

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

( Formerly RRL, Jorhat )

**An ISO 9001 : 2008 Certified Organisation**



## NOTICE INVITING TENDER

Advt. No.04/09-10/Security

Separate 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 arrangement at (1) North-East Institute of Science & Technology (NEIST) (formerly RRL, Jorhat) and (2) NEIST Branch Laboratory, Naharlagun, Arunachal Pradesh preferably having experience of executing such contracts in any Govt.(Central/State), Semi-Govt. Public Sector Undertakings, CSIR Labs./Instts. 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) separately for each of the tenders 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 [www.neistjorhat.res.in](http://www.neistjorhat.res.in) 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 **each of the 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 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 (7) Account No. 00000030266871392) and submit the proof of the deposit **for each of the tenders separately** for (1) NEIST, Jorhat, (2) NEIST Branch Laboratory, Naharlagun, Arunachal Pradesh. will be received on or before **August 31, 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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Separate sealed offers are invited from reputed Registered Contractors possessing 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 (1) North-East Institute of Science & Technology(NEIST) ( formerly RRL, Jorhat) AND (2) NEIST Branch Laboratory, Naharlagun, Arunachal Pradesh preferably having experience of executing such type of work in any Govt.(Central/State), Semi Govt. Public Sector Undertakings, CSIR Labs/Instts. Last date of submission of tender is **August 31, 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 [www.neistjorhat.res.in](http://www.neistjorhat.res.in). 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(G) on payment of Rs.200.00 (Rupees Two Hundred only) (Non-refundable) **separately for each of the tenders** 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/- (Rupees Five Thousand) only either in the form of Demand Draft of Scheduled Bank 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 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 **August 31, 2009** 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 tenderers.

The successful bidder must deposit Rs. 20,000.00 (Rupees Twenty Thousand only) as security money in respect of NEIST, Jorhat and Rs.10,000.00 (Rupees Ten Thousand only) for NEIST Branch Laboratory, Itanagar, Naharlagun, Arunachal Pradesh 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 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 for each tender) and **EMD** (Rs.5000.00 for each tender) will be summarily **rejected**

3. The duration of the contract for providing security arrangement at (1) NEIST, Jorhat, AND (2) NEIST Branch Laboratory, Itanagar, Naharlagun, Arunachal Pradesh 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 –A & B**.

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 contracts 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)/BLI 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, Jorhat and BLI, Naharlagun. Identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of 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 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.

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 count 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.
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 @ 2.2% 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 cancellation of the tender. Tenderers who are desirous of offering rebate the same should be brought out separately in the covering letter and submitted alongwith the tender.
26. The Earnest Money amounting to Rs.5,000.00 (Rupees five thousand) 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 for each of the tenders 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 **August 31, 2009** 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 Controller of Administration, 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 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 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. 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.

**Day Security & Safety Committee**  
**Annexure 'A'**

Positin	Duty	Shifts		
Gate No.1		I (0600-1400 hrs)	II (1400-2200 hrs)	III (2200-0600 hrs)
	Gate No.2	Duty	shifts	
I (0600-1400 hrs)			II (1400-2200 hrs )	III (2200-0600 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>			
	<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 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 identified for Gate Pass. 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 identified for attendance.</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 1<sup>st</sup> 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 recorded/signed records may be given to the contractor for their record.</p>			

Postion	Shifts			
Gate No.6	Duty	I (0600-1400 hrs)	II (1400-2200 hrs)	III (2200-0600 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 may be 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 competent authority.</p>		
Gate No.4	Duty	Shifts		
		I (0600-1400 hrs)	II (1400-2200 hrs )	III (2200-0600 Hrs)
<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>				
Farm Area	Duty	Shifts		
		I (1400-2200 hrs )		II (2200-0600 hrs)
<p>The Farm area is under the control of the Medicinal, Aromatic and Economic Plant Division and performing R&amp;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.</p>				
Patrolling Duty 4 persons in 2 groups	Duty	Shifts		
		I (2200-0600 hrs )		
<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. RRL Clinical Centre</p> <p>b. Electrical substations (Two)</p> <p>c. Pump Houses (Four)</p> <p>d. Guest House</p> <p>e. Staff Club</p>				

Position	Duty	Shift		
		I (0600-1400 hrs)	II (1400-2200 hrs )	III (2200-0600 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. 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 identified for Gate Pass and submitting the valid Gate Pass.</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 for 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>			

	Duty	Shift		
		I (0600-1400 hrs)	II (1400-2200 hrs )	III (2200-0600 hrs)
Director's Residence	<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>			
Administrative Building	Duty.	Shift		
		I (0600-1400 hrs)	II (1400-2200 hrs)	III (2200-0600 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 Buildings 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 buildings 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	Duty	Shift		
		I (0600-1400 hrs)	II (1400-2200 hrs)	III (2200-0600 hrs)
<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	Duty	Shift		
		I (0600-1400 Hrs)	II (1400-2200 Hrs)	III (2200-0600) Hrs
Main gate	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.		
	b.	No Visitors are allowed to enter the laboratory campus without valid pass/permission.		
	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.		
	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.		
	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 be taken out.		

Position	Duty	Shift		
		I (0600-1400 hrs)	II (1400-2200 hrs )	III (2200-0600 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 (BLI)

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 BLI building will be with Scientist Incharge.
4. The Security location/points of BLI are given below:-

(a) Main Gate 1 x 3 shift

(b) Laboratory building 1 x 3 shift

(c) Pump House 1 x 3 shift

NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY::JORHAT

TENDER FOR SECURITY ARRANGEMENTS AT:

(1), NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY::JORHAT, ASSAM,

(2) NEIST BRANCH LABORATORY (BLI) AT NAHARLAGUN, ARUNACHAL PRADESH.

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

received vide Cash Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

(ii) Tender issued to: Address \_\_\_\_\_

\_\_\_\_\_

Telephone No.

Section Officer

(B)

**EARNEST MONEY DEPOSIT INFORMATION**

Earnes 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.

Signature of the Tenderer

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

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

- (1) NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY::JORHAT, ASSAM.
- (2) NEIST BRANCH LABORATORY (BLI) AT NAHARLAGUN, ITANAGAR, ARUNACHAL PRADESH.

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.

## 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	Percentage	Rate/month (for one person)
1.	Basic		Rs.
2.	Provident Fund(EPF)		Rs.
3.	Bonus		Rs.
4.	Gratuity		Rs.
5.	ESI		Rs.
6.	Any other		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(obligatory) on 'B'		Rs.
Grand total:			

1. 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

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Address

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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)

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

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

- 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  
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