ADMINISTRATIVE CUM LAB WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR**, the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property at National Research Centre on Equines, Hisar (Haryana). In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the NRCE on account of such theft.
24. The contract is subject to the conditions that the tenderer will comply with all the laws and bye laws of Central Govt./State Govt. relating of this contract.
25. The agency shall be fully responsible for providing leave benefit, weekly off, National and festival holiday etc to the persons deployed as may be required but the work of NRCE should not suffer on that account.
26. The contractor will discharge all his legal obligations in respect of the workers to be engaged/deployed by him for execution of the work in respect of their wages, EPF, ESI etc. 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.
27. The firm will have to provide minimum wages to their workers, even in the event of revision in the minimum wages during the period of the contract.
28. EPF Account number will have to be provided by the firm to its workers within one month/proof thereof under intimation to this office, failing which the bill will not be entertained. However, the firm is liable to pay the dues to its workers in time (even without getting the payment from the office). The firm will have to provide EPF passbook to their workers at the earliest. In case, contractor fails to fulfill his obligations in this regard, the contract will be treated as cancelled.

29. ESI Card will have to be issued to the workers by the firm within 1<sup>st</sup> month of initiation of contract and a copy each of the cards will be deposited with the office, failing which the bill will not be entertained and the firm is liable to pay the dues to its workers in time (even without getting the payment from the office).
30. The contractor shall indemnify and keep indemnified the NRCE from any claims, loss or damages/accident of workers 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 Director, NRCE shall be final and binding on the contractor.
31. Payment for service bill will be made on monthly basis upon submission of pre-receipted bill. Payment will be made to the firm /agency by office in the form of cheque only. It will be the responsibility of the firm to pay wages to the workers by cheque on or before 10<sup>th</sup> of every month in the presence of officers nominated by this Centre irrespective of the fact whether they receive the payment of bill from NRCE or not.
32. Payment of the bills of the contractor will be released by NRCE only on completion of all mandatory formalities viz. opening of EPF/ESI A/C of Workers etc. If the contractor is unable to complete such formalities, the payment will be withheld till the completion of all formalities and contractor will himself be responsible for such delay in payments.
33. The sales tax/service tax or any other tax which is as per the rule of the Govt. of Haryana, shall be the liability of the agency to deposit in concerned department.
34. Income Tax shall be deducted at source (TDS) from bills of the successful tenderer as per the rule.
35. The contract can be terminated at any point of time if the services of the firm are not found satisfactory and the security money will be forfeited. In such an event, the work of **THE JOB CONTRACT FOR ADMINISTRATIVE CUM LAB WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR** shall be got done from other source at the expenses of the defaulting firm.
36. Director, NRCE reserves the right to curtail or terminate the period of contract or to extend its duration in the interest of the NRCE (Council), for any justifiable reasons, not mandatory to be communicated to the Tenderer.
37. The Director, NRCE, Hisar also reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. Decision of the Director, NRCE, Hisar shall be final for any aspect of the contract and binding to all the parties. Disputes arising, if any on the contract will be settled at his/her level and will not be referred to arbitration.

**Note:**

1. The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
2. All the pages of tender documents must be signed.
3. All the blanks in tender forms must be filled.

**Yours faithfully,**

**For and on behalf of the Director  
NRCE, Hisar (Haryana)**

**TENDERS FOR ANNUAL THE JOB CONTRACT FOR ADMINISTRATIVE CUM LAB WORK AT NATIONAL RESEARCH CENTRE ON EQUINES, SIRSA ROAD, HISAR'**

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office:

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address:

From \_\_\_\_\_

To

The Asstt. Administrative Officer (S&P),  
National Research Centre on Equines,  
Sirsa Road, Hisar

I / We have read all the particulars regarding the General information and terms and conditions of above said job contract **at National Research Centre on Equines, Sirsa Road, Hisar** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the Acceptance of the Tender at the rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2. I/We have understood all the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_ . The Schedules-I & Schedule II to accompany this Tender are at pages \_\_\_\_\_

4. Every page so attached with this Tender bears my signature and the office seal.

5 Pay order / DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of ICAR, Unit NRCE and payable at Hisar is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer

Witness \_\_\_\_\_ Telephone No. Office

Address \_\_\_\_\_ Resi.

Occupation \_\_\_\_\_ Mobile

Signature of witness to contractor's signature

Name & Signature of Witness:

Address:

**SCHEDULE TO TENDERS**

**SCHEDULE – I**

**(TECHNICAL BID)**

**PART – I**

1.	Name of the Firm/Agency	
2.	Full address with Telephone/Mobile No.	
3.	Constitution of the Firm/ Agency (Attached copy)	
	a) Indian Companies Act, 1956	
	b) Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act, if not, the owners	
4.	(i) For Partnership firms whether Registered under the Indian Partnership Act, 1932, please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Tender	
	(ii) 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	
	(iii) If the answer to above point one and two is in the 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 partners	
5.	Name and Full Address of your Banker	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	

**PART – II**

8.	Earnest Money 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 NRCE, Hisar regarding the contract	

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**(Please attach all the documents as required at Sr. No. 10 of invitation of tender.  
Also see the check list).**

**Details of the relevant experience/work done by the firm/contractor in different organizations**

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Ph. No.	Period		No. of Workers deployed	Remarks (including the amount of the contract)
		FROM	TO		

**(Authorised Signatory)**

**(Please attach self attested copies of work orders pertaining to experience)**

**Check List to be attached with Tender with all Documents**

<b>Sr. No</b>	<b>Description</b>	
1.	Registration of the firm, whether copy attached or not	
2.	PAN/TAN Number of firm (Yes/No)	
3.	Earlier experience of the firm (Yes/No) (Attach Proof with copies of work orders)	
4	Turn over per annum Balance sheet duly certified by CA (Yes/No)	
5.	Whether EPF applicable Yes/No If yes, EPF number with document proof	
6.	Whether ESI applicable Yes/No If yes, EPF number with document proof	
7.	Whether registration with Labour Commissioner (Labour License) Yes/No If yes, copy attached If no, indicate requirement for obtaining labour license	
8.	Whether Service Tax applicable (Yes/No) If yes, service Tax No. with documentary proof.	
8.	Whether Black listed Yes/No	
9.	Pay roll of the firm attached Yes/No	

**\*Note:**

- 1. It is mandatory to fill all the above columns failing which the tender will be liable to be rejected.**



Description of work for Administrative cum laboratory work

1.

<b>Name of Lab/Section</b>	<b>DPS</b>
Job specification	English/Hindi typing on computer, Sending & receiving email, handling internet work, etc. Other misc. office work in DPS assigned by PA to Director
Minimum Mandays/ day requirement	One - Skilled
Minimum qualification of worker for carrying out the specified job	Graduate having good knowledge of computer, handling emails, internet, etc.
Any other information	Required good speed in English & Hindi typing

2.

<b>Name of the Lab/Section</b>	<b>DPS</b>
Job specification (Research Assistant nature of job)	Dusting and cleaning of office furniture, delivery of dak/files, distribution of dak in different sections, delivery of dak in outside organizations/Institutes etc.
Minimum mandays/ day requirement	One - Semi Skilled
Minimum qualification of worker for carrying out the specified job	Matric or equivalent preferably having knowledge of diary, dispatch, dak distribution and messenger work

3.

<b>Name of Lab/Section</b>	<b>Pathology lab</b>
Job Specification	<ol style="list-style-type: none"> <li>1. Preparation of media, solutions, buffers etc. including their packing and sterilization.</li> <li>2. Candling of the embryonated eggs and helping in the Equine Influenza virus inoculation of embryonated eggs.</li> <li>3. Assisting in purification of the virus and quantification of Equine influenza antigen by SRD</li> <li>4. Dispensing and labeling of EI vaccine.</li> <li>5. Collection and transportation of the biosamples from Animal/Animal Farm etc.</li> <li>6. Any additional work related to the work of the research as above.</li> </ol>
Minimum Mandays/ day requirement	One (skilled)
Minimum qualification of worker for carrying out the specified job	Graduate preferably in science

4.

<b>Name of Lab/Section</b>	<b>Medicine</b>
Job Specification	<ol style="list-style-type: none"> <li>1. Routine laboratory work and its proper upkeep viz. reagents preparation, pH calibration, slide staining &amp; examination, equipments cleaning etc.</li> <li>2. Should have hands-on experience on ELISA, Electrophoresis (for protein and DNA), PCR reaction, tissue culture etc. and various lab tests like PCR, RT-PCR, RNA isolation.</li> <li>3. Maintenance of records of all the protocols, reagents formulae etc.</li> <li>4. Should be able to perform routine test protocol in the absence of principal investigator</li> <li>5. Maintenance of all the serum/DNA/Tissue samples as a record for further analysis.</li> <li>6. Person having experience on handling of laboratory animals will be preferred.</li> <li>7. Other duties as required in different research experiments.</li> <li>8. Handling and maintenance of small animals.</li> </ol>
Minimum Mandays/day requirement	One (Skilled)
Minimum qualification of worker for carrying out the specified job	Graduate preferably in science

5.

<b>Name of Lab/Section</b>	<b>MCL</b>
Job Specification	<p>One Junior Engineer (Electricity) who can assist in charge in BSL-III Laboratory in various laboratory functions including.</p> <ol style="list-style-type: none"> <li>1. Maintenance and functioning of all electric installations in BSL-III Laboratory.</li> <li>2. Maintenance and operating of effluent treatment plant.</li> <li>3. Maintenance and operation of Building Management system</li> <li>4. Maintenance and operation of HV AC system</li> </ol>
Minimum mandays/day requirement	One
Minimum qualification of worker for carrying out the specified job	Diploma in Electrical Engineering.

6.

<b>Name of Lab/Section</b>	<b>Admn. Section</b>
Job specification	<p>All types of typing work i.e. Establishment, Purchase and DDO Section.</p> <p>Maintenance of file movement registers and record of all the three sections.</p>

	Maintenance of outgoing and incoming dak in all the three section.
Minimum mandays/ day requirement	Two - skilled
Minimum qualification of worker for carrying out the specified job	Having good knowledge of computer and good command over English & Hindi typing

7.

<b>Name of Lab/Section</b>	<b>Admn. Section</b>
Job specification	<ol style="list-style-type: none"> <li>1. Taking dictation from AO and AAOs and its transcription – stenography job (10-20 letters daily).</li> <li>2. To provide secretarial assistance to AO, AAOs including maintenance of files</li> <li>3. To keep record of outgoing and incoming dak.</li> </ol>
Minimum Mandays/ day requirement	One (Skilled)
Minimum qualification of worker for carrying out the specified job	English Steno having good knowledge of computer operation and good command over language. Preferably a graduate.

8.

<b>Name of Lab/Section</b>	<b>Reception Main Building</b>
Job specification	<ol style="list-style-type: none"> <li>1. To work on the reception counter of Main Building.</li> <li>2. To help the Dispatcher in Dispatch and diary work of the Centre.</li> <li>3. To operate the EPABX and other misc. work assigned by the officer concerned.</li> <li>4. Typing and other works of miscellaneous nature as assigned from time to time.</li> </ol>
Minimum mandays/ day requirement	One (Skilled)
Minimum qualification of worker for carrying out the specified job	Preferably graduate having good communication skills, well versed with receptionist job and should have knowledge of computer & EPABX operation and typing.

9.

<b>Name of Lab/Section</b>	<b>Audit &amp; Accounts Section</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Maintenance and generation of various types of accounts reports in computerized accounting system under supervision of AF&amp;AO.</li> <li>2. Maintenance of all paid vouchers in an indexed system and their retrieval whenever required.</li> <li>3. Feeding of the audit vouchers on daily basis in the software (data entry work).</li> <li>4. Assistance and maintenance of records</li> <li>5. Remittances</li> </ol>

	6. Any other miscellaneous work given by AF&AO from time to time.
Minimum mandays/day requirement	One (skilled)
Minimum qualification of worker for carrying out the specified job	Graduate preferably B.Com and knowledge of computer with tally.

10.

<b>Name of Lab/Section</b>	<b>Permisnet</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. For collection of information from various sections of the Centre, compilation and feeding the data/available information and regular updation of Permisnet-II (over internet) in respect of NRCE, Hisar, NCVTC, Hisar and EPC, NRCE, Bikaner under the supervision of Nodal Officer, PERMISnet, NRCE, Hisar (About 80 staff)</li> <li>2. Collection of information for six-monthly and quarterly reports to be submitted to the office of the DG, ICAR from various scientists/sections of the Centre and compilation in consultation/under the directions of Nodal Officer, NRCE, Hisar.</li> <li>3. Typing work of bacterial diagnostic lab, including results on EIA and Glanders.</li> <li>4. Other miscellaneous jobs as assigned by the Incharge from time to time for smooth functioning of the Centre.</li> </ol>
Minimum mandays/day requirement	Two (Skilled) - one each for Data entry and typing/other miscellaneous jobs
Minimum qualification of worker for carrying out the specified job	<p>The skilled man-power to be provided by the contractor for the services should be enthusiastic to work and must be proficient in:</p> <ol style="list-style-type: none"> <li>1. Internet and data entry operations</li> <li>2. Hindi and English typing (good speed is desirable)</li> <li>3. Sufficient knowledge of English and previous experience is desirable</li> </ol>

11.

<b>Name of Lab/Section</b>	<b>Library Section, NRCE, Hisar.</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Receipt of daily letters, paper, journals, books, periodicals, reports, newsletters their proper entry in relevant register(s)</li> <li>2. Proper and timely display of journals, letters, reports on the relevant racks table etc.</li> <li>3. Maintenance of book issue register and other register(s) and issue of books/return of books etc to/from members of library.</li> <li>4. Computer typing of letters of library, titles of books, the date of books like ISSN, ISBN No., Publishers, authors, subjects, classification of books and maintenance of such lists for proper retrieval/search system development.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Routine library management, record keeping, inventorying, cataloguing, computer data entry work etc.</li> <li>6. Ensuring of entries, attendance record of visitors, readers, users of the library for facilitating the user comfort and help for optimum library utilization with security of the assets.</li> <li>7. Any other relevant work for management and efficient working of library.</li> </ol>
Minimum mandays/day requirement	One (Skilled)
Minimum qualification of worker for carrying out the specified job	Diploma in Library Science

12.

<b>Name of Lab/Section</b>	<b>EIA Lab.</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Dusting and cleaning of labs.</li> <li>2. Cleaning, moping and dusting of equipments and furniture in the labs on daily basis.</li> <li>3. Washing, drying, packaging and sterilization of glassware (approx. 7 bucketful/week)</li> <li>4. Help in preparation of various media and solutions.</li> <li>5. Autoclaving of discarded material and its proper disposal.</li> <li>6. Delivering samples/biological material and papers to various labs and offices in NRCE premises.</li> </ol>
Minimum mandays/day requirement	One – Semi Skilled
Minimum qualification of worker for carrying out the specified job	The semi-skilled man power to be provided by the contractor for the job should be enthusiastic to work and should be minimum matriculate so that he is able to comprehend instructions (in Hindi/English)

13.

<b>Name of Lab/Section</b>	<b>PME Cell</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Computer typing of 8-10 letters daily.</li> <li>2. Typing of research and technical reports: 1-2 reports daily</li> <li>3. Maintenance of files of different research projects and scientists' technical matter</li> <li>4. Assistance in data entry of projects in PIMS</li> <li>5. Photocopying of documents &amp; distribution of correspondence of PME Cell</li> </ol>
Minimum mandays/day requirement	One-Skilled
Minimum qualification of worker for carrying out the specified job	Minimum matriculation/10+2 with proficiency in computers, who can efficiently operate computer and has good typing speed in both in English and Hindi

14.

<b>Name of Lab/Section</b>	<b>Microbial Containment Laboratory</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1 Maintenance and functioning of BSL-III Laboratory</li> <li>2 Assist in designing SOPs, biosafety manual and biosecurity guidelines for BSL-III Laboratories.</li> <li>3. Assistance in experiments in BSL-III laboratory on micro-organisms and experimental animals.</li> </ol>
Minimum mandays/day requirement	One-Skilled
Minimum qualification of worker for carrying out the specified job	BSc from a recognized University Desirable MSc in Life Sciences with experience of working in biological laboratory, with knowledge of biosafety and biosecurity

15

<b>Name of Lab/Section</b>	<b>BSDU</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Cleaning of lab and plastic ware &amp; glassware</li> <li>2. Helping in routine Lab work.</li> </ol>
Minimum mandays/day requirement	One – Semi-Skilled
Minimum qualification of worker for carrying out the specified job	Minimum Matriculation

16.

<b>Name of Lab/Section</b>	<b>Parasitology Lab.</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Daily cleaning, washing of glasswares/plastic wares.</li> <li>2. Packing, sterilization and proper storage of glass wares, plastic wares and other items as and when required.</li> <li>3. Daily cleaning, mopping and dusting of equipments, laboratory furniture sinks etc.</li> <li>4. Handling and maintenance of laboratory animals.</li> <li>5. To help in preparation of biological reagents on routine basis.</li> <li>6. Other miscellaneous laboratory work</li> </ol>
Minimum mandays/day requirement	One-Semi Skilled
Minimum qualification of worker for carrying out the specified job	10 <sup>th</sup> or 10+2

17.

<b>Name of Lab/Section</b>	<b>Bacteriology Lab (Dr S. K. Khurana)</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Preparation of glassware</li> <li>2. Preparation of various media, solutions and reagents.</li> <li>3. To assist in various laboratory tests, staining, biochemical tests, ELISA, PCR assay etc.</li> <li>4. Other miscellaneous jobs as and when required.</li> </ol>
Minimum mandays/day requirement	One- Skilled
Minimum qualification of worker for carrying out the specified job	The manpower to be provided should be enthusiastic to work and should be minimum graduate preferably in some science subject.

18.

<b>Name of Lab/Section</b>	<b>ATIC</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Routine opening and closing of ATIC building</li> <li>2. Dusting &amp; cleaning chair, table, almirah etc.</li> <li>3. Dusting &amp; cleaning of exhibition &amp; training Hall.</li> <li>4. Assisting in extension work, health campus field visits etc.</li> <li>5. To assist in attending calls at Kisan Call Centre helpline</li> <li>6. Delivering of dak</li> <li>7. Other misc. work related to ATIC/Extension as per need</li> </ol>
Minimum mandays/day requirement	One-Semi Skilled
Minimum qualification of worker for carrying out the specified job	12 <sup>th</sup> pass and knowledgeable in the related work

19.

<b>Name of Lab/Section</b>	<b>VTC</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Washing, drying, packaging and sterilization of glassware (approx. 7 bucketful/week)</li> <li>2. Help in preparation of various media and solutions.</li> <li>3. Autoclaving of discarded material and its proper disposal</li> <li>4. Helping in applying various laboratory tests.</li> <li>5. Collection of various samples.</li> <li>6. Messenger job across the labs and administration</li> <li>7. Other miscellaneous jobs in the lab as and when required.</li> </ol>
Minimum mandays/day requirement	Three-Semi Skilled
Minimum qualification of worker for carrying out the specified job	Matriculate; should be enthusiastic to work; and able to comprehend instructions (in Hindi/English)

20.

<b>Name of Lab/Section</b>	<b>VTC</b>
Job specification (required in the Section)	Computer typing and office assistance job-skilled
Minimum mandays/day requirement	One- Skilled
Minimum qualification of worker for carrying out the specified job	Graduate with knowledge computer typing (English); Knowledge of Hindi typing will be preferred.

21.

<b>Name of Lab/Section</b>	<b>VTC</b>
Job specification (required in the Section)	<ol style="list-style-type: none"> <li>1. Help in preparation of various media, solutions and reagents</li> <li>2. Autoclaving and proper disposal of discarded material.</li> <li>3. Assisting the scientists/research assistants in various scientific experiments and procedures and handling various lab animals, if required.</li> <li>4. Helping in maintaining samples/biological material for the project and help keeping records in consultation with the scientists.</li> <li>5. Other miscellaneous jobs in the lab as and when required by the concerned scientists.</li> </ol>
Minimum mandays/day requirement	Two- Skilled
Minimum qualification of worker for carrying out the specified job	Graduate preferably with science/agricultural background; should be enthusiastic to work and able to comprehend instruction (in Hindi/English).

**NATIONAL RESEARCH CENTRE ON EQUINES  
SIRSA ROAD, HISAR-125 001 (HARYANA)**

- A. Cost of Tender Form Rs 500/- (Rupees Five Hundred only)
- B. Last date of sale of Tender Form is 09-01-2012 upto 1.00 PM.
- C. Last date of receipt of Tenders in Office is 10-01-2012 up to 2.00 PM
- D. Tenders to be opened at 2.30 PM on 10-01-2012

NOTE: If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.

- E. Tender to remain open for acceptance up to 90 days from the date of opening.

NOTE:

1. The Director, NRCE, Hisar may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.