



भा.कृ.अ.प.-राष्ट्रीय कृषि उच्चतर प्रसंस्करण संस्थान
I.C.A.R-NATIONAL INSTITUTE OF SECONDARY AGRICULTURE
नामकुम, राँची-834010 Namkum, Ranchi - 834 010 Jharkhand

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

GSTIN NO. 20AAAAI1830P1ZX

By Hand/Email

F. No. ADMIN III/171/EMPANELMENT OF FIRMS/620

Date: 28.01.2026

Tender Notice

Applications/proposals in the prescribed format (Annexure I) are hereby invited on behalf of the Director, ICAR-NISA, Ranchi for the **Registration /Empanelment/ Pre-Qualified List / Approved List** of Contractors / agencies/firms for Civil/ Electrical work in ICAR-National Institute of Secondary Agriculture, Namkum, Ranchi, 834010. This registration/enlistment process constitutes empanelment (maintaining a classified list of firms based on their experience) for use in limited tenders up to ₹ 10.00 Lakhs, as per the Manual for Procurement of Works, Govt of India. Registered/Enlisted & all eligible Contractors of CPWD/PWD/ Public Works Organization /Govt./Semi Govt. organization having experience in petty/ Minor/ Major Maintenance / Original works / Construction works are eligible to apply for registration / empanelment. Works shall be executed through Limited Tender Enquiries up to ₹10.00 Lakhs only on the following terms & conditions: -

TERMS & CONDITIONS: -

1. The enlisted contractors will be eligible to obtain the Limited Tender Notice for Civil/Electrical Contract works up to estimated cost of ₹10 lakhs subject to availability of their valid license /registration in CPWD/PWD/PWO or any other Govt agency/department.
2. Firm shall have to submit the non-refundable registration/enlistment fee of ₹ 5000/- in the form of Demand Draft/ NEFT/ RTGS/ IMPS/ UPI in Favor of **ICAR Unit NISA, RANCHI.**
3. Firm should intimate the change of their address & phone number etc. if any, immediately after such changes otherwise they would be liable to be cancelled from the enlistment list.
4. Enlistment of firm may be cancelled without any notice for any of the following reasons:
 - Failure in tendering to observe the instruction given in tender forms including schedule thereto.
 - Failure to perform a contract(s) satisfactorily & in accordance with the contractual obligations.

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- Withdrawal of offer/discontinuation of work in the mid-way.
 - If found unsuitable for being entrusted with government work based on police investigation report.
 - Unsatisfactory & undesirable conducts on the part of contractor or his works affecting the normal activities of the Institute.
 - Fatal accident of the contractor workers due to the negligence on the part of the contractor
 - Involvement in the activities detrimental to the interest of the Institute.
 - Bad workmanship resulting in poor quality of work.
 - Delay in execution of work on account of Firm negligence.
 - Failure on Firm's part to safeguard Institute's property against theft & pilferage.
5. Firm shall have to follow all Central Govt., State Govt. & Statutory Acts, Rules & Regulations.
 6. Firm shall be responsible for Contract Labour (Regulation & Abolition) Act, 1970 & all other labour laws to be followed by the contractor during the execution of work.
 7. Firm will be solely responsible for any accident that may occur during the progress of the work & for injury to any person or worker during execution of work. In the event of any such accident the contractor will be responsible & must pay proper compensation for the same as the workman's Compensation Act 1923 (Wherein the Employee's State Insurance Act 1948 is not applicable).
 8. No Labour of minor age shall be employed in the work.
 9. Statutory minimum wages to all the categories of labour to be paid as per notification issued by the appropriate authority of Govt. of India from time to time.
 10. Firm will be required to have sufficient technical works/personnel during quotation & submitting tenders as per general financial rules & direction of the Institute & also for supervision of works & shall have to employ one licensed supervisor having sufficient experience during execution of Electrical/Civil works.
 11. Although this enlistment is for a period of 1 years (extendable one year at a time up to three years), but this may remain valid till finalization of the next enlistment or further review, at the sole discretion of the Director ICAR-NISA, RANCHI.

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12. ICAR-National Institute of Secondary Agriculture, Namkum, Ranchi, 834010 reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
13. Please visit our website <https://nisa.res.in/> for details & any updates.
14. This enlistment / registration invitation is open till the requirement of the institute is fulfilled & notice of closing the enlistment process is uploaded in the institute website
15. **Grades (Monetary Limits) for Registration:** Registration shall be done by grading the firms based on their capability to execute contracts/orders of different monetary limits in the relevant category of requirements. The monetary limits will be fixed keeping in view the banker's reports, the capacity & capability of the firm, & other financial information (Balance Sheets, Profit & Loss statements, etc.). The gradation for this empanelment is as follows:

Grade	Monetary Limit for Single Contract/Order
Grade A	Above ₹5,00,000 (Rupees five lakh) up to ₹10,00,000 (Rupees ten lakh)
Grade B	Up to ₹ 5,00,000 (Rupees five lakh)

Registration Categories: Firms are registered in either **Category A** (Higher/Larger works) or **Category B** (Lower/Smaller works) within the specified limits for:

- Civil Works: below 5 lakh & 5 lakh - 10 lakhs
- Electrical Works: below 5 lakh & 5 lakh - 10 lakhs
- Combined Civil & Electrical Works: below 5 lakh & 5 lakh - 10 lakhs
- **Multiple Registration Eligibility: Yes.** A firm can register in more than one category.

S. No.	Work Category	Financial Limit (Per Work)
1	Civil Works (Grade B)	Below 5 lakhs
2	Civil Works (Grade A)	5 lakhs to 10 lakhs
3	Electrical Works (Grade B)	Below 5 lakhs
4	Electrical Works (Grade A)	5 lakhs to 10 lakhs
5	Combined Civil & Electrical Works (Grade B)	0 lakh to 5 lakh
6	Combined Civil & Electrical Works (Grade A)	5 lakhs to 10 lakhs

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16. **Jurisdiction:** All disputes, differences, & questions arising out of this registration/empanelment process shall be subject to the exclusive jurisdiction of the Courts in Ranchi, Jharkhand.

17. **General Eligibility Criteria:**

- Any firm situated in India that is in the business of providing goods/works/services of specified categories of interest shall be eligible for registration, subject to meeting all other prescribed terms & conditions.
- Where registration is granted based on partly outsourced arrangements/agreements, it shall always be the responsibility of the registered unit to keep such arrangements/agreements renewed/alive & to keep their registration valid for the period for which it has been granted. Any failure in this regard may make the registration null & void/ineffective retrospectively from any such dates which the registering authority considers appropriate.
- The Firm should also have good internal governance practices, such as a whistleblower policy, a documented commitment to ESG (Environmental, Social, & Governance) code of conduct, a code of business ethics, etc.
- The firm against whom punitive action has been taken shall not be eligible for registration/re-registration during the currency of punitive action. Registration requests may not be entertained from firms (or their allied firms) who are deregistered/banned.

18. **Approval of Registration:** If considered to be capable after carefully assessing & verifying credentials, the firm may be granted registration with the approval of the Competent Authority (CA).

19. **Validity & Renewal of Registration:** Registration is valid for a specified period (one year, extendable up to three, one year at a time). At the end of this period, the registered supplier(s) willing to continue with registration is to apply afresh for renewal of registration. However, the registration would be initially treated as provisional, & it would be treated as confirmed only after the firm has satisfactorily executed one order of the relevant category & value from the Procuring Entity. The extension of validity of registration is not a matter of right, & the Procuring Entity reserves the right not to extend such registration without assigning any reason. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions.

20. **Registration Number & Public Display:** All registered suppliers should be allocated a unique registration number. The list of registered suppliers for the subject matter of procurement (indicating the names & addresses of the registered suppliers with details of the requirements & monetary value they will supply, as well as the validity period, & so on, for which they are registered), shall be exhibited on the websites of the Procuring Entity.



21. Firms interested in registration for the limited tender enquiry are required to submit their applications by the deadline of 10 February, 2026. Applications received after this date will be summarily rejected.


28/01/2026
(Assistant Administrative Officer)

Copy to: -

1. PME section for uploading the enclosed tender notice on NISA website.
2. eOffice Nodal officer for uploading on eOffice notice board

Performa for Registration / Enlisting of Contractors:

SN	Details	Particulars
1.	Name of the Firm / Agency / Contractor	
2.	Full address with Telephone, Mobile No & e-mail Id	
3.	Details of Registration Fee & (DD No., date, Name of the Bank/Branch)	
4.	Valid Registration Certificate / License of the Firm / Company / Contractor with CPWD/PWD/PWO or any other Govt Agency / Department (attach photocopy)	
5.	Issuing Authority & Class	
6.	GST Registration no. (attach photocopy)	
7.	PAN No. (attach photocopy)	
8.	Name of Owner / Proprietor / Agency / Contractor & Aadhar card No. (attach photocopy)	
10.	Whether Govt. Contractor or not	
11.	Previous Experience of Government Department works with full details & enclosures & satisfactory certificate of the client	
12.	Facilities available with the firm	
13.	Whether Registered in Indian Company Act 1956 or Indian Partnership act 1993/MSME.	
14.	Valid License No.	
15.	Financial Capability (Balance Sheet)	
16.	BANK DETAILS: -	
	Nature of Account (saving/current)	
	Name of the Bank	
	Bank Account No.	
	Branch Address	
	IFSC Code of Bank Branch	

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