



REGIONAL RAINFED LOWLAND RICE RESEARCH STATION  
ICAR-NATIONAL RICE RESEARCH INSTITUTE  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
GERUA, HAJO – 781102, KAMRUP, ASSAM



F. No. 26-10/Elect. Tender/RRLRRS/2017-18

Dated:

TENDER CALL NOTICE

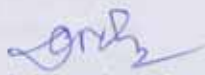
TENDER NO. 03/Elect./RRLRRS/2018

Last date 04.04.2018 (3.00 P.M.)

The Officer In-Charge, ICAR- National Rice Research Station (NRRI), Gerua, Hajo invites sealed tenders/quotations for two bid systems from registered Contractors / Firms / Agencies / PSUs etc. for the following job contract basis for a period of one year.

Item No.	Description	EMD	Cost of Tender Paper
01.	Job work contract for Day to day Electrical Maintenance work at Campus of RRLRRS, Gerua Hajo Assam.	Rs.10,000/-	Rs. 2000/- (Non-refundable)

For more details visit our Website [www.crri.nic.in](http://www.crri.nic.in).

  
Assistant Administrative Officer  
RRLRRS, Gerua, Assam



**REGIONAL RAINFED LOWLAND RICE RESEARCH STATION**  
**ICAR - NATIONAL RICE RESEARCH INSTITUTE**  
**GERUA, HAJO-781102, District Kamrup (ASSAM)**  
**Department of Agricultural Research and Education (DARE),**  
Phone(PABX): 0361-2367768/FAX: (0361)2820370  
E-mail: [oi-crllrrsgerua@rediffmail.com](mailto:oi-crllrrsgerua@rediffmail.com)



**TENDER NOTICE**

F. No. \_\_\_\_\_

Dated : \_\_\_\_\_

**Sub: Tender for Job/Work contract for “Day to day Electrical Maintenance work” at RRLRRS, Gerua**

1. The Officer-In-charge, ICAR-National Rice Research Institute (RRLRRS, GERUA), Hajo invites OPEN TENDER IN TWO BID SYSTEM from reputed firms with adequate experience and financial capability for Job work/service contract for **“Day to day Electrical Maintenance work”** at ICAR-RRLRRS, GERUA, Hajo, District: Kamrup, Assam. Eligible firms may submit tenders/bids from 09.03.2018 to 04.04.2018 up to 3.00 PM. Tenderers are required to submit all other documents to the **Officer-In-charge, ICAR-RRLRRS, GERUA, Hajo-781102, Assam** before tender closing date.
2. The tender form/bid documents may be collected from Assistant Administrative Officer, ICAR-RRLRRS, GERUA, Hajo, Assam during office hour from 10:00 AM to 5:00 PM.
3. Any Corrigendum about extension of date in respect of above tender shall be issued on our website [www.crri.nic.in](http://www.crri.nic.in) only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
4. The Officer-In-charge, ICAR-RRLRRS, GERUA, Hajo, Assam may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.
5. The Officer-In-charge, ICAR-RRLRRS, GERUA, Hajo, Assam reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
6. **The rates quoted shall be valid for a period of one year from the last date fixed for submission of bid.**
7. Estimated cost is Rs.**05.00 lakh** approximate per annum.

8. **CRITICAL DATA SHEET (SECTION)**

Tender Number	/Elect. Main./RRLRRS/2017-18
Description of work	Tender for Job/Work contract for “Day to day Electrical Maintenance work of Non-Residential and Residential Buildings” at RRLRRS, Gerua Campus, Hajo-781102.
Type of Tender	Two Bid system
Bid submission Start Date and Time	<b>09.03.2018</b> 3.00 p.m. to onward
Bid submission End Date and Time	<b>04.04.2018</b> up to 3.00 p.m
Date and time of opening Tenders	<b>04.04.2018</b> at 3.30 p.m.
Financial Bid to be opened	As will be reflected in the Technical Evaluation Report
Bid Validity	180 days from the date of Technical Bid opening.
EMD	Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of Officer In-charge, RRLRRS, Gerua, Kamrup Assam, payable only at the <b>State Bank of India DADARA, Branch (IFSC Code No.SBIN0007390)</b> .
EMD Validity	180 days from the date of Technical bid opening. This EMD should be submitted in Sealed envelop super-scribed as EMD for <b>JOB / WORK CONTRACT FOR “Day to day Electrical Maintenance work of Non-Residential and Residential Buildings”</b> at RRLRRS, Gerua Campus, Hajo-781102.
Security Deposit	8% of the total contract value (Annually) in form of Bank Draft
Submission of Bids	The tender must be submitted along with EMD before closing date and time.
Details of tender	Notice is also available on RRLRRS, GERUA website ( <a href="http://www.crrr.nic.in">www.crrr.nic.in</a> )

9. Scope of proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract etc., are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE –I
3.2	Scope of work	ANNEXURE- II
3.3	Instructions to Bidders	ANNEXURE-III
3.4	Check list for Technical Bid Evaluation	ANNEXURE-IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE-V
3.6	Financial Bid (BOQ)	ANNEXURE-VI
3.7	Draft Agreement	ANNEXURE-VII

10. The entire tender document including all Annexures from I to V, except the Financial Bid in Annexure –VI, will be part of the Technical Bid which also must contain all other requisite documents called for in the tender. Both bids of the tender (technical and

financial) along with original EMD must be submitted to **Officer-In-charge, ICAR-RRLRRS, GERUA, -781102** before the last date of submission of Tender.

Yours faithfully,



(D.K. Mohanty)  
Assistant Administrative Officer  
RRLRRS, ICAR-RRLRRS,  
GERUA, Gerua



**REGIONAL RAINFED LOWLAND RICE RESEARCH STATION  
ICAR - NATIONAL RICE RESEARCH INSTITUTE  
GERUA, HAJO-781102, District Kamrup (ASSAM)**  
Department of Agricultural Research and Education (DARE),  
Phone(PABX): 0361-2367768/FAX: (0361)2820370  
E-mail: [oierrlrrsgerua@rediffmail.com](mailto:oierrlrrsgerua@rediffmail.com)



**Note: All communications must be addressed to 'The Officer-In-charge', RRLRRS, Gerua.**

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING **"DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS, GERUA CAMPUS"** ICAR-RRLRRS, GERUA, Hajo- 781102, District-Kamrup, Assam.

### LETTER OF INVITATION

From:

*The Officer-In-charge  
RRLRRS, ICAR-RRLRRS, GERUA, Gerua, Hajo-781102.*

To

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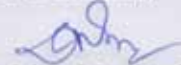
Dear Tenderer/Sir (s),

Bids are hereby invited on behalf of the Officer In-charge, RRLRRS, GERUA, Cuttack-6 for annual contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES **"DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS, GERUA CAMPUS"** ICAR-RRLRRS, GERUA, Hajo- 781102, District-Kamrup, Assam. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexures. Please **submit your financial bids and all other documents address to the Officer-In-charge, ICAR-RRLRRS, GERUA, Hajo-781102, District-Kamrup, Assam on or before tender closing date (16.01.2018).**

- 1.) An earnest money of **Rs. 10,000/- (Rupees Ten Thousand only)** and cost of tender paper for Rs. 2000/- (Rupees Two thousand) only (Non-Refundable) must be deposited in the form of demand draft in favour of Officer-In-charge, RRLRRS Gerua payable at S.B.I. Dadra Branch, (Code **7390**). The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by indicating the draft number and date, falling which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-RRLRRS, GERUA.

- 2) The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the RRLRRS, GERUA.
- 3) Officer-In-charge, RRLRRS, Gerua reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Officer-In-charge, RRLRRS, for any justifiable reasons, not mandatory to be communicated to the Tenderer. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
- 4) Acceptance of the offer will be communicated by email/fax/letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/fax/letter should be acted upon immediately.
- 5) Essential documents required for technical evaluation of bids are detailed in **ANNEXURE IV.**

Yours faithfully,



Assistant Administrative Officer  
RRLRRS, Gerua

**ANNEXURE-II**

**Scope of work:**

<b>Sl. No.</b>	<b>Schedule of items of works with approximate operating parameters</b>
1)	Repair and maintenance of electrical installations in Office Building, laboratories, stores, godowns, residence quarters (13 Nos.), Guest House (1 No) and Street Lights, service will be required 24 hours by three shifts duty (8 hours service by each electrician).
2)	Operation and maintenance of Electrical Installation in office buildings, guest house, office mess, laboratories, net house, Street Lights, service will be required 24 hours by three shifts duty..
3)	Maintenance of electric system of irrigation/drinking pump houses, service will be required 24 hours by three shifts duty..
4)	To operate 40 KVA DG set, pumps of drinking water and maintain Log books for the same, service will be required 24 hours by three shifts duty.

**INSTRUCTIONS TO BIDDERS**

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. The complete set of Technical Bid must be submitted to the **Assistant Administrative Officer, RRLRRS, GERUA, Hajo - 781102.**
2. The two separate bids shall contain information as under:-
  - a) **Technical Bid:** This shall contain the entire tender document, except **Annexure-VI**, which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also enclose the scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees Ten Thousand only). Demand Draft should be drawn in favour of Officer-In-charge, RRLRRS, Gerua payable at S.B.I. Dadra Branch, (Code **2094**). All other required supportive documents towards eligibility and experience criteria as mentioned in **Annexure IV** shall be submitted. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected.
  - b) **Financial Bid:** This shall contain the schedule of rates duly filled and signed in the prescribed formats i.e. **Annexure VI**.
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices wither in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
6. The financial bid will be opened only for those bidders who will be technically qualified in the technical bid. The past performance of the bidders with user Departments will be important criterion in evaluating the technical bid. The Officer In-charge, RRLRRS, Gerua Assam reserves the right to reject all or any of the quotations, and decision of the Officer In-charge, RRLRRS, Gerua in the matter shall be final and binding.
7. The successful bidder shall have to deposit **8%** of the total bid amount (calculated annually) as performance security and within the time frame indicated by the RRLRRS, GERUA.
8. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside of RRLRRS Campus at Gerua, Hajo where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact **Officer In-charge, RRLRRS, Gerua-781102** with



prior appointment on Phone No. **0361-2820334** on any working day between 9.30 a.m to 4.30 p.m.

9. No interest on Security Deposit and earnest money deposit shall be paid by the RRLRRS, GERUA to the tenderer.
10. The firm is being permitted to give tenders in consideration of the stipulations on the his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the Officer In-charge, RRLRRS, Gerua. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him, in the manner prescribed by the Officer In-charge, RRLRRS, Gerua.
11. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
12. The tenderer are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the RRLRRS, Gerua shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any should be signed by the tenderer.
13. Acceptance by the RRLRRS, Gerua will be communicated by FAX, email, Speed Post or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, email/Speed Post letter etc. should be acted upon immediately.
14. Details of essential documents required for Technical evaluation of bids are provided in **Annexure IV**.
15. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the Officer In-charge. The Contract will be strictly monitored as per Scope of work given in **Annexure II** in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated by giving one month notice. The decision of Officer In-charge, RRLRRS, Gerua in this regard shall be final and binding.
16. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
17. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the RRLRRS, GERUA shall have all rights to make suitable alternative arrangements for a period of **45 days** from the date of such termination or till a new tender is finalized

whichever is earlier and the difference in cost, if any will be borne by the agency/contractor.

18. **The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract.**
19. It is the obligation of the agency to follow the minimum wages issued by the appropriate Government under Minimum Wages Act, 1948. The RRLRRS, GERUA shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this RRLRRS, GERUA. Neither the firm nor its workers shall have any claim on RRLRRS, GERUA for compensation or financial assistance on this account.
20. The firm shall be responsible for payment of wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPFO & ESI as per prevailing Acts/orders of Govt. of India. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. The RRLRRS, GERUA in no case shall be a party to such dispute.
21. The firm shall be responsible for 24 hours by full (three shifts duty) services will be required as per scope of work at **Annexure II**.
22. The firm also be responsible for the minimum wages, and paid to the workers at the rate fixed by the Central Labour Commissioner (Central, Govt. of India) from time to time as per the assured minimum wages act.
23. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
24. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the RRLRRS, GERUA within fifteen days of award of contract and the RRLRRS, GERUA will get them verified from the police authorities,. The Contractor will provide Name Address, Telephone No & Photographs of its employees deployed at RRLRRS, Gerua to the **Assistant Administrative Officer, RRLRRS, Gerua**.
25. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the RRLRRS, Gerua nor the contractor workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the RRLRRS, GERUA. The worker will remain the employees of the Agency/Contractors and will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at RRLRRS, GERUA. There is no Master and Servant relationship between the employees of the service provider and the RRLRRS, GERUA and further that the said personnel of the service provider shall not claim for any employment or absorption in the RRLRRS, GERUA by virtue of their engagement for this work.

26. The service provider's personnel shall not claim any benefit/compensation/regularization/absorption of services from the RRLRRS, GERUA under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the service provider to RRLRRS, GERUA.
27. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
28. The employees of the contractors shall possess-(i) ITI electrician trade certificate or (ii) electrician supervisor having minimum five years experience being license holder issued by the chief electrical inspector, Govt. of Assam which needs to be attached only tender document and the electrical contractor must have license to take up electrical maintenance work of public sector undertaking supported by experience document other than from RRLRRS, Gerua.
29. The employees for the contractor shall be of good character and of sound health. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
30. The service provider shall replace immediately any of its personnel, if not unacceptable to the RRLRRS, Gerua because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the RRLRRS, GERUA.
31. The damage caused, if any, to RRLRRS, Gerua property through the acts of the firm and/or by its workers shall be made good by the agency and decision of the RRLRRS, GERUA in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to the RRLRRS, GERUA, its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Officer In-charge, RRLRRS, Gerua may deem fit.
32. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with the EPF contribution will be submitted by the firm to the RRLRRS, GERUA, as proof . If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. RRLRRS, Gerua will not at all be liable.
33. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
34. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.

35. In the event of any loss being occasioned to the RRLRRS, Gerua on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the RRLRRS, Gerua either by replacement or on payment by adequate compensation.
36. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
37. The agency is supposed to work on job contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other 12azette / national holidays etc. and the same is to be included in the monthly charge claim in the tender by the Contractor.
38. Officer In-charge, RRLRRS, Gerua reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the RRLRRS, Gerua for any justifiable reasons, not mandatory to the communicate to the tenderer.
39. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
40. The Officer In-charge, RRLRRS, Gerua reserves the right to ask and required the contractor to remove any person deployed by him without assigning any reason/notice.
41. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the RRLRRS, Gerua staff or other staff of Agencies working in RRLRRS, Gerua Campus, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the RRLRRS, Gerua.
42. Any dispute arising out of and in relation to this agreement shall be referred the Officer In-charge, RRLRRS, Gerua. His decision will be binding on the contractor.
43. The duration of the contract shall be initially for one year and extendable up to maximum two years on same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving two months prior notice by either party in writing on account of any of the following reasons:
  - i) On account of unsatisfactory performance
  - ii) Breach of contract clauses(s)
  - iii) Persistently neglecting to carry out his obligations under the contract
44. The contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
45. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.

Yours faithfully,

For and on behalf of the Officer In-charge  
RRLRRS, Gerua, Cuttack-6

**TENDERS FOR THE CONTRACT FOR JOB WORKS/SERVICE CONTRACT FOR  
 “DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-  
 RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS GERUA CAMPUS” RRLRRS,  
 GERUA-RRLRRS, GERUA, HAJO-781102**

Full Name & Address of the Tenderer in addition of Post/Box No., if any, should be quoted in all communications to this Office	:	
Telephone No.	:	
Telegraphic Address/FAX/Cellular No.	:	
E-Mail address	:	

From

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

The Officer In-Charge  
 RRLRRS, Gerua  
 Hajo-781102, District:Kamrup, Assam

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT FOR “**DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS GERUA CAMPUS**” RRLRRS, GERUA-RRLRRS, GERUA, HAJO ASSAM-781102 and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

- 2) I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- 3) The following pages have been added to and from a part of this Tender for the contract for Job Works/Service contract for “**Day to day Electrical Maintenance and Operation Work**” at RRLRRS, Gerua. The Schedule I & II to accompany this Tender are at pages\_\_\_\_\_
- 5) Every page so attached with this Tender bears my Signature and the office seal.
- 6) Demand Draft No \_\_\_\_\_ of **Rs.**\_\_\_\_\_ drawn in favour of the OIC, RRLRRS, Gerua and payable at State Bank of India, Dadra Branch, Hajo Road, District Kamrup-781102, Assam (Code No. 07390) is enclosed as earnest money required.

Witness: \_\_\_\_\_

Signature & Seal of the Tenderer  
 Telephone No. (Office):

Address: \_\_\_\_\_

Telephone No. (Resi.):

Occupation: \_\_\_\_\_

Mobile No.:

Signature of witness to contractor’s signature

Address:

Name & Signature of witness:

Address:

**CHECK LIST FOR TECHNICAL BID EVALUATION**

Sl. No.	Document required	Page No. of enclosures
a.	Registration certificate of the firm under the work contract of the Central Govt. /State govt. <b>The agency must have L.T. License for undertaking the Electrical Maintenance Works. The agency should enclose copies of L.T. License along with the tender.</b>	
b.	Minimum turnover of the firm not less than <b>Rs. 5.00 Lakh (Rupees five Lakh only)</b> during the last financial year.	
c.	Minimum one years experience of the firm in the field of providing such services in Central Govt. establishments /Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations. Provide the details in enclosed tabular form <b>(Please see Annexure –I)</b> .	
d.	Certified Balance sheet of the firm for last year of the service contract by the chartered accountant.	
e.	Duly certified copies of the satisfactory services where the Tenderer is providing the services.	
f.	Employee EPF registration certificate issued by local govt. etc.	
g.	Employee ESI registration certificate issued by local govt.etc.	
h.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall obtain the labour license under this Act.	
i.	Number of staff/supervisors registered under ESI & EPF separately. Minimum <b>5</b> (staff/Supervisor) should be required with their EPF & ESI contributions.Documentary proof of vouchers towards payment of ESI & EPF to be required and may be attached, along with the monthly bill.	
j.	Documentary proof towards payment of EPF & ESI of the concerned workers engaged at RRLRRS, GERUA by the contractor should be submitted on every six month for verification. Non-compliance will lead to break in further payments.	
k.	Service tax registration certificate issued by Govt. etc.	
L.	Worker employed by the agency should have Electrical Trade license or ITI (Electrical or equivalent qualification documentary proof have to be attached.	

**Note:**

1. The RRLRRS, GERUA will pay the bill inclusive the service tax and the contractor will deposit the service tax and furnish proof of deposit to RRLRRS, GERUA every month.
2. Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.
3. The contractor will have to make payment for 2 consecutive months, even without receiving payment from RRLRRS, GERUA.
4. Successful Tenderer will have to enter into a detailed contract agreement with ICAR -RRLRRS, GERUA on non-judicial stamp paper of **Rs.100/-** (Rupees One hundred only).
5. Only those firms that qualify the technical bid will be considered for opening the financial bid.

**SIGNATURE OF THE TENDERER WITH STAMP**

**SCHEDULE-II****SCHEDULE TO TENDERS:**

a)	Name of the Firm/Agency	:
b)	Full address with Post Box No. e-mail and Telephone No. if any.	:
c)	Constitution of the Firm/Agency(Attached copy) Indian Companies Act,1956,Indian Partnership Act.1932(please give names of partners) Any other Act, if not the owners	:
d)	For Partnership firms whether registered under the Indian partnership Act-1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	:
	(i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	:
	(ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	:
e)	Name and full Address of your Bankers	:
f)	Your permanent Income Tax No/Circle/Ward	:
g)	Any other relevant information	:

Date:

Place:

AUTHORISED SIGNATORY



**(CERTIFICATE TO BE GIVEN ON LETER HEAD AS PART OF TECHNICAL BID)**

To

The Officer-In-charge  
RRLRRS, Gerua,  
Gerua, Hajo - 781102

Sir,

It is confirmed that I/we have fully understood in the scope of work and all other requirements for job work/service contract for **“DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS GERUA CAMPUS” RRLRRS, GERUA, HAJO-781102**

1. I/ We have understood the total quantum of work by going through the tender document and/by visiting the campuses at RRLRRS, GERUA-RRLRRS, Gerua. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in **Annexure VII**.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/We undertake that there are not any legal suit/criminal case pending against our firm for violation of Minimum wages Act or other laws. And there is no criminal/legal suit pending or contemplated against us.
5. I/We are not blacklisted by any Government organization in the field of job work/service contract for **“Day to day Electrical Maintenance work of Non-Residential and Residential Buildings” etc.**
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by RRLRRS, GERUA within **180 days** from the date of opening of the technical bid.

**(Signature of authorized representative of the firm)**  
**Stamp/Seal of the firm**

**FINANCIAL BID**

Last date for receipt of tender : \_\_\_\_\_ up to 3.00 p.m.  
Date of opening tender (Technical Bid) : \_\_\_\_\_ at 3.30 p.m.

To  
The Officer-In-charge  
RRLRRS, ICAR-RRLRRS, GERUA,  
Gerua, Hajo - 781102

Sir,  
I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING “**DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS GERUA CAMPUS**” **RRLRRS, GERUA, HAJO-781102** on the following rates.

No	Particulars	Per Month
1.	Monthly consolidated rate for THE JOB WORK/SERVICE CONTRACT FOR PROVIDING “ <b>DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS GERUA CAMPUS</b> ” <b>RRLRRS, GERUA, HAJO-781102</b> as per the required specification and terms, conditions and scope of work detailed in the tender including all manpower, labour, material, transportation, ESI, EPF & other applicable taxes etc. as applicable from time to time. <b>Service Taxes EXTRA.</b>	<b>Rs. (in figure)</b>  <b>(Rs. in word)</b>  <b>Plus Applicable Service Taxes.</b>  <b>Only.</b>

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature: .....

Name & Address of the Firm: .....

Telephone No /Mobile No: .....

E-mail: .....

(Firm's Seal)

JOB WORK/ SERVICE CONTRACT FOR **“ANNUAL CONTRACT DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS, GERUA CAMPUS”** RRLRRS, ICAR-RRLRRS, GERUA, GERUA, HAJO – 781102, DISTRICT: KAMRUP, ASSAM.

**DRAFT SPECIMEN AGREEMENT**

This agreement is made at RRLRRS, Gerua on (Date.....), 2018 between ..... (firm name .....) and Officer In-charge, RRLRRS, GERUA, which terms shall include its successors, assignees etc. on the first part and (name & address of the firm), hereinafter called the Firm) which terms shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Officer In-charge, RRLRRS, GERUA invited limited tender from reputed firms with experience & financial capability for providing job work/service contract for **“ANNUAL CONTRACT DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS, GERUA CAMPUS”**. And whereas the Officer In-charge, RRLRRS, GERUA has decided to assign the job work/service contract for **“ANNUAL CONTRACT DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS, GERUA CAMPUS”** to Firm M/s. .... on the terms and condition hereinafter contained.

**NOW IT IS HEREBY AGREED by and between the parties hereto as follows:**

1. This agreement shall come into force w.e.f. (date) ..... and will remain in force for a period for one year but can be terminated by Officer In-charge, RRLRRS, GERUA by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The contract will be initially for a period of one year extendable for a further period of two years (total three year) on year to year basis, subject to satisfactory performance of the firm and its willingness to continue on mutually agreed terms. The firm shall be responsible for job/service contract for **“ANNUAL CONTRACT DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS, GERUA CAMPUS”, ICAR-RRLRRS, GERUA, HAJO – 781102, DISTRICT: KAMRUP, ASSAM.**
3. The firm will provide full particulars of every worker deployed by it for providing the services.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the RRLRRS shall have no liability on this account in any manner.

5. That the firm shall ensure that all persons deployed at RRLRRS, Gerua are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The Officer-In-charge or duly authorized officer in this behalf shall have the right to ask for the removal from the RRLRRS, Gerua any personnel considered by the Council to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the RRLRRS.
7. The manpower deployed by the firm should work as per the scope defined at **Annexure II** of the tender document. No extra wages will be paid for weekends and holidays.
8. Monthly consolidated charges for Rs.....  
(Rupees..... only) for the job work/service contract for **“ANNUAL CONTRACT DAY TO DAY ELECTRICAL MAINTENANCE AND OPERATION WORK OF NON-RESIDENTIAL AND RESIDENTIAL BUILDINGS AT RRLRRS GERUA CAMPUS” ICAR-RRLRRS, GERUA, Hajo-781102**. This payment includes all statutory payment/charges such as ESI and EPF and other charges. Service Taxes are extra as per government notification.
9. The manpower deployed by the firm shall render the services on job contract basis on all days of the month as per the work specified in **Annexure II**. There will be no separate payment for three national Holidays i.e. Republic Days, Independence Day and Gandhi Jayanti and the same is to be included in the monthly charge claim in the tender by the Contractor.
10. The manpower deployed by the firm shall also render 24 hours by three shifts duty services as per scope of work specified in **Annexure II**.
11. The firm shall be responsible for making timely payment of due wages to the workers employed depositing of EPF with EPF through ECR and ESI contribution. Any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm.
12. The firm will raise a bill of this amount of 1<sup>st</sup> working day of every month and the payment released by the RRLRRS, GERUA through ECS system subject to satisfactory performance of contracted job/work/services
13. The deduction of income tax(TDS) from the bills of the firm will be made at source as per rates applicable from time to time.
14. In case of dispute between the parties, the matter shall be referred to Officer In-charge, RRLRRS, GERUA. The decision of the Officer In-charge, RRLRRS, GERUA shall be final and binding in any respect of any dispute between the parties.
15. In case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Officer In-charge, RRLRRS, GERUA shall have power to terminate the contract.
16. The firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the

rules and regulations and provisions of law in force that may be applicable to them from time to time. Viz obligations under Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act, E.P.F. & M.P. Act, and ESI Act etc. Firm agrees to indemnify and keep indemnified the RRLRRS on account of any failure to comply with the obligations under various laws or damage to RRLRRS, GERUA, Campus, due to acts/omissions of firm. Minimum wages shall be paid to the workers by the firm at the rate fixed by Chief Labour Commissioner (Central) from time to time and as per the minimum wages Act. The firm shall also pay all such benefits to its employees as envisaged under various Acts and laws like ESIC Act, EPF & MP Act. Payment of Bonus Act, Taxes etc. The firm shall also ensure compliance of all laws applicable and / or to be made applicable and RRLRRS shall not be liable for the same and the firm indemnifies RRLRRS in all respects thereof. The firm shall provide an undertaking as every month for compliance of the provision of Contract Labour/Rule and other Law applicable along with the monthly bill.

17. It is also agreed that under no circumstances, the volunteers and employees/workmen of the firm shall be treated, regarded or considered or deemed to be treated as the employees of the RRLRRS and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the RRLRRS, GERUA, against any claim that it may have to meet towards the employees/workmen of the Firm. Firm's employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of RRLRRS.
18. In case of any loss or damage to the property of the RRLRRS which is attributable to the firm, the full damages will be recovered from the firm.
19. The firm shall not transfer its right of work or sub-contract to anyone else.
20. The firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
21. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly. Any misconduct/misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
22. In case of any accident/loss of life of the workers during discharging duties, if any compensation is awarded, the same shall be borne by the firm.
23. The firm shall provide a coordinator for immediate interaction with the RRLRRS.
24. The terms and conditions as stipulated in the tender documents shall be part of this agreement.
25. **Liquidated damages clauses:** That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work. Order and forfeiture of the security deposit. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by RRLRRS, GERUA and if no action is taken or no progress noticed with stipulated time, liquidated damage

clause will be invoked. An amount of **Rs. 5,000/-** will be deducted from its monthly bill as liquidated damages.

The decision of Officer-In-charge, RRLRRS, ICAR-RRLRRS, GERUA shall be final and binding on the contractor/firm in respect of any clause covered under the contract.

Name & Signature of Witness 1 :  
Address:

Authorized Signatory  
on behalf of the firm

Name & Signature of Witness 2 :  
Address:

(Authorized Signatory)  
Assistant Administrative Officer  
For and on behalf of the OIC,  
RRLRRS, RRLRRS, GERUA, Gerua, Hajo -  
781102

**ANNEXURE -VIII**

**Details of the Minimum 03 year experience/work done (Submit enclosure) :**

Sl. No.	Name of the Deptt. / Organization & Name of contract person with phone No.	Period		No. of staff deployed	Remarks
		From	To		