

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
CENTRAL ARID ZONE RESEARCH INSTITUTE, JODHPUR  
Phone/Fax No. 0291-2786485

No.F. : 7 (5) /11-12/ Elect. Contract New/Adm.V

Dated:-17.10.2011

To,

The Editors,  
Danik Bhaskar /  
Rajasthan Patrika,  
Jodhpur

Sub:- Advertisement of Tender Notice for Annual Electrical Maintenance Contract.

Sir,

I am to send herewith an advertisement of Tender Notice for above work contract of the Institute which may kindly be advertised in your **Newspaper in minimum to minimum possible space in single insertion only latest by 18-10-2011.**

Bill may please be sent in triplicate duly pre-receipted in the name of the Director, CAZRI, Jodhpur for payment/verification along with press cutting of the advertisement at the rates approved by the DAVP, New Delhi.

Yours faithfully,

Encl:- As above.

ASSISTANT ADMINISTRATIVE OFFICER(ADM.V)

Copy to:

1. The Maintenance Engineer, CAZRI, Jodhpur for kind information.
2. The Incharge, ARIS Cell for publishing on our CAZRI website.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
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No.F. : 7 (5) /11-12/ Elect. Contract New/Adm.V

Dated:17.10.2011

SHORT TERM TENDER NOTICE

On behalf of the Director, CAZRI, Jodhpur sealed tenders by post or courier are invited from Registered Firm/Agency of repute having "A Grade" Licence for Electrical works issued by the appropriate authority of State Govt. /Central Government/RSEB. The Firm/Agency should have at least two years experience in the field of Electrical Maintenance in Government Organisation. The firm should also have PAN, EPF, ESI, Service Tax and Wages Licence registration from appropriate authorities. Such Firm/Agency may purchase the tender documents from the Institute on any working day w.e.f. 19/10/2011 to 28/10/2011 (12.00 AM) by paying a sum of Rs.500/- either in Cash or by Bank Draft in favour of ICAR UNIT-CAZRI, Jodhpur. The tender documents completed in all respect along with Earnest Money of Rs.30,000/- by Bank Draft in favour of ICAR-UNIT-CAZRI, Jodhpur should be submitted to this office **on or before 29/10/2011 up to 11.00 A.M.. The Technical Bid will be opened on 29.10.2011 at 11.30 AM. The Financial Bid will be opened on 29.10.2011 at 3.00 PM.** The Director, CAZRI, Jodhpur reserves rights to accept or reject any tender without giving any reasons. Tenders without earnest money will be out rightly rejected.

ASSISTANT ADMINISTRATIVE OFFICER (ADM.V)  
On Behalf of DIRECTOR



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
CENTRAL ARID ZONE RESEARCH INSTITUTE, JODHPUR  
LIGHT INDUSTRIAL AREA, JODHPUR – 342 003

No.F. : 7 (5) /11-12/ Elect. Contract New/Adm.V      Dated : .....

**"ELECTRIC MAINTENANCE CONTRACT IS A PURELY JOB CONTRACT"**

ENGAGEMENT OF "A GRADE QUALIFIED ELECTRICAL CONTRACTOR"  
FOR CARRYING OUT OF ELECTRICAL MAINTENANCE/REPAIR WORK  
OF RESIDENTIAL, NON-RESIDENTIAL AND ROAD LIGHTS ETC. OF C.A.Z.R.I.,  
JODHPUR ON CONTRACT BASIS (DETAILS OF SCHEDULE  
ENCLOSED AS PART-I/II/III/IV)

**THE TECHNICAL BID WILL BE OPENED ON 29.10.2011 AT 11.30 AM**  
**THE FINANCIAL BID WILL BE OPENED ON 29.10.2011 AT 03.00 PM**

1. Name & address of Proprietor : .....
2. Name & address of firm/agency/company: .....
3. Telephone No. : Off. .... Res. .... Mobile No.....
4. Particulars of firm/agency/company : .....  
(Partnership Deed/ Constitution in case of Society)
5. Income Tax P.A.N. Number : .....
6. Service Tax Number (Allotted by CED) : .....
7. E.P.F. Registration Number : .....
8. E.S.I. Registration Number : .....
9. Labour Licence Number : .....
- 10. Last Date of sale of tender documents : 28.10.2011 up to 12.00 Noon**
- 11. Last Date of Submission of Tender : 29.10.2011 up to 11.00 A.M.**
- 12. Date of Opening of Technical Bid : 29.10.2011 at 11.30 A.M.**
- 13. Date of Opening of Financial Bid : 29.10.2011 at 03.00 PM**
- 14. Cost of Tender Documents : Rs. 500/- C.R. No. ....Date .....**
- 15. Earnest Money Deposit : Rs. 30,000/-**  
(In favour of ICAR Unit-CAZRI) DD/BC No. ....Date .....
16. Performance Security Money : 10% of Total Cost of Contract.
- 17. The tender must be reached to this Office on or before Due Date 29.10.2011 up to 11 AM**  
by Courier/Registered Post/Speed Post in sealed cover super scribed failing which it will not  
be considered. The tender should be dropped in the Tender Box placed in the Adm.V Section
18. Visit us at our website: [www.cazri.res.in](http://www.cazri.res.in)

ASSISTANT ADMINISTRATIVE OFFICER (ADM.V)

**TECHNICAL BID - PART-I**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
CENTRAL ARID ZONE RESEARCH INSTITUTE; JODHPUR

**"ELECTRIC MAINTENANCE CONTRACT IS A PURELY JOB CONTRACT"**

List of documents should be submitted with TECHNICAL BID of tender along with the forwarding letter on letter-head of the firm/agency/company otherwise FINANCIAL BID of tender will not be entertained / opened.

Sl.No.	Document submitted	Yes/No	Page No.
1.	E.M.D. for Rs. 30,000/- in favour of ICAR UNIT-CAZRI		
2.	Valid licence of A-Class Electric contractor issued by appropriate authority.		
3.	Two years experience certificate for electric power maintenance .		
4.	Income Tax PAN Number certificate issued by Income Tax Department.		
5.	Service Tax registration number allotted by Central Excise Department.		
6.	E.P.F. Registration Number allotted by E.P.F. Organization.		
7.	E.S.I. Registration Number allotted by E.S.I. Organization.		
8.	Wage licence issued by the appropriate authority.		
9.	Solvency Certificate/ Hashiyat Certificate for Rs. 5.00 Lakhs.		

Authorised Signatory

## **TECHNICAL BID - PART-II**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
CENTRAL ARID ZONE RESEARCH INSTITUTE; JODHPUR

### **"ELECTRIC MAINTENANCE CONTRACT IS A PURELY JOB CONTRACT"**

DETAILS/INFORMATION OF THE PROPOSED ELECTRICAL MAINTENANCE /REPAIR CONTRACT OF  
C.A.Z.R.I., JODHPUR

**ABOUT THE INSTITUTE:** Central Arid Zone Research Institute, Jodhpur is a premier research organization under the aegis of ICAR (Department of Agricultural Research and Education, Govt of India). The Institute is located in the total area 387 hactres, which includes all the Residential, Non-Residential, Library building and experimental/ Farm area. At present the Rajasthan State Electricity Board has calculated/ assessed its total electrical consumption requirement to be around 175 KVA under L.T. All the residential area and office buildings are provided with usual electrical connection/ sockets without any exorbitant/heavy electrical fittings. However, some laboratories/ farm sections have some sophisticated scientific/analytical/workshop equipments and machines, which are operated as and when, needed and are not being used simultaneously under any condition.

**(A) RESIDENTIAL BUILDINGS:** Presently there are about 130 numbers of quarters in Jodhpur in this Institute of different categories. The concerned contractor would be completely responsible for ensuring rectification/repairing electrical faults/problems/failure in all the residential quarters as mentioned above. Accordingly, the contractor would also be responsible for proper repair and maintenance works and will attend electrical problems in respect of Guest House, Hostel, Director's Bungalow, KVK, Residential Quarters, Kisan Hostel etc. at the Institute/ campus including repairs/maintenance and upkeep of H.T. Cables, Transformers, Power factors/Panel etc.

**(B)NON-RESIDENTIAL BUILDINGS:** The Non-residential buildings of the Institute include the Main gate distribution board, Main Building distribution board/panel up to main distribution board/panel of the all the office buildings (Main Building, New Building, New Administrative Block, Library, Division VI, Division VII, KVK, Maintenance Cell, Farm Office and Rodent Section etc.). Maintenance of panel boards installed at Tube wells (7 Nos.) Sewage pump houses/Maintenance of over head electrical lines and L.T. cable ranging from 10 sq. mm to 300 mm connected to different office buildings, residential buildings land pumping sets including that of street/road lights of the Institute including repairs/maintenance and upkeep of H.T. Cables, Transformers, Power factors/Panel etc.

**(C) REPAIR/MAINTENANCE OF FANS:** Carrying out the Repair/maintenance (greasing, overhauling etc.) of all ceiling fans and exhaust fans (around 1100 Nos.) existed in above A and B buildings will also be the responsibility of the contractor. Since it is proposed to look after the concerned work of repair/ maintenance of the office buildings (inner part) departmentally i.e. through our existing staff, the concerned contractor would be responsible for proper check- up/ rectification of lines etc. up to the main points in the office buildings. However, electrical materials required as chocks, tube lights, wire, switches, sockets. Bush bearings, capacitor and rewinding and machining work etc. would be provided by the Institute.

ASSISTANT ADMINISTRATIVE OFFICER (ADM.V)

## TECHNICAL BID - PART-III

### **"ELECTRIC MAINTENANCE CONTRACT IS A PURELY JOB CONTRACT"**

TERMS AND CONDITIONS FOR THE ELECTRICAL MAINTENANCE/ REPAIR AND ENSURING PROPER ELECTRICAL SUPPLY ON THE CONTRACT BASIS IN THE INSTITUTE BUILDINGS.

1. **Eligibility:** The electrical contractor applying for the award of the proposed work should be the valid electric licensee & wage licence holder issued by the appropriate authority of State Govt. /Central Govt./RSEB. **The contractor should be well qualified and experienced in the work and should preferably be an 'A' class electrical contractor with two years experience in government department in similar work otherwise tender is liable to be rejected.**
2. **Earnest Money:** The applicant contractor will have to deposit an earnest money of **Rs.30,000 /-** by bank demand draft in favour of **ICAR Unit, CAZRI, Jodhpur** to be attached along with the tender. Tenders without requisite earnest money deposit will be summarily rejected/ cancelled. This E.M.D. amount will be refunded to all the contractors after finalization of the contract. The Conditional tender will not be entertained.
3. **Security Money:** The successful contractor will be required to furnish the Security Deposit equivalent to 10% of the total value of annual contract in question by demand draft in favour of ICAR Unit, CAZRI, Jodhpur or through Bank guarantee. The Security deposit so furnished by the contractor will be refunded to him after successful/ satisfactory completion of the contract (plus 60 days) without any interest there upon. However, in case of any theft or electrical materials / derelictory supervision/negligent of duties, the security deposit so furnished by the contractor as a whole or part thereof as the case may will be forfeited by this Institute.
4. **Duration:** The duration of the contract shall initially be of one year (further extendable with mutual consent) from the date of acceptance of contract at this Institute. Further, the contract may be terminated at any time by the competent authority of the Institute in case of unbecoming activities, recklessness in supervision, undue delay and carelessness in providing the requisite services pertaining to repair and maintenance and ensuring electrical supply to the Institute buildings.
5. **Documents:** **The following documents should be submitted with TECHNICAL BID of tender along with the forwarding letter on letter-head of the firm/agency/company otherwise FINANCIAL BID of tender will not be entertained/opened which may be noted:**
  - i. Earnest Money Deposit demand draft for Rs. 30,000/- in favour of ICAR UNIT- CAZRI.
  - ii. Valid licence of A-Class Electric contractor from appropriate authorities.
  - iii. Two years experience certificate for electric power maintenance of Govt. Department/ Semi Govt. Department/Autonomous body/any business establishment of repute.
  - iv. Income Tax PAN Number certificate.
  - v. Service Tax registration number allotted by Central Excise Department.
  - vi. E.P.F. Registration Number allotted by E.P.F.O.
  - vii. E.S.I. Registration Number allotted by E.S.I.O.
  - viii. Wage licence issued by the appropriate authority of Labour Department of Central/ State Govt.
  - ix. Solvency Certificate Nationalized Bank for a sum of Rs. 5.00 Lakhs/ Hashiat Certificate for Rs. 5.00 Lakhs issued by a competent authority.

6. **Delivery of tender: THERE IS A TWO BID SYSTEM.** The original copy of the tender is to be enclosed in a double cover. The rate to be quoted in the **FINANCIAL BID - PART-IV** of tender document and submit in the inner cover sealed envelope. The **TECHNICAL BID PART-I,II AND III** contain all the relevant documents with cash receipt/DD of EMD should be kept in the outer cover envelope bear only name of work and address to Director, Central Arid Zone Research Institute, Jodhpur. The tender must be reach to this office on or before 24-08-2011 up to 3.00 PM by personally/Courier/Registered Post / Speed Post, failing which it will not be considered. The tender should be dropped in the Tender Box placed in the Adm.V Section with A.A.O.

THE FINANCIAL BID WILL BE OPENED ONLY OF SUCCESSFUL TECHNICAL BIDDER.

7. Since the electrical contractor is expected to be well qualified/experienced in the field, he will be responsible for any electric fire, electrical sparks and accidents. However, if it is established that the electrical accidents/incidents/losses has happened due to careless supervision of the contractor/undue delay, the appropriate costs of the Institute property would be recovered from the contractor.
8. The contractor will provide requisite number of skilled, semi-skilled and unskilled labourers such as Wiremen/Linemen/Electricians/ Generator Operators/Helpers/ Khalasi/ Supervisors as per requirement of the Institute for the work under reference:
1. Maintenance of electric line in the campus round the clock at the main gate in three shifts (8 hours each) with One Wiremen/Electricians and Helper in each shift.
  2. Maintenance of electrical lines, cables, installations, main distribution panels, power factor panels, HT/LT fuse, etc. in the Institute in general shift at main distribution station near main building with the help of two wiremen cum electrician and helpers..
  3. Operation and upkeep of generators sets (4 Nos.) with the help of skilled generator operators (4 nos.) and two field khalasi.
  4. Supervision of the above works to be taken care of by the contractor at his own.
9. The contractor may clearly note that the whole responsibility of any casualty/death of any of the contractor's man/ electrician arising out of the electrical accident/electrocution would rest with the contractor himself and in no case this Institute would be responsible to pay any amount/ compensation on this behalf. He will discharge all the liabilities with respect to the provisions of minimum wages act with the contractual workers employed by him for the aforementioned work.
10. The contractor may also unambiguously note that all the welfare measures, first aid facilities, bonus, leave salary, weekly paid holiday and liveries etc. to the concerned wiremen/electricians supervisors would be the responsibility of the contractor and this Institute would not be responsible for any of the above stated items what so-ever.
11. **CENTRAL GOVERNMENT RATE (S) SHOULD BE APPLICABLE IN THIS JOB CONTRACT. E.P.F. @ 12%+1.61%, E.S.I. @ 4.75% AND SERVICE TAX @ 10.3% AND OTHER APPLICABLE CHARGES ET.C. AT CONTRACTOR'S OWN PART.**
12. The contractor will ensure minimum/prescribed wages to the concerned contracted men/electricians with usual benefits/perks as declared by the Central Government time to time. Tender lacking the element of minimum wages as declared by the Central Government time to time, will be summarily rejected and not considered.

13. The contractor may also clearly note that the contractor shall be wholly responsible to pay the monthly wages not less than the minimum wages as prescribed under the Minimum Wages Act, 1948 (Central) by the 5<sup>th</sup> of every succeeding month to their personal through cheque at CAZRI premises in the presence of nominated officer of CAZRI.
14. The maintenance staff (wiremen/electricians/ supervisor/helpers) provided by the concerned contractor should be of good character and health. They should not be in habit of taking liquors and should be qualified/ experienced in their respective jobs. However, if any of the supplied staff indulges in unbecoming/undesirable activities, he should be immediately removed by the contractor and the contractor will have to provide a new incumbent/s in his place.
15. The contractor will see that the concerned (wiremen/ electricians/ supervisors) etc. maintain requisite coordination with the concerned Head of Division/ Maintenance Engineer/ Assistant Administrative Officer (Adm.V) or any other nominated person/persons of the Institute for smooth working.
16. The working of each shift of 8 hours is required to be performed by the supplied workers of the contractor and the first shift will start at 6.00 a.m. without break/interruption of duties in any shift.
17. **As per the Central Government's norms E.P.F. @ 12%+1.61%, E.S.I. @ 4.75% and Service Tax @ 10.3% and other charges as applicable will be payable by the contractor. Copy of the Challan for payment against above Govt. levies will be furnished with next monthly bill. In absence of the same payment will not be released and the contract will also be terminated with a notice for a period of one month which may kindly be noted.**
18. As per the Government's norms T.D.S. (Income Tax), and Surcharge thereon as applicable will be deducted from the monthly Bill of the Contractor, which may be noted.
19. The contractor has to submit/provide every month, a proof of payment of statutory obligation such as E.P.F.,E.S.I., Service Tax and other applicable taxes, if any in respect of personnel engaged by the contractor for this job contract. The following records/documents in respect of its labours to the office every month otherwise next bill will not be entertained.
  - (a) Statement of wages paid to wiremen/electricians/ for duties performed
  - (b) Attendance Statement.
  - (c) All statutory records i.e. E.S.I. , E. P.F. etc. as applicable.
20. The contractor will be required to submit the pre-receipted bills in triplicate after making the payment to their personnel provided to CAZRI for this job contract for the job performed during the proceeding month on the seventh working day and CAZRI will make the payment by means of crossed cheque drawn in favour of the contractor. However, if the concerned manpower provided by the contractor remains absent/ partially remains absent and or services are not satisfactory, the competent authority of the Institute at his discretion will make appropriate deduction from the bill.
21. It must be clearly noted that the proposed contract is purely a work contract and not the labour contract what so ever.

22. The competent authority of the Institute reserves the rights of accepting/rejecting/ partially accepting any or all the tenders without assigning any reasons thereof.
23. In case of any dispute the decision of the Director, CAZRI, Jodhpur will be final.
24. The contractor will have to arrange for all the concerned apparatus/ tools/ kits for repairs/ rectification of electrical paraphernalia at the Institute.
25. The workers/personnel engaged by the contractor for this job contract will not be an employee of the CAZRI and they will be no employer – employee relationship between the CAZRI and the personnel so engaged by the contractor and workers should not be changed very frequently.
26. **Sealed tenders** complete in all respects including requisite Earned Money deposit, attested copies of certificates/experience/registration/licence/ITC certificate etc. **would reach in the tender box kept in the Adm-V Section latest by on or before scheduled date and time.**
27. **Each page of the tender documents and annexure, if any, should be signed by the tenderers.** Tenderers must use their bonafied letter head while quoting the rates. The letter head should contain the Address, PAN Number, Telephone Number and other relevant particulars as applicable.
28. **In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder will be as under.**
  1. Experience in the field.
  2. Annual Turn over of the firm/Agency.
  3. Profile of the employees deployed by the firm/Agency.

ASSISTANT ADMINISTRATIVE OFFICER (ADM.V)

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DECLARATION

I/We ..... proprietor/ partner/ authorized representative of M/s .....Jodhpur have scrupulously noted the contents of the terms & conditions of work contractor and the same are acceptable to our firm/agency/company.

Earnest Money Rs. 30,000/- deposited vide D.D./ No. .... Dated .....by me/us.

Signature with seal of tenderer

**FINANCIAL BID PART -IV**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
CENTRAL ARID ZONE RESEARCH INSTITUTE, JODHPUR

**"ELECTRIC MAINTENANCE CONTRACT IS A PURELY JOB CONTRACT"**

**RATE(S) MAY BE QUOTED BY THE TENDERER**

I/we have gone through all the terms and conditions of work contract and I/we will meet the requirement of work of maintenance of lines in the campus and office premises, Generator sets (4-Nos.) and work on contract basis as under to the CAZRI, Jodhpur for the Electrical maintenance /repairs work contract for the period of one year under reference.

S. No.	Point of duty	Particulars of works	Rate to be quoted for one year
1.	Main Gate (One Point) <b>(3 Skilled workers)</b>	Work of Linemen cum Wiremen at Main Gate in three shifts of 8 hours each with skilled Linemen cum Wiremen having valid licence /trade certificate from the Competent Authority. For round the clock repairs and maintenance of residential quarters in colony area including maintenance/repairs and upkeep of the distribution Panel / Station / Installations, HT & LT lines/HT & LT Fuses/Power Factor panels and other related works.	
2.	Main Gate (One Point) <b>(3 Semi-skilled workers)</b>	Assistance to above mentioned work at Sl.No.1 in three shifts with semi skilled workers.	
3.	Main distribution Panel/Station at Main Building (One Point) <b>(1 Skilled worker)</b>	Maintenance /Repairs and Upkeep of Distribution Panel/Station /Installation of HT & LT lines/HT & LT Fuses/Power factor panels and other related work with skilled Linemen cum Wiremen having valid licence /trade certificate from the Competent Authority only for one shift during day time at Main Distribution Station at Main Building and as and when required during holidays.	
4.	Main Distribution Panel/Station at Main Building (One Point) <b>(1 Semi-skilled worker)</b>	Assistance to above mentioned work Sl.No.3 with in one shift with Semi-skilled worker.	

S. No.	Point of duty	Particulars of works	Rate to be quoted for one year
5.	Generator Sets Points (3 points) <b>(3 Skilled workers)</b>	Maintenance/Operation and upkeep of the generator sets at 3 points individually by skilled qualified generator operator during office working hours and as and when required.	
6.	Generator Sets Points (2 points) <b>(2 Unskilled workers)</b>	Assistance to above mentioned work Sl.No.5 with unskilled workers (2 generators with one helper)	
	<b>13 Workers</b>	Total Rs.	

CENTRAL GOVERNMENT RATE SHOULD BE APPLICABLE IN THIS JOB CONTRACT. MINIMUM RATES OF WAGES W.E.F. 1.10.2011 WILL BE APPLICABLE PRESENTLY.

**NOTE:** Each point as mentioned above has to be attended by each individual for full shift (8-hours) as the case may be. The contractor will have to arrange supervision work of their workers at his own and has to ensure their good conduct and smooth operation of the works. In case of any sudden short fall of worker(s) the contractor will have to provide suitable replacement workers. Since the contractor has to make payment to their workers as per prescribed Minimum Wages Act of the Central Government through cheque, therefore rates for the above mentioned work are required to be quoted by the contractor accordingly keeping in view the Minimum Wages Act and other Statutory liabilities such as E.P.F. @ 12.00% +1.61%, E.S.I. @ 4.75% and Service Tax @ 10.3% and other applicable charges etc. at contractor own part.

Signature with seal of tenderer

M/s .....