



भारत सरकार / GOVERNMENT OF INDIA

केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान/CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE

ट्रैक्टर नगर, बुदनी (म०प्र०)/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

Website: <http://www.fmttibudni.gov.in> Email: [fmti-mp@nic.in](mailto:fmti-mp@nic.in) Tel: 07564-234729 GSTIN: 23AAAGC0890H1ZS

(AN ISO 9001:2015 CERTIFIED INSTITUTE)

फा.सं/F.No.: - 17-6/2021-Estt.

दिनांक/Date: - 23.08.2021

### CONTRACTORS REQUIRED

Following works are to be awarded to successful bidders tendering the bid, in its entirety, in the best interest of the Gov:-

S. No.	Details of Works	Qualification & Experience	Age	No. of Contractors
(1)	(2)	(3)	(4)	(5)
1.	Campus Security Duties at Institute & Colony Gate	Minimum 8 <sup>th</sup> pass	18-55 Years	05
2.	Various Tasks like Vegetation Cutting, Gardening, Porter Work, Soil Digging etc	Educational Qualification: Not Applicable	18-55 Years	11
3.	Chasing, Scaring & Expelling of Monkeys and stray animals out of Institute's Official & Residential Premises	Educational Qualification: Not Applicable 02 years of Experience in relevant field in Central/State Govt.	18-55 Years	01
4.	Sweeping and Cleaning of Toilets/ Offices	Educational Qualification: Not Applicable	18-55 Years	07
5.	Cooking/ Washing of Utensils and Gardening in Hostel	Educational Qualification: Not Applicable 05 years experience in relevant field in Central/ State Govt.	18-55 Years	04
6.	Farm/ Agriculture Work like Tilling, Sowing, Transplanting, Irrigation, Spraying Weedicides/ Fertilizers etc.	Educational Qualification: Not Applicable	18-55 Years	15
7.	Technical Help in General Works such as Welding, Repairing etc.	02 years of Experience in relevant field	18-55 Years	01
8.	Cleaning/Up- keeping & Labeling of Books in Library	12 <sup>th</sup> pass with 02 Years Experience in relevant field in Central/ State Govt.	18-55 Years	01
9.	Plumbing & other associated Civil Works in Institute's Office Premises & Residential Area	12 <sup>th</sup> pass with 02 years of Experience in relevant field in Central/State Govt.	18-55 Years	02
10.	Operation of 100 KVA/125 KVA Generator and Water Supply at Pumping Station	12 <sup>th</sup> pass with 03 years of Experience in relevant field in Central/ State Govt. along with license to work on I.T Line	18-55 Years	01
11.	Clerical/All Computer Work	Graduation with PGDCA/ DCA/ ITI (COPA) with 01 year of experience in the relevant field in Central/ State Govt.	18-55 Years	02

12.	The following Works:- 1. To assist in discharging day- to-day works like typing letters in Hindi & English, Scanning, and Correspondence/ file works related to various tests viz. Commercial, CMVR and OECD 2. Downloading of online applications of various test samples from the online portal and correspondence thereof. 3. Tally entry of e-Receipt of Testing Fees.	Bachelor degree in any discipline and should possess a PGDCA/DCA/Data Entry Operator (DEO) Certificate with 02 years of experience in the relevant field in Central/ State Govt.	18-55 Years	01
13	The following Works:- 1. To assist in preparation of TA on Transfer/ Tour/Retirement claims and TA Advances bills. 2. To assist in preparation of Contingent Bills. 3. To assist in making Tally Entry for inward and outward supplies. 4. To assist in vendors creation and processing bills in PFMS. 5. To Assist in typing in both Hindi and English for accounts related official correspondences.	Bachelor degree in any discipline and should possess a PGDCA/DCA/Diploma in Office Management with Accounts as a Subject with 02 years of experience in the relevant field in Central/ State Govt.	18-55 Years	01

**NOTE**

- (i) Number of contractors for any of the works mentioned above from S. No. 1 to S. No. 13 are subject to change without prior information, if there is any change in works load, or for any other administrative reasons, or in the public interest. Some of the contractors, as identified by the authority at its discretion, shall be required to be discontinued for the period as deemed right by the authority. Under this situation, it shall be responsibility of the remaining contractors on work, to complete the task satisfactorily without claiming any change in the tendered amount with unchanged terms and conditions.
- (ii) The contract will be initially for 80 days, which on the basis of performance of Contractor and the requirement of the Institute may be extended.
- (iii) Interested Contractor may appear for personal discussion / establishing the skill proficiency on at **09:00 A.M on 31-08-2021 (For Works at Sl. No. 1,2,3,4,5, & 6), 01-09-2021 (For Works at Sl. No.7,8,9 & 10) and 02-09-2021 (For Works at Sl. No. 11,12 &13)** at this Institute along with the following in original:-  
(a) Bio Data (b) Educational & Experience Certificates (c) Aadhar Card/ PAN Card (d)Bank Account Details. Contractors without all the above documents will not be entertained.
- (iv) Persons appearing after 09:30 AM will not be entertained
- (v) The interested contractors/ bidders may download the Tender Form, Terms & Conditions of Contract from the Institute's Website under web link:- <http://fmittbudni.gov.in/Proc-Auc Tend.html>
- (vi) In case no contractor is found suitable, no contractor would be awarded the contract.
- (vii) No TA/DA would be admissible.
- (viii) Director, CFMTTI, Budni, MP-466445 reserves the right to cancel the tender/ contract without stating any reason/ prior intimation.



(B. K. Panigrahi)  
Instrumentation Engineer & H.O.O.



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(AN ISO9001:2015 CERTIFIED INSTITUTE)

No.:- 17-6/2021-Estt.

Dated 23<sup>rd</sup> August, 2021

**Terms & Conditions**

***(vide Tender No. 17-6/2021-Estt. dated 23-08-2021)***

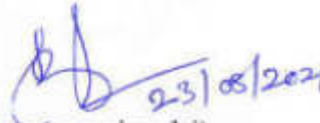
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The following are the terms and conditions of the contract for the works as listed in the above stated tender, compliance to all of them, by the contractor, is not just necessary but essential: -

- (i) Interested contractors are required to tender the amount for execution of the work for the whole month.
- (ii) The bid assessed to be the best in the interest of Government of India (GOI), shall be considered. It is for this reason that the Institute is not under any obligation to award the contract to the Lower Bidder.
- (iii) In order to safeguard the interest of the GoI, to maintain transparency and also to encourage the competitiveness; work shall be awarded on the basis of this open tender. Therefore, it shall be considered as breach of contract, if any, contractor ever calls for implementation of any rules/regulations/privileges/payments made applicable for contract employees or daily wages labours etc.. The contract of the concerned contractor(s) shall stand cancelled at his/their expenses immediately.
- (iv) Taxes, if any, will be deducted at source as per extant GoI, Income Tax Rules.
- (v) Mere award of contract doesn't confer, in any way, upon the contractor any right to claim for extension of contract.
- (vi) Even during the execution of work if any accident or loss of any kind happens to the contractor (in person or in kind), the Institute shall not be held responsible in any manner whatsoever.
- (vii) During the contract period, if any loss occurs to the government work or any damage happens to the Govt. property, the concerned contractor will be liable for administrative as well as legal action along with the recovery for the loss occurred.
- (viii) The contractors are required to produce a valid life/accidental insurance policy certificate on their own name within 15 days of award of contract, failing which the contract shall stand cancelled without making any correspondence in the matter.
- (ix) The successful bidders are not allowed to sub-contract/sub-lease the contract, in case such instances are noticed, the entire amount will be forfeited.
- (x) Generally speaking, there would be six working days in a week, but the contractor may be required, due to very nature of work/urgency of work/administrative reasons, to be present on seventh day also.
- (xi) Only on valid and sufficient reasons, that too, indicated in advance, the contractor may be allowed to abstain from the work for very limited days; but the, the amount payable to him would be calculated on pro rata basis. Further, satisfactory execution of

the work shall lie on the remaining contractors without any change in the tendered amount and strictly with the terms and conditions unchanged.

(xii) The contract can be cancelled at any time without assigning any reason. A contractor may request to leave the contract with one month of prior notice to the Institute.

Handwritten signature in blue ink, followed by the date '23/08/2024' written in blue ink.

(Bikash Kumar panigrahi)  
Instrumentation Engineer/ Head of Office  
For Director