

## CSIR- NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY:: JORHAT



An ISO 9001: 2000 Certified Organisation

### NOTICE INVITING TENDER

No. D-15012/3/16-Gen



Sealed offers are invited from reputed Registered Contractors holding valid license under Contract Labour (Regulation & Abolition) Act 1970 and registered with the Director General (Resettlement)/(DGR), Govt. of India, Ministry of Defence, West Block-IV, R. K. Puram, New Delhi for providing Security arrangements at CSIR-NEIST, Branch Laboratory, Imphal, Manipur (BLIM) preferably having experience of executing such contracts in any Govt.(Central/State), Semi-Govt. Public Sector Undertakings, CSIR Labs./Instts etc. The Tender papers with detailed terms and conditions may be obtained from the office of the Section Officer (G), CSIR-NEIST, Jorhat on payment of **Rs. 500.00 (Rupees five hundred) only** -Non-refundable - in Cash counter of the Institute on working days from the date of publication of the Advertisement till **13.06.2016**. In case tender papers are downloaded from website <http://www.neist.res.in>, an amount of **Rs. 500.00** (Rupees five hundred) -Non-refundable - only to be paid by Demand Draft drawn in favour of Director, CSIR-NEIST, Jorhat along with the tender towards the cost of tender papers or through e-payment directly to the NEIST Bank Account and the proof of depositing the amount should be submitted along with the tender paper without which tenders will be invalid. The sealed offer accompanied by **Earnest Money Deposit of Rs. 36,000/- (Rupees thirty six thousand)** only for providing Security arrangement at CSIR-NEIST Branch Laboratory, Imphal, Manipur (BLIM), in the form of A/C payee Demand Draft from scheduled Bank drawn in favour of the **Director, CSIR-North-East Institute of Science and Technology(CSIR-NEIST), Jorhat, Assam** payable at Jorhat in a separate envelope duly super scribed OR e-payment directly to the NEIST Bank Account {Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392} and submit the proof of the deposit to be received on or before **14.06.2016 up to 01.00 P.M. in the Security Office at Gate No.2, CSIR-NEIST, Jorhat** and shall be opened on the same day at **3.00 p.m.** in presence of the Tenderers. However, in case of any unavoidable circumstances, the opening of tenders may deferred to a later date with information to the tenderers. The Director, North East Institute of Science and Technology, Jorhat reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons there of.

ADMINISTRATIVE OFFICER

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For details of NIT, please refer website of NEIST, Jorhat <http://www.neist.res.in>. Tender papers/documents may be downloaded from the web-site or may be obtained from the office of the Section Officer (G), CSIR- NEIST Jorhat on payment of **Rs. 500.00** (Rupees five hundred only) (Non-refundable) only in Cash counter of the Institute on working days from the date of publication of the Advertisement till **13.06.2016** or through e-payment directly to the NEIST Bank Account. {Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code – SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392.

ADMINISTRATIVE OFFICER

## SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderers should deposit **EMD of Rs. 36,000/- (Rupees thirty six thousand)** only for providing Security arrangement at CSIR-NEIST Branch Laboratory, Imphal, Manipur (BLIM), in the form of A/C payee Demand Draft from scheduled Bank drawn in favour of the **Director, CSIR-North-East Institute of Science and Technology(CSIR-NEIST), Jorhat, Assam** payable at Jorhat in a separate envelope duly super scribed OR through e-payment directly to the NEIST Bank Account (Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code – SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, CSIR-NEIST (7) Account No. 00000030266871392) and submit the proof of the deposit separately along with the quotation which will be refunded to the unsuccessful bidder.

The tenders will be received up to **1.00 p.m. of 14.06.2016 in the Security Office at Gate No.2, CSIR-NEIST, Jorhat** and will be opened at **3.00 P.M of 14.06.2016** at CSIR-NEIST, Jorhat, Assam.

The successful bidder must deposit **Rs. 1, 80,000/- (Rupees One lakh eighty thousand)** only as security money in the form of A/C payee Demand Draft from scheduled Bank drawn in favor of the **Director, CSIR-NEIST, Jorhat** payable at **Jorhat** OR in the form of Bank Guarantee/ FDR from any scheduled Bank in favor of **“The Director, CSIR-NEIST”** and valid for a period of 30 months from the date of start of work **OR** through e-payment directly to the NEIST Bank Account:

{Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code – SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, NEIST (7) Account No. 00000030266871392} and submit the proof of the deposit on receipt of Preliminary work order, after which final work order shall be issued to the successful bidder enclosing copy of Agreement. The Contractor shall have the option to adjust the EMD towards the security deposit and pay difference only.

### **GENERAL TERMS AND CONDITIONS:**

1. The bidders must submit the **Registration Certificate** (Photocopy) along with the Tenders, without which tenders will be **invalid**.
2. Tenders without **tender papers cost (Rs. 500.00)** and **EMD (Rs. 36,000/-)** will be summarily **rejected**.
3. The duration of the contract for providing security arrangement at CSIR-NEIST Branch Laboratory, Imphal, Manipur is **for a period of 02 ( two ) years** from the date of commencement of work which may be extended for further period on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can also be terminated prematurely by serving one month’s written notice to do so without payment of any compensation whatsoever other than the dues under the agreement. The Director, CSIR-North-East Institute of Science & Technology, Jorhat will have sole discretion to extend or terminate the contract at any time without assigning any reason. The detailed scopes of work to be carried out by the contractors are at **Annexure**.

4. Rates payable under the contract are to be indicated by the tenderers. The tenderer must ensure that wages to the Security personnel against the contract should not be less than the minimum wages as per the minimum wages Act. 1948 amended from time to time. Payment of wages to the Security personnel must be disbursed in presence of NEIST representative(s)/BLIM, Manipur latest by 07<sup>th</sup> day of the subsequent month without waiting for his bill to be cleared/paid by the Laboratory. However, the contractor shall ensure that all his workers are paid by e-payment after the completion of the first quarter. No payment in cash shall be made by the contractor to his workers engaged for the above mentioned work after 01 months of the start of work.

5. The persons employed through the Contractor for all intent and purposes are the employees of the Contractor and cannot claim employment and other benefits from CSIR.

6. Only Ex-Servicemen of integrity and good conduct, medically and physically fit persons below the age of 50 years shall be deployed by the Contractor.

7. That the contractors/tenderers shall submit details such as, names, parentage, residential address, age etc.of the persons provided by him in the premises of the Lab./Instt./CSIR for the purpose of proper identification of the employees of the contractor engaged for Security jobs in CSIR-NEIST Branch Laboratory, Imphal, Manipur. Identity cards bearing their photographs/identification, etc. should be issued to all contract workers deployed at CSIR-NEIST Branch Laboratory and display their identity cards while on duty. The Contractor must provide uniform/apron to their workers at their own cost in view of security reasons.

8. The contractor should obtain a valid licence under the Contract Labour (R&A) Act. 1970. The contractor shall also maintain all statutory records as may be required from time to time under the said Act. and furnish the same for verification by the Employer/Labour Authority as and when required. He shall have a valid licence before commencement of work, and continue to have the same till completion of the contract. The Contractor shall also abide by the provisions of the child Labour (Prohibition and Regulation) Act., 1986.

9. That the contractor shall at his own cost, if required take necessary insurance cover in respect of the workers provided by him and such an Insurance shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act. 1970; Employees State Insurance Act; Workman's compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act. 1948; Employer's Liability Act.1938; Employment of Children Act. 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

10. That the Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR Lab./Instt. and in their respective names before submitting the bill for the subsequent month. **The amount should be deposited individually and should not be mixed up with any other contract. The reimbursement shall be as per actual deposits of amount. In case, the Contractor fails to do so the amount towards ESI & EPF contribution will be withheld till submission of required documents.**

11. The Security Contractor may deploy his own Security Guards or re-appoint the Security Guards deployed by the earlier Contractor on his own terms & conditions and it will be the responsibility of the Contractor to ensure that no liability on this account should come on CSIR in respect of workers deployed by him.

12. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour laws including the provisions of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR.

13. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.

14. The Security Personnel deployed by the contractor should possess identity card certified by proper signatory of NEIST, Jorhat. Attested photographs (2 nos.) of the workers shall be submitted to NEIST for identification at the time of disbursement of wages which must be witnessed by the Officer-in-charge, NEIST, Jorhat/Sc. I/C, Branch Laboratory, Imphal, Manipur.

15. That the Uniform supplied by the Contractor at his own cost to the persons deployed for this work shall include Uniform, army cut anklets, ankle boots, Khukri, Stick (to be decided by the Competent Authority), web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches, etc. The seasonal equipment such as jerseys, grey coats in winters and rain coats in monsoon shall also be provided by the Contractor at his cost and CSIR shall have no liability whatsoever on this account. The uniform shall be approved by the Director of the Lab./Instt.

16. At any time during the continuation of the contract, if it is observed that the contractor is not complying with the provisions of the contract or other provisions of various Labour and other Acts. applicable, the contract may be terminated by the Director, North-East Institute of Science & Technology, Jorhat by giving one month notice.

17. The contractor shall give the permanent Income Tax number for deduction of Income Tax on prevailing rates on the total value of payment to be deposited with Income Tax Department, Jorhat.

18. The contract agreement is to be signed by the contractor which will be taken as the date of commencement of the work.

19. The Director, CSIR-NEIST, Jorhat does not bind himself to accept the lowest tender or any tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reason and the tenderer shall be bound to comply with the same at the rates quoted.

20. Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractor(s) who resort to canvassing are liable for rejection.

21. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

22. The tenderers shall quote rate both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check if there are any difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure shall be followed:

- (i) When the amount of an item is not worked out by the tenderer or if does not corresponds with the rule written either in figures or in word, the rates quoted by the tenderer in words shall be taken as correct.
- (ii) When the rate quoted by the tenderer in figures and in words tallied but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.

23. The tenderer may see the area/location and no claim whatsoever will be entertained for any alleged ignorance thereof.

24. The Security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.

25. Except writing rates and amount the tenderers should not write any conditions or make any charges, additions alterations and modifications in the tender which may result in cancellation of the tender. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

26. The Earnest Money amounting to **Rs. 36,000/- (Rupees thirty six thousand)** only for providing Security arrangement at CSIR-NEIST Branch Laboratory, Imphal, Manipur (BLIM), in the form of A/C payee Demand Draft from scheduled Bank drawn in favour of the **Director, CSIR-North-East Institute of Science and Technology(CSIR-NEIST), Jorhat, Assam** payable at Jorhat in a separate envelope duly super scribed OR through e-payment directly to the NEIST Bank Account (Bank details (1) Name of the Bank – State Bank of India (2) Branch – RRL Jorhat Branch (3) Place – Jorhat (4) IFSC Code – SBIN0005604 (5) MICR Code – 785002007 (6) NEIST Account – DIRECTOR, CSIR-NEIST (7) Account No. 00000030266871392) and submit the proof of the deposit separately along with the quotation. Tenders received without earnest money will be rejected.

27. The tenders should be submitted in a sealed cover super scribed with the name of the contract, No. of NIT, date and time of opening, written on the envelope and the draft for EMD only has to be submitted in a separate envelope with the same information super scribed on the top of the envelopes. The tenders will be received up to **1.00 p.m. of 14.06.2016** and will be opened **at 3.00 P.M on the same day** at CSIR-NEIST, Jorhat, Assam. Tenders should be dropped in the tender box before the closing date and time indicated. In case these are sent by post, these should be sent by Regd. Post/Speed Post addressed to the **Administrative Officer, CSIR-North East Institute of science & Technology, Jorhat - 785006**. The tenderers are to ensure that they post the tender well in advance so as to reach before the closing date and time indicated. Delay/Receipt of tenders due to postal delay will not be entertained.

28. The Tenderers shall declare in writing that neither he nor any of them in any way related to any Technical Officer or any officer of the rank of the Under Secy. or above in the Council or in the Laboratory/Instt. where the work is to be carried out.

29. The Contractors/Bidders should certify that there is no any legal dispute against him in any court of law in relation to the labour disputes and the Contractors or his agency is not black listed either by Central Govt, State Govt. or by any public/private organization.

30. Income tax or any other tax in whatsoever form in respect of this contract will be deducted from the Contractors and remitted.

31. Tenderers should submit the details of their registrations, particulars of evidence of supplying Security Personnel to any organizations earlier.

32. The monthly rates payable to the workers of the Contractor should be the one fixed by the Central Government or the State Government, whichever is higher.

33. The Contractor must have his own code number under the EPF & ESI Act, and it should be ensured that the amount recovered on this account is deposited by Contractor with the respective authorities.

34. It is mandatory for the Contractor to pay minimum wages as fixed by Central Government or State Government, whichever is higher, plus the statutory dues like ESI, EPF, Bonus, Service Tax etc., any bidder quoting less than the minimum wages and also not appropriately quoting for these charges shall be disqualified at the stage of evaluation.

35. The Tenderers must submit satisfactory work completion certificate of the contract carried out at NEIST if any.

36. Tenders which do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.

37. The contract for Security Personnel through the contractor cannot claim regularization and other benefits of pay and allowances from CSIR.

ADMINISTRATIVE OFFICER

## ANNEXURE

### CSIR-NEIST BRANCH LABORATORY, LAMPHELPAT, IMPHAL, MANIPUR

Total No. of Security Personnel to be Engaged:	10 (Ten) Nos.
No. of security personnel at a time:	2 manpower at the main entrance Gate and 1 around the laboratory
No. of shifts a day:	3
Duration of duty:	8 hours each shift
Time schedule of duty and arrangements:	1 <sup>st</sup> shift = 5 am to 1 pm (3 personnel) 2 <sup>nd</sup> shift = 1 pm to 9 pm (3 personnel) 3 <sup>rd</sup> shift = 9 pm to 5 am (4 personnel)

2 Guards at the main gate and bldg + 1 Guard at the field site (nursery/experimental sites) with sophisticated poly green net houses which is far away from the main building during 1<sup>st</sup> & 2<sup>nd</sup> shift and 4 manpower during 3<sup>rd</sup> shift . This security is critically necessary during night time [The personnel will be assigned the duty on rational basis or as per the convenience and arrangement of the security services]

Position	Duty	Shift		
		I (05.00-3.00)	II (13.00-21.00)	III (21.00-05.00)
Main Gate				
	a. The gate will be all the time closed. When the staff members, visitors, vehicles, School bus wants to enter the campus, the gate may be opened after proper verification.			
	b. The gate should be locked at 2100 hrs sharp daily. However any staff member wants to enter the campus if he is a resident of the colony or not allowed to enter at any time after verifying the identity through identity card.			
	c. The Security Guard must be all the time alert as this is the entry Gate for Bank, Post office, KV and Housing Colony.			
	Duty	Shift		
		I (05.00 -13.00)	II (13.00-21.00)	III (21.00-05.00)
Field site & Round the Lab	The Farm area is performing R&D activities. Only entry and exit of any outsider is to be checked to the farm area. Also taking out any material from the farm area should be checked.			
	It is necessary to safe guard the Laboratory. Patrolling during night (only one shift) is required in Lab area.			



CSIR- NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY  
JORHAT::ASSAM

**TENDER FOR THE WORK: Providing Security arrangement at CSIR-NEIST Branch  
Laboratory, Imphal, Manipur (BLIM)**

EARNEST MONEY DEPOSIT INFORMATION

Earnest Money For Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
deposited in the form of Demand Draft No. \_\_\_\_\_ dated  
\_\_\_\_\_ drawn on \_\_\_\_\_ in favour of Director, CSIR-North-East  
Institute of Science and Technology, Jorhat 785006.

Signature of the Tenderer

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

CSIR-NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT

**TENDER FOR THE WORK: Providing Security arrangement at CSIR-NEIST Branch Laboratory, Imphal, Manipur (BLIM)**

**CHECK LIST**

<b>SI No.</b>	<b>Description</b>	<b>Pages</b>
1	Cover Page	
2	Contents	
3	Appendix Summary Sheet and General Terms & conditions and N.I.T.	
4	EMD	
5	Schedule of Rates	
6	Schedule of work done by the Contractor	

Signature of the tenderer

**CSIR-NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT**

**TENDER FOR THE WORK: Providing Security arrangement at CSIR-NEIST Branch Laboratory, Imphal, Manipur (BLIM)**

1. Name of the Contractor
  
2. Details of \_\_\_\_\_  
to be deployed and rate of  
the following category of workers

Sl. No.	Particulars of payment of Watch and Ward (Area C)	Security Guard Rate person per month (30 days)
1.	Minimum wages per head as per GOI circular	
2.	EPF Contribution @ 13.36% at Sl.No.1	
3.	ESI/ Any other obligatory insurance in lieu of ESI	
4.	Bonus @ 8.33% at Sl.No.1	
5.	Any other obligatory charges at Sl.No.1	
6.	Leave/Off/National Holiday(Leave Reserve)	
	<b>A. Total</b>	
7	Service Charge on 'A'	
	<b>B. Total</b>	
8	Service Tax (obligatory) @ 14.50% on 'B'	
	<b>Grand Total</b>	

1. Total per month \_\_\_\_\_ Per person

(Rupees in words) \_\_\_\_\_

Signature of Contractor

With Stamp

Date:

## SCHEDULE OF WORK DONE BY THE CONTRACTOR

(The Contractor shall fill this and enclose it with original copy of tender)

- 1. Name of the Contractor -
  
- 2. Firm of the Contractor -
  
- 3. The Telephone No.(Official)
  
- 4. Official address -
  
- 5. Residential address -
  
- If the firm limited - Yes/No. -

Give the name and address of the Partners -

Name  
-----

Address  
-----

- a)
  
- b)
  
- c)
  
- d)

Partnership deed during the  
Bankers power of attorney

Please enclose with tender  
M/s.  
Enclose attested copy/  
Original power of attorney

Name & Address of persons holding

Power of attorney

Name .....

Address .....

Specimen signature of persons  
Holding power of attorney

A. Details of registration under DG (resettlement), GOI  
(attested copy of the registration document to be enclosed)

- a. Date of registration
- b. Registration No.
- c. Valid upto

B. IF THE ORGHANISATION REGISTERED UNDER  
GENERAL LABOUR ACT (IF YES GIVE THE  
FULL PARTICULARS)

- a) Registered with
- b) Registration No.
- c) Finance and other limit  
upto which registered
- d) Bank guarantee etc. in detail
- e) Registered for deployment of

**Signature of the Tenderer**

Copies to be endorsed with Tender document

1. Registration with Central Labour Commissioner of the Jurisdiction
2. ESI Registration
3. EPF Registration
4. Service-Tax Registration
5. PAN Card copy
6. Copy of past experience
7. Order Copy of present work

**Bank Details of the Firm**

- (a) Name of Bank:
- (b) Account No. :
- (c) IFSC Code No.:
- (d) MICR Code No.:
- (e) Branch

Signature of Tenderer

With stamp

Date: