

NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT
(Formerly RRL, Jorhat)

An ISO 9001 : 2000 Certified Organisation



NOTICE INVITING TENDER

Advt. No. NEIST/05/10-11/Security (Manipur)

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 the security arrangements at North-East Institute of Science & Technology (NEIST) (Formerly RRL, Jorhat) Sub-Station, Imphal, Manipur 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) on payment 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 tender towards the cost of tender paper without which tenders will be invalid. Downloaded tender documents should be accompanied with a Demand Draft of Rs. 200/- towards fee for tender documents.

The sealed offer accompanied by Earnest Money Deposit of Rs.12,700/- (Rupees Twelve thousand seven hundred) 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 payable at 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 **15.03.2010** upto **12.30 P.M.** in the NEIST Sub-Station, Lamphelpat, Imphal-795004, Manipur 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.

ADMINISTRATIVE OFFICER

SUMMARY SHEET – GENERAL TERMS & CONDITIONS

The Tenderers should deposit EMD of Rs.12,700/-(Rupees Twelve Thousand seven hundred) only either in the form of Demand Draft of Scheduled Bank drawn in favour of Director, NEIST, Jorhat or e-payment directly to the NEISTBank 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 separately for each of the tender (1) NEIST, Jorhat and, (2) NEIST Branch Laboratory along with the quotation which will be refunded to the unsuccessful bidder.

The tenders will be received upto **12.30 p.m. on March 15, 2010 only at Scientist-in-Charge, NEIST Sub-Station, Lamphelpat, Imphal-795004, Manipur** and will be opened on the same day at **2.30 P.M.** in presence of the 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 Security Money (to be calculated at the time of award of Contract) . On receipt of Award of Contract, the Contractor need to enter into an Agreement with NEIST, Jorhat, a copy of which will be sent along with the Award letter.

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. 200.00) and **EMD** (Rs.12,700.00 will be summarily **rejected**

3. The duration of the contract for providing security arrangement at NEIST Sub-Station, Imphal, Manipur is 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 & 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

representative(s)/Imphal, Manipur Station latest by 10th 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 Sub-Station, Imphal, Manipur. Identity cards bearing their photographs/identification, etc. should be issued to all contract workers deployed at NEIST Sub-Station and display their identity cards while on duty. The Contractor must provide uniform/appron 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 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, 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, Khurpi, 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, 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.12,700.00 (Rupees Twelve thousand seven hundred) only separately for each of the tender either in the form of Demand Draft from any schedule Bank and drawn in favour of Director, North East Institute of Science & Technology, Jorhat 785006 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.

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 **12.30 p.m.** of **March 15, 2010** and will be opened at **2.30 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 Scientist-in-Charge, NEIST Sub-Station, Lamphelpat, Imphal – 795004. 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. Tenders which do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.

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

ANNEXURE

NEIST SUB-STATION, 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 st shift = 5 am to 1 pm (3 personnel) 2 nd shift = 1 pm to 9 pm (3 personnel) 3 rd shift = 9 pm to 5 am (4 personnel) 2 manpower at the main gate and bldg + 2 staff at the field site (nursery/experimental sites with sophisticated poly green net houses which is far away from the main building. 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]

NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT

TENDER FOR SECURITY ARRANGEMENTS AT NEIST SUB-STATION, IMPHAL, MANIPUR

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

received vide Cash Receipt No. _____ Dated _____

(ii) Tender issued to: Address _____

Telephone No.

Section Officer/Officer
assigned by Scientist-in-Charge
Manipur Sub-Station

(B)

EARNEST MONEY DEPOSIT INFORMATION

Earnes Money for Rs. _____ (Rupees _____)

deposited either 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.

Signature of the Tenderer

Date: _____

NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT

NAME OF THE WORK - TENDER FOR THE WORK OF PROVIDING THE
SECURITY ARRANGEMENT AT NEIST SUB=STATION,
IMPHAL, MANIPUR

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 and./or Tender Paper Cost :	
5.	Schedule of Rates	
6.	Schedule of work done by the Contractor	
7.	Number of enclosures	

Signature of the Tenderer.

SCHEDULE OF RATES

1. Name of the Contractor _____

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

Sl.No	Description		Rate/month (for one person)
1.	Basic + D.A.		Rs.
2.	Provident Fund(EPF)		Rs.
3.	ESI %		Rs.
4.	Bonus		Rs.
5.	Any other		Rs.
			Rs.
Total:			Rs.
7.	Leave/Off/National Holiday(Leave Reserve)		Rs.
A. Total			Rs.
8.	Service Charge on 'A'		Rs.
B Total			Rs.
9.	Service Tax on 'B'		Rs.
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 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 ORGANISATION REGISTERED UNDER
GENERAL LABOUR ACT (IF YES GIVE THE
FULL PARTICULARS)

- a) Registered with
- b) Registration No.
- c) Finance and other limit
Up to 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