



**NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT  
( Formerly RRL, Jorhat )  
An ISO 9001 : 2008 Certified Organisation**

**NOTICE INVITING TENDER**

Advt. No. NEIST/04/09-10/Project

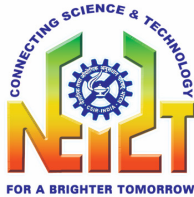
Sealed offers are invited from reputed Registered Contractors holding valid license under Contract Labour (Regulation & Abolition) Act 1970 for providing Un-skilled workers for Field Oriented and other project work at North-East Institute of Science & Technology (NEIST) (Formerly RRL, Jorhat) preferably 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(W) on payment of Rs.200.00 (Rupees Two Hundred only) (Non-refundable) in cash counter of the Institute on working days within 7(seven) days from the date of publication of the Advertisement. In case tender papers are downloaded from web-site <http://www.neist.res.in> or <http://www.rrljorhat.com> an amount of Rs.200.00 (Rupees two hundred only) (Non-refundable) to be paid by Demand Draft drawn in favour of Director, NEIST, Jorhat along with tenders towards the cost of tender papers without which tenders will be invalid.

The sealed offer accompanied by Earnest Money Deposit of Rs.5000.00 (Rupees five thousand) only either in the form of A/C payee Demand Draft from scheduled Bank drawn in favour of the Director, North-East Institute of Science & Technology, Jorhat in a separate envelope duly superscribed 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 (6) Account No. – 00000030266871392) and submit the proof of deposit will be received on or before **November 10, 2009** upto **12.30 P.M.** in the Security Office of NEIST, Jorhat and shall be opened on the same day at **2.30 P.M.** in presence of the Tenderers, if any. However, in case of any unavoidable circumstances, the opening of tenders may defer to a later date with information to the tenderers present on that day.

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

Controller of Administration

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Sealed offers are invited from reputed Registered Contractors possessing valid license under Contract Labour (Regulation & Abolition) Act, 1970 for providing Un-skilled workers for Field Oriented and other project work at North-East Institute of Science & Technology, (NEIST) (Formerly RRL, Jorhat) preferably having experience of executing such type of work in any Govt.(Central/State), Semi Govt. Public Sector Undertakings, CSIR Labs/Instts. etc. Last date of submission of tender is **November 10, 2009** up to **12.30 P.M.** and tenders will be opened on the same day at **2.30 P.M.** For details of NIT, please refer website of NEIST, Jorhat <http://www.neist.res.in> or <http://www.rljorhat.com> Tender papers/documents may be downloaded from the web-site OR the Tender papers with detailed terms and conditions may be obtained from the office of the Section Officer(W) on payment of Rs.200.00 (Rupees Two Hundred only) (Non-refundable) in cash counter of the Institute on working days within 7 (seven) days from the date of publication of the Advertisement

Controller of Administration

## SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderers should deposit EMD of Rs.5000/-(Five thousand) only either in the form of Demand Draft of Scheduled Bank drawn in favour of Director, North-East Institute of Science and Technology, Jorhat, Assam 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) along with the Tender/quotation which will be refunded to the unsuccessful bidder.

The Tenders will be received upto 12.30 P.M. **on November 10, 2009** and will be opened on the same day at **2.30 P.M.** in presence of bidders, if any. However, the date of opening of tender may differ in case of unavoidable situation and the same will be intimated to the tenderer.

The successful bidder must deposit Rs. 15,000.00 (Rupees Fifteen thousand) only as security money either in the form of A/C payee Demand Draft drawn in favour of Director, NEIST, Jorhat 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 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 duration of the contract for providing Un-skilled workers for Field Oriented and other project work of the Laboratory for a period of one year 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, North-East Institute of Science and 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 contractor are at **Annexure** .

2. Rates payable under the contract are to be indicated by the tenderers. The tenderer must ensure that wages to the Un-skilled workers 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 unskilled workers must be disbursed by the Contractor in presence of NEIST representative(s) by 10th day of the subsequent month without waiting for his bill to be cleared/paid by the Institute. The Contractor will claim his dues for that month for reimbursement after submission of payment receipt , otherwise the Laboratory may terminate the contract without assigning any reason..
3. The persons employed through the Contractor for all intent and purposes are the employers of the Contractor and cannot claim employment and other benefits from CSIR.
4. The persons provided by the Contractor should be physically fit and healthy and below the age of 50 years.
5. That the contractors/tenderer 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 Field oriented project work in NEIST,Jorhat. Identity Cards bearing their photographs/identification, etc. shall be provided by the Contractor and such employees shall display their identity cards at the time of duty. The Contractor must provide uniform/apron to their workers at their own cost in view of safety security reasons.
6. 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.
7. That the contractor shall at his own cost, if required take necessary insurance cover in respect of the works done by the persons provided by him 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 status 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.

8. 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.

9. It should be ensured that no worker deployed by earlier Contractor at NEIST, Jorhat is re-deployed and to submit an undertaking to the effect that no worker deployed by earlier contractor is re-deployed.

10. 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.

11. 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 any property of CSIR.

12. The unskilled workers 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.

13. 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, NEIST, Jorhat by giving one month notice.

14. The contractor shall give the permanent Income Tax number for deduction of Income Tax @ 2.2% on the total value of payment to be deposited with Income Tax Department, Jorhat.

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

16. The Director, 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 reasons and the tenderer shall be bound to comply with the same at the rates quoted.

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

18. 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.

19. The tenderer 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.

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

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

22. Except writing rates and amount the tenderer should not write any conditions or make any charges, additions alterations and modifications in the tender. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted alongwith the tender.

23. The Earnest Money amounting to Rs.5,000(Rupees five thousand) only either in the form of Demand Draft from any schedule Bank and drawn in favour of Director, North-East Institute of Science and Technology, Jorhat and payable at Jorhat 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 should accompany the tender. Tenders received without earnest money will be rejected.

24. 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 envelope. The tenders will be received upto 12.30 P.M. on September 14, 2009 and will be opened at 2.30 P.M. on the same day. 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 Controller of Administration, NEIST – 785 006(Assam). 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.

25. 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.

26. The Contractors/Bidders should certify that there is no any legal disputes against him in any court of law in relation to the labour disputes and the

Contractor or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.

27. Income tax or any other tax in whatsoever from in respect of this contract will be paid by the contractor.

28. Tenderers should submit the details of their registrations, particulars of evidence of supplying unskilled workers to any organizations earlier.

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

30. The contract for unskilled workers through the contractor cannot claim regularization and other benefits of pay and allowances from CSIR.

31. The bidders must submit the **Registration Certificate**(Photocopy) alongwith the tenders without which tenders will be invalid.

32. Tenders without tender papers cost(Rs.200.00) and EMD (Rs.5000.00) will be summarily **rejected**.

Controller of Administration

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## ANNEXURE

### Details of Project work Helpers

1. Raising seedlings, planting, hoeing, weeding, irrigation, fertilizer application, harvesting planting, watering, measuring, spraying, drainage decoration of sample collection and such other unskilled jobs as assigned.(MAEP Division.).

2. Cleaning glass wares, helping in setting up equipments to carry out experiments, to bring chemicals/stationary from stores or assist in other related work.

3. To assist in Lab. and field work to carry equipments to remote field station, up-keep of station compound during field visit along with Geo-Sc. staff.

4. To assist in ongoing project work, utilization of bast fiber. The nature of work will be both in the Lab. as well as in experimental firm of the Lab. including collection of raw materials, cultivation of various plants assisting in material preparation etc.(Cellulose, Pulp & Paper Section).

5. To do field experiments and other assistance in Laboratory field experiment, assistance which includes – field bed preparation for experiments, planting, maintaining of the experimental plants, washing etc. The Lab. work includes washing of glass wares, maintaining of field experiments etc.

6. To help the Project Asstts. in preparing feed material (cutting, foiling of aromatic grass) and preparing pots for studying the effect, the addition of cowdung and other plant growth materials on the potted plants etc.

7. To assist scientists, Project Fellows, Research Fellows in conducting experimental work i.e. handling solvent, experimental work, washing glass wares etc., moving files related to daily official transaction etc

8. Maintenance of Muga Silkworms, hut plants and other field application studies( Bio-technology Divn.).

9. Layout of experimental field, collection of plant sample from different places, removal of weeds throughout the year, weighing of samples, preparation of earthen polythene bags for seed germination, transplanting of seedlings at prepared pits, application of fertilizers/cowdung etc., preparation of drainage in field, use of lawn mower in the field, cleaning of drains and roads, collection of leaf, fruits and flowers from the expt. Field (MAEP Divn.).

10. To participate in carrying materials, crushing, grinding, cleaning of working areas etc. related to material handling (Materials Sc. Divn.).

11. General cleaning of the Laboratory, cleaning of labwares, Laboratory attendance, other office Attendance work (Chem. Engg. Divn.).

12. To collect required raw materials available in the campus, cleaning of Laboratory, apparatus and working place & to clean the Laboratory premises, work bench etc. (Chem. Engg. Divn.).

13. Transportation of Coal, Coke and others related with R&D project of Coal Division.

14. To assist in Construction/Repairing of Ferro-cement roofing shed/element etc. in Applied Civil Engg. Division.

15 (i) Field work at Borholla oil field. To remove and cut the sludge/crude oil, to clean the oil spillage area, leveling the plinth, preparation of seed bed, application of bio-formulation, looking after the experimental plot/pants etc.

(ii) Field work for Plantation of tea saplings, maintenance and nurturing of plant saplings.(Bio-technology Divn.)

16. Lab. Glass wares cleaning, Field works, Media preparation, Soil collection, Lab cleaning etc. etc. in Biotechnology Deptt.

17. Such other work as assigned by Scientists/P.I.s for R&D work of Divisions/Sections of the Laboratory.

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NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY:JORHAT

TENDER FOR THE WORK OF PROVIDING UN-SKILLED WORKERS  
FOR FIELD ORIENTED PROJECT WORK AT NEIST, JORHAT

EARNEST MONEY DEPOSIT INFORMATION

Earnest Money for Rs. \_\_\_\_\_(Rupees  
\_\_\_\_\_ ) deposited in the form of  
Demand Draft No. \_\_\_\_\_ dated  
\_\_\_\_\_ drawn on \_\_\_\_\_ in favour of  
Director, North-East Institute of Science & Technology, Jorhat 785006 or  
electronically transferred as per the enclosed report from bank record.

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

Signature of the Tenderer

NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY::JORHAT

NAME OF THE WORK - TENDER FOR THE WORK OF PROVIDING  
UNSKILLED WORKERS FOR FIELD ORIENTED PROJECT WORK AT  
NEIST, JORHAT

Sl.No.	Description	Pages
1.	Cover Page	
2.	Contents	
3.	Appendix Summary Sheet and General Terms & conditions and N.I.T.	
4.	Security Deposit	
5.	Schedule of Rates	
6.	Schedule of work done by the Contractor	

Signature of the tenderer.

EARNEST MONEY :

SIGNATURE OF THE CONTRACTOR

SCHEDULE OF RATES

1. Name of the Contractor

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

Nos.	@ Rs.	P.M.
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3. Service Charges(Percentage	: @	% Rs.	P.M.
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4. Any other : \_\_\_\_\_

Total per month : \_\_\_\_\_

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

Signature of Contractor

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

SCHEDULE OF WORK DONE BY THE CONTRACTOR

(Give list of the works completed satisfactorily in last 5 years which were near to tender the amount for which tender is being submitted by the Contractor)

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Sl.No. Value of Contract Annual	Name of the work	Location/ Place	Name of the Organisation
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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List of work done, certificate for satisfactory completion of works given above enclosed.

Signature of the Tenderer.

Name & address of persons holding  
Power of attorney

Name.....

Address.....

Specimen signature of persons  
Holding power of attorney

IF THE ORGANISATION REGISTERED UNDER  
CENTRAL 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