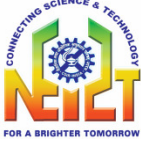


CSIR- NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT



An ISO 9001 : 2000 Certified Organisation



NOTICE INVITING TENDER

No. D-15012/2/15-Gen

date: 08.12.2015



Separate sealed offers are invited from reputed Registered Contractors holding valid license under Contract Labour (Regulation & Abolition) Act 1970 and registered with the Directorate General Resettlement (DGR), Govt. of India, Ministry of Defence, West Block-IV, R. K. Puram, New Delhi for providing (1) 3 (Three) Nos. of Security Supervisor and 52 Nos. of Security Guards at CSIR-North East Institute of Science & Technology (NEIST), Jorhat and (2) 9 (Nine) Nos. of Security Guards at CSIR-NEIST Branch Laboratory, Naharlagun, Arunachal Pradesh (3) 3 (three) Nos. of Security Guards at CSIR-NGRI Observatory Point, Tezpur 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 separately for each of the tender. In case tender papers are downloaded from web-site <http://www.neist.res.in>, an amount of Rs.500.00 (Rupees five hundred only) (Non-refundable) to be paid by e-payment OR Demand draft drawn in favour of **Director, CSIR-NEIST, Jorhat** along with each of the tender towards the cost of tender papers without which tender will be invalid. An Earnest Money of Rs.1, 96,500/- (Rupees one lakh ninety six thousand five thousand only) in respect of CSIR-NEIST Jorhat, and Rs.32,000/- (Rupees thirty two thousand only) in respect of CSIR-NEIST, Branch Laboratory, Itanagar and Rs.10,600/- in respect of CSIR- NGRI Observatory Point, Tezpur should be deposited by the tenderer in the form of Demand Draft or e-payment. In case payments are made through e-payment the proof of payment should be enclosed. Bank details for e-payment are as follows:

(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 (6) Account No. – 00000030266871392}.

The sealed offer accompanied by the proof of deposit of the earnest money may be deposited in the CSIR-NEIST, Security Office at Gate No.2, CSIR-NEIST, Jorhat on or before **01.00 P.M of 22.12.2015**. The tenders will be opened on the same day at **3.00 P.M.** in presence of the Tenderers, if any at CSIR-NEIST Jorhat, Assam.

The Director, CSIR-North-East Institute of Science & Technology, Jorhat reserves the right to accept or reject any or all the tenders without assigning any reasons thereto.

ADMINISTRATIVE OFFICER

SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderers should deposit EMD of Rs.1, 96,500/-(Rupees one lakh ninety six thousand five hundred only) in case of (1) NEIST, Jorhat, Rs. 32,000/-(Rupees thirty two thousand only in case of (2) NEIST Branch Laboratory, Itanagar and Rs. 10,600/-(Rupees ten thousand six hundred only)) in case of (3) CSIR-NGRI Observatory Point, Tezpur in the form of A/C payee Demand Draft from scheduled Bank drawn in favor of the **Director, CSIR-NEIST, Jorhat** 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). In case payments are made through e-payment the proof of payment should be enclosed for each of the tender (1) NEIST Jorhat and (2) NEIST Branch Laboratory and (3) CSIR-NGRI Observatory Point, Tezpur along with the tender which will be refunded to the unsuccessful bidder. The tenders will be received up to **01.00 p.m.** on **22/12/2015** and will be opened on the same day at 3.00 P.M.at CSIR-NEIST, Jorhat, Assam.

The successful bidder must deposit Rs. 9,82,800.00 (Rupees nine lakh eighty two thousand eight hundred only) as security money in respect of NEIST Jorhat, Rs.1,60,300.00 for NEIST Branch Laboratory, Naharlagun, A.P. and Rs.53,400/- for CSIR-NGRI Observatory Point, Tezpur 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 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.

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** and **EMD** will be summarily **rejected**
3. The duration of the contract for providing security arrangement at (1) CSIR-NEIST, Jorhat, (2) CSIR-NEIST Branch Laboratory, Naharlagun, A.P. and (3) CSIR-NGRI Observatory Point, Tezpur 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 scope 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/BLIT, A.P. and NGRI, Tezpur representatives latest by 07th day of the subsequent month without waiting for his bill to be cleared/paid by the Laboratory.
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 NEIST Jorhat, Branch Laboratory, Itanagar, A.P., NGRI, Tezpur. Identity cards bearing their photographs/identification, etc. and such employees shall 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. 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 shall deploy his own Security Guards or re-appoint the Security Guards deployed by the earlier Contractor subject to an undertaking that he will employ not more than 50% of the guards previously deployed by the earlier contractor. It will be the responsibility of the Contractor to ensure that no liability on this account shall come on CSIR-NEIST in respect of workers so deployed by him. The contractor may be asked to provide extra guards depending upon the security threat perceptions during the currency of the contract. However, the stipulation of 50% as mentioned above shall be restricted to the original deployment number of 52 guards only.

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, Itanagar, A.P., Sc. I/C NGRI Observatory Point, Tezpur .

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 50 nos., Stick 63 nos.(to be decided by the Competent Authority), web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches 30 nos., 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, CSIR-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.1,96,500.00 in respect of NEIST, Jorhat and Rs. 32,000.00 in respect of NEIST BLI, Itanagar and Rs.10,600.00 in respect of NGRI,Tezpur separately for each of the tender 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 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 should accompany the tender. Tenders received without earnest money will be rejected.

27. The tenders should be submitted in a sealed cover superscribed 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 superscribed on the top of the envelopes. The tenders will be received up to **01.00 P.M. of 22.12.2015** and will be opened at **3.00 P.M** on the same day in the office of the undersigned. 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, NEIST, 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 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 as applicable in respect of this contract will be paid by the contractor. Statutory taxes shall be reimbursed on production of proof of having been paid by the contractor.

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 fulfill 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 'A'
DAY AND NIGHT SECURITY OF NEIST, Jorhat

Position	Duty	Shift		
Gate No.1		I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
	<p>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.</p> <p>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.</p> <p>c. The Security Guard must be all the time alert as this is the entry Gate for Bank, Post office, KV and Housing Colony.</p>			
	Duty	Shift		
		I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00hrs)
Gate No. 2	<p>a. The gate will be all the time closed. During 0845-1300hrs and 1330-1700 it will be locked. Again from 1800 hrs to next 0600 hrs it will be locked.</p> <p>b. During the holidays, Saturday and Sunday the gate will be locked. No visitors are allowed to enter the laboratory campus without valid pass/permission.</p> <p>c. Any staff member willing to come to laboratory during holidays, night he/she may be allowed to enter after verifying the identity, permission letter and punching the ID Card in the machine or obtaining the signature in the register maintained at the gate.</p> <p>d. During the office hours (i.e. 0830-1300 and 1330-1700 hrs) any staff member wants to go out of the gate he/she may be allowed after obtaining valid gate pass signed by the authorized signatory only and punching the ID Card in the machine. Specimen signatures of the authorized officers will be available at the gate for verification. All the gate passes so collected may be classified division wise and hand over to the Security in charge daily.</p> <p>e. The staff members arriving late he/she may be allowed to enter after punching the card in the machine.</p> <p>f. Any VIP/VVIP entering the gate for visit of the laboratory gate pass may not be issued after obtaining the instructions from the concerned officers from the laboratory.</p> <p>g. All the visitors may be allowed to enter the gate and issue the gate pass through computer with full details recorded in the gate pass and those should be collected at the time of going out of the laboratory and recording the out time and entering the same in the computer.</p> <p>h. All the official vehicles may be allowed to go out and come in after recording the necessary details and verifying the pass to go out except the Director's vehicle.</p> <p>i. For taking out any material out of the gate necessary valid gate pass (signed by COA) may be obtained and verify the material physically. Only after verification the materials may be allowed to be taken out.</p> <p>j. The database of materials taken out and coming in must be maintained and submit monthly on 1st working day of the month.</p> <p>k. The database for visitors must be maintained by the Security Guard in the computer.</p> <p>l. All the materials taken in by the contractors may be recorded and necessary record/signed records may be given to the contractor for their record.</p>			

Position	Duty	Shift		
Gate No.6		I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
	<p>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.</p> <p>b. There will be printed gate pass supplied at the gate and gate pass should be issued to the visitors who want to visit the house of any staff members.</p> <p>c. The gate pass so issued may be verified while returning the guests after visiting the staff member and to verify the signature of the staff member so visited.</p> <p>d. Proper identification may be made of all the vehicles entered through the gate and number of the vehicle to be noted in the register with them.</p> <p>e.. 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.</p> <p>f. No unauthorized person should be allowed to enter through the gate.</p> <p>g. All belongings of any staff residing in the colony may be allowed to take out after verifying the approval from the competent authority.</p>			
		Shift		
	Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00hrs)
Gate No. 4	<p>a. There are two gates, one small and one big. The big gate will be all the time closed and will be locked. This small gate is mainly meant for the occupants of the colony only for marketing etc. The timings of the opening may be as per the directives from the office from time to time.</p> <p>b. No visitors are allowed to enter the campus through this gate.</p>			
		Shift		
	Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00- 06.00hrs)
Farm Area	3 Nos. of guards for 3(three) shifts. The Farm area is under the control of the Medicinal, Aromatic and Economic Plant Division and 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.			
		Shift		
	Duty		I (22.00-06.00hrs)	
Patrolling Duty 4 persons in 2 groups	<p>It is necessary to safe guard the following installation in the Laboratory campus situated in different places. Petrolling during night (only one shift) is required.</p> <p>a. NEIST Clinical Centre</p> <p>b. Electrical substations (Two)</p> <p>c. Pump House (Four)</p> <p>d. Guest House</p> <p>e. Staff Club</p>			

Position	Duty	Shift		
Gate No.5	Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
	<p>a. The gate will be all the time closed. During 0845-1300 hrs and 1330-1700 it will be locked. Again from 1800 hrs to next 0600 hrs it will be locked.</p> <p>b. During the holidays, Saturday and Sunday the gate will be locked. No visitors are allowed to enter the laboratory campus through this gate.</p> <p>c. Any staff member willing to come to laboratory during holidays, night he/she may be allowed to enter after verifying the identity and punching the ID card in the machine or obtaining the signature in the register maintained at the gate.</p> <p>d. During the office hours (i.e.0830-1300 hrs and 1330-1700 hrs) any staff member wants to go out of the gate he/she may be allowed after punching the ID Card in the machine.</p> <p>e.. The staff members arriving late he/she may be allowed to enter after punching the ID card in the machine and Security Guard must ensure that the ID card is punched.</p> <p>f. Any VIP/VVIP and Guest staying in the Guest House only may be allowed to enter through the gate of visit of the laboratory after proper verification.</p> <p>g. All the official vehicles may be allowed to go out and come in after recording the necessary details and verifying the pass to go out except the Director’s vehicle.</p> <p>h. For taking out any material out of the gate, necessary gate pass may be obtained and verify the material physically. Only after verification the materials may be allowed to take out.</p> <p>i. Any material from contractor may not be allowed to take inside the laboratory campus.</p>			
		Shift		
Director’s Residence	Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
	<p>The entry and exit of visitors to the Director’s residence should be checked. NEIST staff members with proper identification may be allowed to enter to the residence. The visitors should be identified and permission may be obtained from the occupant of the residence for entry at the gate.</p>			
		Shift		
Administrative Building	Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
	<p>The main gate of the Administrative Building should be controlled for entry and exit of guests, visitors etc. In the night all the Building should be checked and properly locked at 2100 hrs. If any member of staff working in the buildings after 2100 hrs he may be allowed to do so if he/she obtained permission from the Head of the Division/Section or authorized signatory. A record should be maintained by the security personnel for all those working after 2100 hrs. Keys of all the building will be in Administrative building and the key man/Security personnel at Administrative building will issue keys for opening and keep the record.</p>			
Guest House	<p>The entry and exit of visitors to the Guest House should be checked. NEIST staff members with proper identification may be allowed to enter to the Guest House.</p>			

Annexure-B

**DAY AND NIGHT SECURITY OF NEIST BRANCH LABORATORY
NAHARLAGUN, ARUNACHAL PRADESH**

Position	Shift		
Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
Gate No.5	<p>a. The gate will be all the time closed. During 0845-1300 hrs and 1330-1700 it will be locked. Again from 1800 hrs to next 0600 hrs it will be locked.</p> <p>b. No Visitors are allowed to enter the laboratory campus without valid pass/permission.</p> <p>c. All the visitors may be allowed to enter the gate and issue the gate pass with full details recorded in the gate pass and those should be collected at the time of going out of the Laboratory.</p> <p>d. Office vehicle may be allowed to go out and come in after recording the necessary details and verifying the pass to go out except the Director’s vehicle.</p> <p>e. For taking out any material out of the gate, necessary valid gate pass (signed by Scientist I/C) may be obtained and verify the material physically. Only after verification the materials may be allowed to take out.</p>		
Position	Shift		
Duty	I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
BLI Building	<p>The main BLI building should be controlled for entry and exit of guests, visitors etc. In the night all the buildings should be checked and properly locked at 2100 hrs. If any member of staff working in the building after 2100 hrs, he may be allowed to do so if he/she should obtain permission from the Scientist Incharge OR authorized signatory. A record should be maintained by the Security Guards for all those working after 2100 hrs.</p>		

Laboratory Building (BLIT)

1. During patrolling hourly warning by Bell are necessary with Whistle Blowing
2. Petrolling duty OR Night duty from 10 p.m. to 6 a.m.
3. Key of all the rooms of the BLIT building will be with Scientist Incharge.
4. The Security location/points of BLIT are given below:-
 - (a) Main Gate 1 X 3 shift
 - (b) Laboratory Building 1 X 3 shift
 - (c) Pump House 1 X 3 shift

Annexure-C

DAY AND NIGHT SECURITY OF CSIR-NGRI Observatory Point, Tezpur

Position	Duty	Shift		
		I (06.00 - 14.00hrs)	II (14.00– 22.00hrs)	III (22.00-06.00 hrs)
NGRI BUILDING (Tezpur)	The main NGRI building should be controlled by entry and exit of guests, visitors etc. In the night all the buildings should be checked and properly locked at 2100 hrs. If any member of staff working in the building after 2100 hrs, he may be allowed to do so if he/she should obtain permission from the Scientist In charge OR authorized signatory. A record should be maintained by the Security Guards for all those working after 2100 hrs.			

NGRI Building ALSO ENTIRE CAMPUS

1. During patrolling hourly warning by BELL are necessary with Whistle Blowing.
2. Patrolling duty OR night duty from 10 P.M. to 6 A.M.
3. Key of all the rooms of the NGRI building will be with Scientist in charge.
4. The Security location/points of NGRI are given below:-

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

TENDER FOR SECURITY ARRANGEMENTS AT :

- (1) CSIR-North-East Institute of Science and Technology, Jorhat, Assam.
- (2) CSIR-NEIST Branch Laboratory (BLIT) at Naharlagun, Arunachal Pradesh.
- (3) CSIR-National Geophysical Research Institute, Project Office at Tezpur, Assam.

(A) (i) **Cost of Tender Papers** ` _____ (Rupees _____) only

Vide e-payment/ Cash Receipt No. / Demand Draft No. _____ Dated _____

(ii) Tender issued to: Address _____

Telephone No.

(B)

EARNEST MONEY DEPOSIT INFORMATION

Earnes Money for ` _____ (Rupees _____)

deposited either in the form of e-payment OR Demand Draft No. _____ dated _____ drawn on

_____ in favour of Director, CSIR- North East Institute of Science &

Technology, Jorhat 785006 .

Signature of the Tenderer

Date: _____

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

NAME OF THE WORK - TENDER FOR THE WORK OF PROVIDING THE
SECURITY ARRANGEMENT AT :

- (1) CSIR-North-East Institute of Science and Technology, Jorhat, Assam.
- (2) CSIR-NEIST Branch Laboratory (BLIT) at Naharlagun, Arunachal Pradesh.
- (3) CSIR-National Geophysical Research Institute, Project Office at Tezpur, Assam.

Sl.No.	Description	Pages
1.	Cover Page	
2.	Contents	
3.	Appendix Summary Sheet and General Terms & conditions and N.I.T.	
4.	E.M.D./Tender Paper Cost :	
5.	Schedule of Rates	
6.	Schedule of work done by the Contractor	

Signature of the Tenderer.

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

NAME OF THE WORK - TENDER FOR THE WORK OF PROVIDING THE
SECURITY ARRANGEMENT AT :

- (1) CSIR-North-East Institute of Science and Technology, Jorhat, Assam.
- (2) CSIR-NEIST Branch Laboratory (BLIT) at Naharlagun, Arunachal Pradesh.
- (3) CSIR-National Geophysical Research Institute, Project Office at Tezpur, Assam.

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 Supervisor and Watch and Ward (Area C)	Supervisor Per person per month	Security Guard Rate person per month
1.	Minimum wages per head as per GOI circular		
2.	EPF Contibution @ 13.61% at Sl.No.1		
3.	ESI @ 4.75% at Sl.No.1		
4.	Bonus @ 8.33% at Sl.No.1		
5.	Gratuity		
6.	Any other at Sl.No.1		
7.	Leave/Off/National Holiday(Leave Reserve)		
8.	A. Total		
	Service Charge on 'A'		
	B. Total		
9.	Service Tax (obligatory) 14.00% on 'B'		
	Grand total:		

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 Directorate General resettlement (DGR), 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