



भा.कृ.अ.प.-राष्ट्रीय कृषि उच्चतर प्रसंस्करण संस्थान
I.C.A.R-NATIONAL INSTITUTE OF SECONDARY AGRICULTURE

(भारतीय कृषि अनुसंधान परिषद)

नामकुम, रॉची-834010 Namkum, Ranchi - 834 010 Jharkhand

ISO-9001 Quality Evaluation Laboratory for Lac and Lac Based Products

GSTIN NO. 20AAAAI1830P1ZX

By Mail

F.No. Admin.III/58/OutsourcingofManpower/2025-26(e-386758) / 631

Dated : 30/01/2026

To,

M/s Ajeet Kumar Upadhyay
2ND FLOOR, AJEET KUMAR UPADHYAY,
Near Choudhry Service Centre, Dubey Line Hotel,
Booty, Ranchi, Jharkhand-835217

Sub. Award of contract for 'Outsourcing of Manpower Services at ICAR-NISA' – reg.

Ref. 1. GeM Bid No. GEM/2025/B/6544779, dated 07.08.2025.
2. GeM contract No: GEMC-511687721564372, dated 29.01.2026.

Dear Sirs,

With reference to above, it is to inform that the Competent Authority of the Institute has been pleased to approve to award the contract for 'Outsourcing of Manpower Services at ICAR-NISA' as per **GeM contract bearing No: GEMC-511687721564372, dated 29.01.2026** on the GeM Portal. This contract shall be valid for a period of two year or until further order, whichever is earlier on the rate quoted by you.

You are required to deploy **23 manpower** as per the present requirement, which may be increased or decreased on need basis. In case of increase/decrease in the required manpower, you will be intimated in advance.

GENERAL CONDITIONS OF THE CONTRACT

- 1) The Agency is required to submit the acceptance of the Contract Awarded to them. They are also required to submit the agreement paper containing terms & conditions of the contract on a Non-judicial stamp paper of not less than Rs. 100/- (Rupees One Hundred) only for bilateral signature.
- 2) The Agency is required to submit the Performance Security with a value of Rs. 3,10,000/- (Rupees Three lakh ten thousand) only in the form of Demand Draft in favour of ICAR Unit NISA, payable at Ranchi / Fixed Deposit / Bank Guarantee (pledged in the name of the Director, ICAR-NISA)

- 3) The Agency /Contractor must ensure proper conduct and discipline by the workmen deployed at the workplace of ICAR-NISA.
- 4) The Agency shall provide valid Identity Card to the personnel deployed at ICAR-NISA within one month from the date of award of the contract.
- 5) The Agency shall not sublet the job/work contract under any circumstances.
- 6) The Agency and/or personnel deployed by the Agency workers shall not use the premises/facilities for any purposes other than for which the job contract is awarded.
- 7) The Minimum Rate of Wages applicable for the specified area as prescribed by Chief Labour Commissioner (Central), Government of India, or State government whichever rate is higher from time to time shall be followed by the Agency.
- 8) The Agency shall be accountable and it will be held responsible in case of violation of any provision of applicable laws, rules and regulations and guidelines as are in force, amended and/or notified by the Government.
- 9) The Agency must ensure payment to workers of all statutory obligations such as Minimum Wages, EPF, ESI and claim reimbursement from ICAR-NISA through pre-receipted bills raised on monthly basis. The Agency must also enclose B2B Invoice along with the monthly bills, as an evidence of GST Payments.
- 10) The selected bidder(s) is/are required to submit the original certificates for verification before issue of LOI/any time during the period of contract.
- 11) The Agency has to submit licence from Regional Labour Commissioner (Central)/ appropriate authority within one month from the award of contract.
- 12) The manpower so deployed by the Agency under this contract shall not be entitled for any claim for employment in ICAR-NISA.
- 13) Payment of bill will be reimbursed on monthly basis upon submission of pre-receipted bill clearly showing the amount of EPF, ESI and service charge along with EPF, ESI challan, attendance sheet and pay roll along with copy of individual Pay slips duly verified. Payment will be made to the agency by ICAR-NISA in the form of Cheque /e-Transfer only. It will be the responsibility of the firm to pay wages to the workers by on or before 7th of every month along with issuing Pay-slip.
- 14) The Agency shall discharge all legal and statutory obligations in respect of the workers to be engaged/ deployed by them 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 Agency shall indemnify and keep indemnified the Institute/Council 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-NISA, Ranchi shall be final and binding.

- 15) TDS will be deducted from the payments due as per rule.
- 16) It is incumbent upon the Agency/Contractor/Vendor to carry out the work to the best satisfaction of the authority. If any complaint is received about any act of indiscipline and or misconduct by any worker deployed, the worker has to be removed immediately. Further, in case of any violation of any of the terms and conditions of the contract, the contract will be cancelled and terminated without assigning any reason and notice to the Agency. The decision of the Director, ICAR-NISA, Ranchi in this regard shall be final and binding on the Agency.
- 17) All the work carried out by the agency in the premises is done under the supervision of the Head of Office, ICAR-NISA.
- 18) The Agency must deploy adults in robust health only with pre-check of their antecedent and character by the Police. The agency shall provide the workers to ICAR-NISA preferably within the age group of 18-55 and must be able to communicate in Hindi as well as the local language.
- 19) The worker(s) engaged by the Agency shall not have any claim for benefit/compensation/regularization/absorption in service at ICAR-NISA. An Undertaking from the contractual-worker to this effect shall be required to be submitted by the contractor to the Director, ICAR-NISA.
- 20) The Agency shall be responsible for the faithful compliance of the work awarded to them. Any breach or failure to perform the same may result in termination of the work-order/contract and forfeiture of the Performance Security.
- 21) As and when the Minimum Wages is revised by the Government of India/State Government whichever rate is higher the same will be applicable.
- 22) GST at applicable rate shall be paid by the Institute.
- 23) LIQUIDATED DAMAGES CLAUSE: An amount equivalent to 2 (two) days of contract amount subject to a minimum of ₹.2,000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the quality/output of work is not up to the mark, it will be brought to the notice of the firm by ICAR-NISA and if no action is taken within one day, liquidated damages clause will be invoked as per the GFR and GeM rules.
- 24) Manpower deployed at ICAR-NISA must wear I.Card and maintain a smart turnout.
- 25) The Agency shall replace immediately any of its personnel who is found unacceptable to ICAR-NISA because of conflict of interest, incompetence, improper conduct etc. upon receiving a notice from ICAR-NISA. No association/trade union activities will be

allowed to the workmen deployed by the agency.

26) The Director, ICAR-NISA reserves the right to terminate the contract at any stage, being the service found to be not satisfactory. Decision of the Director, ICAR-NISA shall be the final and binding on the agency/contractor in respect of any clause covered under the Contract. The terms and conditions of the contract can be amended and modified at any time by the Director, ICAR- NISA and the same shall be binding on the Agency.

27) Any legal dispute shall be the subject to jurisdiction of Ranchi court only.

This issues with the approval of the Competent authority.

Please acknowledge receipt of this order by email to purchaseandstore.nisa@gmail.com at the earliest.

Encl: GeM contract dated 29.01.2026

30/01/2026
Head Of Office
ICAR-NISA, RANCHI

Copy to :

1. A.O/F&AO
2. DDO
3. PS to Director
- ~~4. Guard File~~
5. I/c PME Cell (to be uploaded at Institute's website)