

Tender ID :2019_DARE_496254_1

By Hand/Website



भा. कृ.अनु.प.-केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, जोधपुर
ICAR-Central Arid Zone Research Institute, Jodhpur
क्षेत्रीय अनुसंधान केन्द्र, पाली-मारवाड़ 306401 (राजस्थान)
Regional Research Station, Pali-Marwar 306401 (Rajasthan)
Website: www.cazri.res.in, Phone No. 02932-256098/258578, FAX: 02932-256098



F.No. Electric Repairing Work/1/18-19/RSP/

Dated:22/08/2019

Engagement of Contractor for carrying out Electric maintenance & repair work at CAZRI's Regional Research Station, Pali under Annual Job Work Contract

1. Date of start of downloading tender document : 22.08.2019 at 3.00 PM
2. Last date and time for downloading of tender form : 16.09.2019 at 10.30 AM
3. Last date and time for submission : 17.09.2019 at 11.00 AM
4. Date and time for opening the Technical bids : 18.09.2019 at 11.00 AM

Note: The tender form and other details are available on CAZRI's website www.cazri.res.in & CPPP. The interested Agency/Contractor/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time

From:-

Assistant Administrative Officer,
ICAR-CAZRI's Regional Research Station,
Pali-Marwar- 306 401.

To

M/s

Sub: - **E-tender for Annual Rate Contract for for Engagement of Contractor for carrying out Electric maintenance & repair work at CAZRI's Regional Research Station, Pali on outsourcing basis under Annual Rate Contract-regd.**

Sir,

1. On behalf of the Director, ICAR-CAZRI, Jodhpur E-tender(s) are invited from interested Agency/Contractor/firm of repute for carrying out Electric maintenance & repair work on outsourcing basis at CAZRI's RRS, Pali under Annual Job Work Contract. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.
2. The bid along with the necessary documents is to be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before Due Date i.e. 17.09.2019 up to 11.00 A.M.
3. The bid is to be opened on Due Date i.e. 18.09.2019 at 11.00 AM. at ICAR-CAZRI's RRS, Pali by the Committee members in presence of the representative of Contractors/Agency/firm those submitted/uploaded their bids.
4. **Aspiring Bidders:** who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER

Encl.: As above {Annexure-I (भाग-अ से व) & Annexure-II (भाग-अ से स)}

तकनिकी बिड (भाग –अ)

फर्म/ठेकेदार का विवरण

1. निविदादाता ठेकेदार/फर्म/एजेन्सी के प्रोप्राईटर का नाम :
2. निविदादाता ठेकेदार/फर्म/एजेन्स का नाम व पता :
मैसर्स
3. (अ) टेलीफोन नं. कार्यालय: निवास: माबोइल नं.
(ब) ई.मेल पता :
4. ठेकेदार/फर्म/एजेन्सी का विवरण :
(साझेदारी डीड/संविधान यदि सासोइटी है तो)
5. अधिकृत डीलरशीप/एजेन्सी का प्रमाणपत्र नम्बर :
6. आयकर विभाग द्वारा निर्गत पैन (PAN) नम्बर :
7. केन्द्रीय उत्पाद शुल्क विभाग द्वारा निर्गत सर्विस टैक्स नम्बर/GST No. :
8. फर्म/ठेकेदार के बैंक का नाम व पता :
बैंक का आई.एफ.एस.सी. कोड नम्बर : बैंक खाता नम्बर:
(सही सूचना के लिए निरस्त बैंक की छाया प्रति संलग्न करें)
9. निविदा शुल्क रु. 500/- रसीद नम्बर/डी.डी. नम्बर : दिनांक:
यदि डी.डी./बैंकर बैंक है तो ICAR Unit-CAZRI, Jodhpur के पक्ष में
10. धराहेर राशि (Earnest Money Deposit): रु. 8,000/-ICAR Unit-CAZRI, के पक्ष में डी.डी.
/बैंकर बैंक नं. दिनांक बैंक का नाम

Authorized Signature with seal

तकनिकी बिड (भाग –ब)

निविदा के नियम व शर्तें

General Terms and Conditions of the notice inviting tender of Annual Rate Contract for Engagement of Agency for carrying out Electric maintenance & repair work at CAZRI's Regional Research Station, Pali on outsourcing basis under Annual Rate Contract-

1. On behalf of the Director, Central Arid Zone Research Institute, Jodhpur online tenders are invited for Annual Job Contract for engagement of agency for providing cleaning services on outsourcing basis for a period of one year depending upon the requirements of the ICAR - Central Arid Zone Research Institute's RRS Pali from time to time as per the terms and conditions set forth in the following paragraphs. The Services of the manpower agency would be required initially for a period of one year. The period of ARC can be extended further subject to satisfactory compliance of terms and conditions of the contract.
2. Tender form and terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in> and www.cazri.res.in upto **11.30 hours of 16.09.2019**. On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in/eprocure/app> only by or before the last date and time i.e. **17.09.2019 upto 11.00 AM**
3. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. 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 Director, ICAR - CAZRI reserves the right to accept or reject any or all the tenders.
5. The interested Firms {except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)} are required to deposit (in original) an Earnest Money Deposit (EMD) of **Rs. 8000/- (Rupees eight thousand only)** and Tender fee Rs. 500/- (Rupees five hundred only) in the form of Demand Draft from any of the Commercial Bank in India, in favour of "ICAR Unit – CAZRI, Jodhpur". The bidder must have current Income Tax/ Service Tax and statutory registration(s).
6. The aforesaid DDs/Banker Cheques towards cost for Tender Document / Tender fee and EMD should be submitted off-line to the tender inviting authority i.e. **The Head, ICAR – CAZRI's RRS, Pali** by or before 11.00 a.m. on **18.09.2019** and the scanned copy to be uploaded online by or before 11.00 AM on **17.09.2019**. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after of date of tender/bid.
7. In no case Tender fee and Earnest Money will be accepted after opening of tender.
8. Submission of Tenders: The bid along with the necessary documents should be uploaded in the eprocure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma, **each in separate folder as available on CPPP**. *All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the technical bid documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid is detailed in part V of the technical bid.*

9. Decision of the Director, ICAR - CAZRI, Jodhpur shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation.
10. Bidders/tenderers shall undertake to the apply with all statutory provisions are required for such man power to be provided including Minimum Wages Act, EPF, ESI, Service Tax etc. as required under law and shall indemnify CAZRI from all libels/suits/litigations etc.
11. The Contractual Agency shall take all responsibility and obligation for providing man power engaged by him for the purpose at **ICAR – CAZRI's RRS, Pali**. **ICAR – CAZRI's RRS, Pali** will not be responsible for any libels/suits/litigation or otherwise/obligation/commitment/liability to any party (ies) or persons(s) whatsoever.
12. SECURITY OF CONTRACT: The Contractual Agency shall provide Security in the form of DD/Bank Guarantee/FDR in favour of ICAR Unit, CAZRI payable at Jodhpur-342 003 for contract period as would be specified in the work order to be awarded to the successful bidder for 10% of total vaule of Annual Rate Contract and execute an agreement before starting the contract. The Security money will be released only after the termination/expiry of the contract. The Security money deposit should be valid up-to 3 months beyond the date of expiry of the contract.
13. No interest on Security deposit and earnest Money deposit shall be paid by the ICAR - CAZRI to the bidder.
14. Service tax / GST or any other tax applicable for made applicable after awarding the contract in respect of this contract shall be payable by Contractual Agency. **ICAR – CAZRI's RRS Pali** will not entertained any claim whatsoever in this respect. However, the Service Tax / GST or any other Tax which is as per the rules of the Govt. of India/ Rajasthan Government shall be deducted at source from monthly bills as per rules/instruction made applicable from time to time by Government.
15. Acceptance by **the ICAR – CAZRI's RRS Pali** will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the bidder will be forwarded as soon as possible but the earlier instructions in the FAX, express letter etc. should be acted upon immediately.
16. निम्नलिखित दस्तावेज निविदा कॉपी के साथ संलग्न करें। निविदा कॉपी के साथ निम्नलिखित दस्तावेज संलग्न न पाये जाने पर निविदा निरस्त कर दी जायेगी।
 1. निविदा शुल्क रू. 500/-
 2. धरोहर राशि रू. 8000/-
 3. फर्म का पंजीयन प्रमाण पत्र
 4. ई.एस.आई. विभाग का पंजीयन प्रमाण पत्र
 5. कर्मचारी भविष्य निधि पंजीयन प्रमाण पत्र
 6. जी.एस.टी. प्रमाण पत्र
 7. आयकर विभाग द्वारा निर्गत आयकर पैन (PAN) नम्बर प्रमाण पत्र
 8. भारत सरकार/राज्य सरकार के श्रम विभाग द्वारा (Under R&A Act,1970) निर्गत श्रम लाइसेंस। लाइसेंस ठेका कार्य आवंटन पर प्राप्त करना होगा।
 9. ई.एस.आई./ई.पी.एफ. चालान की प्रतिलिपि श्रमिक संख्या दर्शाते हुए।
 10. फर्म का वार्षिक टर्न ओवर न्यूनतम रू. 2 लाख से अधिक का 1 वर्ष की अवधि के लिए।
 11. केन्द्रीय/राज्य सरकार के विभाग का समान कार्य का एक वर्ष का अनुभव प्रमाण पत्र।
 12. प्रस्तुत दर केन्द्र सरकार के न्यूनतम मजदूरी कानून के अनुसार है उपयुक्त है का प्रमाण पत्र।
17. ठेकेदार द्वारा कार्यालय में सत्यापन के लिए मूल दस्तावेज प्रस्तुत करना आवश्यक है। दस्तावेज सत्यापन न कराने पर ठेका समाप्त कर दिया जायेगा।

18. निविदा स्वीकृत होने पर सफल निविदादाता को कार्य प्रारम्भ करने से पूर्व निर्धारित प्रपत्र में न्यूनतम रूपये 1000/- या वार्षिक अनुबंध मूल्य का 0.25 प्रतिशत के बराबर, जो भी अधिक हो, के मूल्य के नॉन ज्यूडिशियल स्टाम्प पेपर पर एक अनुबन्ध (इकरारनामा) करना होगा।
19. **सुरक्षा राशि:** सफल निविदादाता को कार्य की सुरक्षा राशि बैंक ड्राफ्ट द्वारा **ICAR Unit – CAZRI, Jodhpur** के पक्ष में ठेका राशि की 10 प्रतिशत सुरक्षा राशि (Security Deposit Money) के रूप में ठेका प्रारम्भ करने से पूर्व जमा करवाना होगी। जो फर्म के नाम किसी भी तरह का बकाया न होने पर/ कोई विवाद न होने पर ठेका अवधि के 90 दिन के पश्चात् बिना ब्याज लौटाई जायेगी।
20. **बिल प्रस्तुत करना:** ठेकेदार द्वारा अपना मासिक बिल, सफाई कार्य के संतोषजनक व पूर्ण करने के पश्चात् तथा संबंधित अनुभाग-प्रभारी से संतोषजनक कार्य का प्रमाण पत्र प्राप्त करने के उपरान्त श्रमिकों के नाम जमा ई.पी.एफ., ई.एस.आई. एवं सेवा कर/GST भुगतान की चालान की प्रतिलिपि संलग्न कर प्रत्येक माह की 7 तारीख तक प्रस्तुत करना होगा।
21. **ई.पी.एफ., ई.एस.आई. एवं सेवा कर भुगतान:** ठेकेदार/फर्म को बिल के साथ श्रमिकों के नाम नियमानुसार जमा ई.पी.एफ., ई.एस.आई. एवं सेवा कर भुगतान की चालान की प्रतिलिपि संलग्न कर ठेका प्रारंभ माह से अगले दूसरे माह के बिलों की पहली तिथि को बिल के साथ प्रस्तुत करना होगा अन्यथा आगामी बिल का भुगतान नहीं किया जायेगा तथा एक माह के नोटिस पर ठेका निरस्त कर दिया जायेगा। नियमानुसार **EPF, ESI, Service Tax/GST and Bonus etc.** इत्यादि का पूर्ण रूप से पालन करनी होगी। सम्बन्धित दस्तावेज कार्यालय में प्रस्तुत करना अनिवार्य है।
22. **संस्थान द्वारा भुगतान:** ठेकेदार/फर्म द्वारा बिल प्रस्तुत करनेके 15 कार्य दिवस के अन्दर नियमानुसार आयकर एवं अन्य कटौती काट कर रेखांकित चैक/ई-भुगतान के माध्यम से किया जायेगा। **ई-पेयमेन्ट सिस्टम के लिए अपने बैंकर द्वारा जारी अधिकृत पत्र कार्यालय को देना होगा।**
23. **श्रमिकों का भुगतान:** ठेकेदार द्वारा अपने सफाई कर्मियों को भारत सरकार/राज्य सरकार द्वारा निर्धारित न्यूनतम मजदूरी, जो भी अधिकतम हो, ठेकेदार द्वारा केवल चैक के माध्यम से नोडल अधिकारी/ प्रभारी अधिकारी के समक्ष प्रत्येक माह की 7 तारीख को भुगतान करना होगा। चैक की प्रतिलिपि हर माह के बिल के साथ लगानी होगी अन्यथा बिल का भुगतान नहींहोगा। वी.डी.ए. की दरें बढ़ने पर बढी हुई दर से भुगतान करना होगा।
24. ठेकेदार द्वारा प्रस्तुत बिल के पीछे यह प्रमाणित करना होगा कि मैंने ठेके कार्य में लगाये गये मजदूरों को मजदूरी का भुगतान न्यूनतम मजदूरी अधिनियम के अनुसार कर दिया है।
25. ई.पी.एफ., ई.एस.आई., सेवा कर/GST आदि की समय-समय पर संशोधित दरों से नियमानुसार भुगतान कर चालान कार्यालय को प्रस्तुत करना होगा।
26. ठेका अवधि के दौरान न्यूनतम मजदूरी/सरकार को देय टैक्स दर बढ़ने पर ठेकेदार/फर्म की स्वीकृत दरों में उसी अनुसार वृद्धि/परिवर्तन कर भुगतान किया जायेगा, लेकिन सर्विस चार्ज व मेटेरियल दर वही रहेगी और उसमें कोई वृद्धि नहीं की जायेगी।
27. ठेकेदार को भारत सरकार के श्रम मन्त्रालय द्वारा जारी न्यूनतम मजदूरी अधिनियम के तहत श्रमिक कल्याण सम्बन्धित सभी सुविधाएं ठेकेदार द्वारा श्रमिकों को देनी होगी। इस अधिनियम की पालना न करने पर इसकी सम्पूर्ण जिम्मेवारी ठेकेदार की होगी।
28. ठेकेदार द्वारा प्रस्तुत की गयी दर/ कार्य आदेश में दर्शायी गई दर भारत सरकार के श्रम मन्त्रालय द्वारा मान्य न्यूनतम मजदूरी से कम होने पर ठेका समाप्त कर दिया जायेगा।
29. ठेकेदार द्वारा सफाई व्यवस्था के ठेका कार्य हेतु संधारित रजिस्टर रखना होगा जिसका मांगें जाने पर अवलोकन करवाना होगा। ठेका में लगाये गये सफाई श्रमिकों के नाम व पता सहित सूची कार्यालय को उपलब्ध करानी होगी।
30. श्रम विभाग कार्यालय द्वारा समय-समय पर चाही गयी समस्त सूचना एवं रजिस्टर ठेकेदार को कार्य स्थल पर रखने होंगे।

31. बाल श्रमिकों को संविदा कार्यों में नहीं लगाया जायेगा।
32. ठेका के मासिक बिल राशि में से नियमानुसार आयकर (टी.डी.एस.) की कटौती की जायेगी।
33. **ठेका अवधि:** ठेका/संविदा की **अवधि एक वर्ष** होगी। सन्तोषजनक कार्य होने पर आपसी सहमति से अवधि को बढ़ाया जा सकता है।
34. ठेका अनुबन्ध के दौरान, यदि ठेकाकार अनुबन्ध को बीच में छोड़कर चला जाता है अथवा निर्धारित अवधि तक अनुबन्ध की नियम-शर्तों के अनुसार कार्य करने में असमर्थ रहता है तो ऐसी दशा में ठेकेदार की जमानत राशि और उसके बकाया भुगतान को जब्त कर ठेकेदार की जोखिम व कीमत (**Risk and Cost**) पर सफाई हेतु अन्य वैकल्पिक व्यवस्था करने का **निदेशक, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान (काजरी), जोधपुर/अध्यक्ष, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, क्षेत्रीय अनुसंधान केन्द्र, पाली** को अधिकार होगा।
35. अनुबन्ध अवधि के दौरान कार्य करते समय किसी सफाई कर्मों के साथ किसी भी प्रकार कोई घटना अथवा दुर्घटना होने की दशा में उत्पन्न हानि के लिए ठेकेदार पूर्ण रूप से उत्तरदायी होगा। इस संबंध में **निदेशक, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान (काजरी), जोधपुर/अध्यक्ष, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, क्षेत्रीय अनुसंधान केन्द्र, पाली** की कोई जिम्मेदारी नहीं होगी।
36. ठेकेदार एवं सफाई कर्मियों द्वारा संस्थान की सम्पत्ति को नुकसान पहुँचाने की दशा में हानि की क्षतिपूर्ति ठेकेदार द्वारा की जायेगी।
37. ठेकेदार को किसी भी सरकारी/अर्द्धसरकारी विभाग/प्राइवेट में सफाई कार्य करवाने का एक वर्ष का अनुभव होना चाहिए। कार्य आदेश, अनुभव प्रमाण पत्र, सन्तोषजनक कार्य का प्रमाण पत्र निविदा के साथ प्रस्तुत करें।
38. अनुबंध अवधि के दौरान यदि ठेकेदार अनुबंध के नियम एवं शर्तों के अनुसार सफाई कार्य करवाने में असफल/असमर्थ रहता है तो ठेका कार्य बिना कारण बताए निरस्त कर दिया जायेगा।
39. ठेकेदार द्वारा सफाई ठेका में लगाये गये श्रमिकों की सूची पूर्ण नाम, पिता का नाम एवं पूर्ण पता सहित नोडल अधिकारी को देनी होगी। श्रमिकों को परिचय पत्र जन्मतिथि, ई.पी.एफ. एवं ई.एस.आई. खाता के नम्बर और पूर्ण पता सहित जारी करने होंगे।
40. सफाई कर्मियों के रोजगार के संबंध में संस्थान का कोई दायित्व नहीं होगा।
41. किसी भी तरह के विवाद के लिए न्यायिक क्षेत्र **जोधपुर ही** होगा।
42. किसी भी प्रकार का विवाद होने की दशा में निदेशक, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान (काजरी), जोधपुर का निर्णय मान्य एवं अन्तिम होगा।
43. दो या अधिक निविदादाताओं की दर समान आने पर सफल निविदादाता का चयन निम्नलिखित आधार पर किया जायेगा (i) फर्म/एजेन्सी का अनुभव, (ii) वार्षिक टर्नओवर, (iii) फर्म/एजेन्सी की प्रोफाइल

निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी द्वारा घोषणा

मैंने/हमने उपर्युक्त समस्त नियम व शर्तों का अध्ययन कर लिया है तथा इनकी अनुपालना के लिए मैं/हम बाध्य होऊंगा/होंगे। किसी भी प्रकार की मिथ्या सूचना के लिए मैं/हमारी फर्म/एजेन्सी/कम्पनी पूर्ण जिम्मेवार होंगे।

निविदादाता के हस्ताक्षर मय माहेर

तकनीकि बिड

(भाग –स)

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING ELECTRIC MAINTENANCE & REPAIR WORK (ICAR-CAZRI, REGIONAL RESEARCH STATION, PALI)

SCOPE OF WORK:

ABOUT THE INSTITUTE & STATION : Central Arid Zone Research Institute, Jodhpur is a premier research organization under the aegis of ICAR (Department of Agricultural Research and Education, Govt. of India) and RRS, Pali is one of the its Regional Research Stations RRS). The station is located in the total area of 454 hectares, which includes all the Residential, Non Residential building and experimental/ Farm area. At present the Rajasthan State Electricity Board has calculated/ assessed its total electrical consumption requirement to be around 40 KW under mix Load L.T. All the residential area and office buildings are provided with usual electrical connection/ sockets without any exorbitant/heavy electrical fittings. However, laboratories/ farm sections have some sophisticated scientific/analytical/equipment's and machines, which are operated as and when needed and are not being used simultaneously under any condition.

(A) RESIDENTIAL BUILDINGS: Presently there are about 21 numbers of quarters in Pali in this Station of different categories. The concerned contractor would be completely responsible for ensuring rectification/repairing electrical faults/problems/failure in all the residential quarters as mentioned above. Accordingly, the contractor would also be responsible for proper repair and maintenance works and will attend electrical problems in respect of Guest House, HEAD's Bungalow, Street Lights etc. at the Institute/ campus including repairs/maintenance and upkeep of Power factors/Panel etc.

(B) NON-RESIDENTIAL BUILDINGS: The Non-residential buildings of the Institute include the Main distribution board, Main Building distribution board/panel up to main distribution board/panel of the office building. Maintenance of panel boards installed at Open wells (2 Nos.) and one (01) pumping station for water supply to residential area/Maintenance of overhead electrical lines and L.T. cable ranging from 10 sq.mm to 300 sq. mm connected to office buildings, residential buildings, land, pumping sets including that of street/road lights of the Institute including repairs/maintenance and upkeep of L.T. Cables, Power factors/Panel etc.

(C) REPAIR/MAINTENANCE OF FANS: Carrying out the Repair/maintenance (greasing, overhauling etc.) of all ceiling fans and exhaust fans (around 90 Nos.) existed in above A and B buildings will also be the responsibility of the contractor. The electrical materials required as chocks, tube lights, wire, switches, sockets, bush bearings, capacitor and rewinding and machining work etc. would be provided by the Institute.

DETAILS OF WORKS

Point	Particulars of works to be attended by providing requisite number of Skilled Manpower
Main Gate	Work of Linemen cum Wiremen at Main Gate for repairs and maintenance of supply at security hut and surrounding area.
Main Distribution Panel/Station at Residential Colony	Maintenance /Repairs and Upkeep of Distribution Panel/ Station/ LT lines & LT Fuses, Street Lights, and other related work like point and fitting (fixtures) etc. with skilled Linemen cum Wiremen/professional.
Main Distribution Panel/Station at Main Building	Maintenance /Repairs and Upkeep of Distribution Panel/ Station/ LT lines & LT Fuses, Street Lights, and other related work like point and fitting (fixtures) etc. with skilled Linemen cum Wiremen/professional.

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to: **IN-CHARGE, ESTATE SECTION, CAZRI, RRS, PALI**
3. The Director, reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR for the purpose. All complaints should be immediately attended to by the Agency.

7. Uniform with colour specifications and pattern approved by ICAR 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.
8. The agreement is terminable with one month notice on either Side.
9. The contractor shall not sublet the work without prior written permission of the **ICAR-CAZRI, RRS, Pali**
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary personnel for at ICAR-CAZRI, RRS, Pali as per labour acts prevalent in State/Country. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Council, the Council 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 persons immediately.
12. 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.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the ICAR-CAZRI, RRS, PALI shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CAZRI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
16. 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 shall indemnify and keep indemnified the 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 Director, ICAR-CAZRI shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. 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.
19. Changing of Supervisor/Staff should be intimated to the Caretaker.
20. The Contractor must employ adult labour only Employment of child labour may lead to the termination of the Contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
22. **Risk Clause:** ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause 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 S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and 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 and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

DECLARATION BY THE FIRM

I/We proprietor/ partner/ authorized representative of M/sJodhpur has/have scrupulously noted the contents of the terms & conditions of work contract and the same are acceptable to our firm/company.

Signature with seal of authorized signatory of firm

तकनीकी बिड

(भाग –द)

PROFORMA FOR TECHNICAL BID

Schedule to tender

1.	Name of Agency/Firm	
2.	Full address with Post box No. and Telephone No.	
3.	Constitution of the Firm/Agency. a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
4.	(a) For partnership firm whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. (b) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. (c) If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5.	Name and Full Address of your Bankers :	
6.	PAN Number /Circle/Ward	
7.	Registration No. of the firm.	
8.	ESI Number certificate of the firm issued by appropriate authority, if applicable	
9.	EPF Number certificate of the firm issued by appropriate authority, , if applicable	
10.	GST Number of the firm issued by appropriate authority	
11.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970. (The contractor shall obtain the labour licence under this act.)	

12.	Experience of the firm of at least one year in the field of providing such services in Central Govt. Establishments/ Autonomous bodies of Govt./ Corporation of Govt. of India/reputed public or private organizations may be indicate in chronological order and supporting document may be attached.	
13.	EMD: Rs. 8000/- in favour of ICAR Unit-CAZRI, Jodhpur.	
14.	Any other relevant information.	

Dated: _____

Place: _____

Signature with Seal of authorized signatory of firm

Note: The information required at S. No. 1 to 15 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected.

तकनीकी बिड

तकनीकी बिड (भाग -य)

Full Name and address of the tenderer in
Addition to address and other relevant
information needed for the complete Address:-

Telephone No.
Telegraphic Address

To,

**The Head,
ICAR-Central Arid Zone Research Institute,
Regional Research Station
Pali-Marwar -306401**

Sir,

1. I/we have carefully read all the particulars regarding the general information and other terms and conditions of the contract for the annual Manpower Contract of **CAZRI'S RRS Pali** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood 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 from a part of this Tender. The schedules to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. _____ dated _____ of Rs. **8000/-** in favour of ICAR Unit and payable at Jodhpur is enclosed as earnest money.

Signature with Seal of authorized signatory of firm

Address _____

Name & Signature of witness _____

Address _____

तकनीकी बिड

(भाग –र)

तकनीकी बिड (भाग –र)

CHECKLIST OF DOCUMENTS SUBMITTED

S.No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1.	Details of Cost of bid Rs. 500/-			
2.	Details of EMD deposited Rs. 8,000/-			
3.	Copy of Registration Certificate of ESI if applicable			
4.	Copy of Registration Certificate of EPF if applicable			
5.	Copy of Service Tax/GST Registration			
6.	Copy of PAN/TIN Card.			
7.	Copy of Labour license under contract labour (R&A) Act, 1970. The contractor shall obtain the labour license under this act after awarded the contract.			
8.	Experience of the firm for one year in the field of providing such services in Central /State Govt.			
9.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached.			
10.	Copy of Income Tax Return for latest assessment/ Financial Year, whichever is available			
11.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions			

Detail of the Minimum one year experience /work done

S. No.	Name of Client Deptt. / Organization & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		

Note: The information required at S.No. 1-11 must be accompanied with the certified copies of the documents and attached as per the S.No. failing which the tender will be liable to be rejected.

FINANCIAL BID

वित्तीय बिड

(The financial bid to be enclosed in a separate sealed envelope)

Note: The tender will remain open for acceptance up to 90 days from the date of opening of bid.

To,

The Head,**ICAR-Central Arid Zone Research Institute, Regional Research Station, Pali-Marwar -306 401**

I/we wish to submit our tender for engagement of agency for providing "for routine Repair & maintenance of electric fault at CAZRI'S RRS Pali under Annual Rate Contract on the following rates:

S. No.	Description	Routine Electric maintenance and repair	
		Skilled worker	Semi-skilled worker
1.	Monthly Minimum Wages Rate*	9672=(372*26)	8918=(343*26)
2.	EPF Contribution of Employer (@13%)*	1257	1159
3.	ESI Contribution of Employer*(@ 3.25%)	314	290
4.	Total (on account of minimum wages & employer ESI & EPF contribution)	11243	10367
5.	Service Chages # (to be filled in figures and words both) (to be claimed by the contractor for providing each manpower each month for carrying out the work under the ARC. It includes all other miscellaneous expenditure associated to the cleaning service, like expenditure on cleaning material, supervisor, etc.)	Rs._ Rupees(in words) -- -----	Rs._ Rupees(in words) - -----
6.	Service Tax / GST (as per the prevailing rate on (4+5). It is not to be filled by the firm)	It will be calculated @ prevailing rate as on date of opening of Financial Bid	It will be calculated @ prevailing rate as on date of opening of Financial Bid
7.	Grand Total (4+5+6) (the amount to be paid to the firm for each manpower per month)	Will be calculated by the office	Will be calculated by the office
8.	Deductions (to be made from the minimum wages of the manpower/employee)		
	(i) EPF Contribution of Employee* (@12%)	1161	1070
	(ii) ESI Contribution of Employer*(@0.75%)	73	67
9.	Total deduction from the minimum wages for the month [8(i)+8(ii)]	1330	1226
10.	Net Amount to be paid to each manpower/employee for each month (1-9)	8438	7781

Note: Only the blank cell in respect of S. No. 5 i.e. service charges is to be filled up by the bidder/firm. The service charge is not to be quoted as zero/nil. A realistic/reasonable amount should be quoted for service charges otherwise Financial Bid will be liable to be rejected.***These rates are as per the rates as on date as fixed by the central or state government, whichever is higher, and the same i.e. minimum wages and all other government liabilities will be paid on revised rates as and when the same is revised during the period of Annual Rate Contract as extend time to time.****#Service charge to be claimed the Firm/Agency will remain constant / unchanged for entire period of contract as extended time**

I/we agree to the forfeiture of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form.

We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Authorized Signature with seal _____

Name & address of the firm:

Telephone No. : _____ Mobile No. : _____