

By Hand/Speed Post/CAZRI's Website/CPPP



## Central Arid Zone Research Institute

(Indian Council of Agricultural Research)

Jodhpur (Rajasthan) 342 003

Phone No. 0291 – 2786485(CAO)/2785981(AO) FAX: 0291 – 2788706(Dir.)/2786498(PME)



F. No. 7(6) Electric Contract/13-14/Adm.V

Dated: 17-12-2013

### TENDER NOTICE

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited from registered agency/firm of repute having PAN, EPF, ESI, Service Tax, Wages, etc. registration from appropriate authorities and experience of minimum three years in Govt. Establishments/Autonomous bodies, Corporations, reputed public organizations for engagement of agency for **"A-Class Electrical Contractor for Electrical Maintenance and Repairs"** on outsourcing basis . The tender form and other details are available at CAZRI website-[www.cazri.res.in](http://www.cazri.res.in) and **Central Public Procurement Portal** which may be downloaded and submitted to this office with tender fee. The tender form may also be purchased from Admn-V, CAZRI.

- |   |  |   |                             |
|---|--|---|-----------------------------|
| 1 | Date of start of selling the tender form   | : | 19.12.2013                  |
| 2 | Last date and time for sale of tender form | : | 08.01.2014 up to 05.00 P.M. |
| 3 | Last date and time for bid submission      | : | 09.01.2014 at 01.00 P.M.    |
| 4 | Date and time for opening of Technical bid | : | 09.01.2014 at 02.30 P.M.    |
| 5 | Date and time for opening of Financial bid | : | 10.01.2014 at 02.30 P.M.    |

ASSTT. ADMINISTRATIVE OFFICER (V)  
For DIRECTOR



**Central Arid Zone Research Institute**  
(Indian Council of Agricultural Research)  
**Jodhpur (Rajasthan) 342 003**

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F.No.7 (6) Electric Contract/13-14/Adm-V

Dated: .....

**"ELECTRICAL CONTRACT IS A PURELY JOB CONTRACT"**

**Photograph of  
the tenderer  
may be pasted  
and crossed  
signed**

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR ENGAGEMENT OF **“A-CLASS ELECTRICAL CONTRACT FOR CARRYING OUT OF ELECTRICAL MAINTENANCE AND REPAIRS OF RESIDENTIAL, NON-RESIDENTIAL BUILDINGS AND ROADLIGHTS AT C.A.Z.R.I., JODHPUR (Rajasthan) 342 003.**

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. A-Class Electrical License Number: .....
6. Income Tax P.A.N. Number: .....
7. Service Tax Number (Allotted by CED): .....
8. E.P.F. Registration Number: .....
9. E.S.I. Registration Number: .....
10. Labour License Number: .....
11. Name of Office where firm is registered: .....
12. Name of Banker: ..... Account No. ....
13. Date of start of selling the tender form : 19.12.2013
14. Last Date and time of sale of tender form : 08.01.2014 up to 05.00 P.M.
15. Last Date and time of submission of Bids in tender box : 09.01.2014 at 01.00 P.M.
16. Date and time for Opening of Technical Bid : 09.01.2014 at 02.30 P.M.
17. Date and time for Opening of Financial Bid : 10.01.2014 at 02.30 P.M.
18. Cost of Tender Form / Documents: **Rs. 500/- C.R.No.** ..... Date .....
19. Earnest Money in favour of ICAR-Unit-CAZRI, Jodhpur: **Rs. 50,000/- DD/BC No.** .....  
..... Dated .....
20. Performance Security Money: **10% of Total Cost of Contract.**
21. Rate quoted in the financial bid must remain open for acceptance up to 90 days from the date of opening of financial bid.
22. The tender must be reached to Office on or before **Due Date and scheduled time** by self/ authorized representative/ by Courier/Registered Post/Speed Post/Courier 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 Admn-V Section, CAZRI, Jodhpur.
23. Visit us at our website: [www.cazri.res.in](http://www.cazri.res.in)
24. The tender form can also be down loaded from our website: [www.cazri.res.in](http://www.cazri.res.in)

**Assistant Administrative Officer (V)**

**Signature with Seal of authorized signatory of firm**



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**PART-I**  
 By Hand/CAZRI's Website/CPMP



F.No.7 (6) Electric Contract/13-14/Adm-V

**INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR ENGAGEMENT OF “A-CLASS ELECTRICAL CONTRACTOR FOR CARRYING OUT OF ELECTRICAL MAINTENANCE AND REPAIRS OF RESIDENTIAL, NON-RESIDENTIAL BUILDINGS AND ROADLIGHTS AT C.A.Z.R.I., JODHPUR (Rajasthan) 342 003.**

*(The due date is declared to be a Holiday the tender shall be deemed to remain open for acceptance till the next working day)*

From:-

Administrative Officer,  
 Central Arid Zone Research Institute,  
 Jodhpur-342 003

To

.....  
 .....  
 .....

Sirs,

On behalf of the Director, Central Arid Zone Research Institute, Jodhpur sealed tenders are invited for Annual Rate Contract for Engagement of “A-Class Electrical Contractor” for carrying out Electrical Maintenance and Repairs of Residential, Non-Residential Buildings and Road-lights at Central Arid Zone Research Institute, Jodhpur-342 003. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule agree to following terms and conditions:

1. An earnest money of **Rs. 50,000/- (Fifty Thousand Only)** must be deposited in the form of Demand Draft /Pay Order payable to **ICAR Unit-CAZRI**, Jodhpur. In no case cheque will be accepted. Tender will not be considered if the earnest money is not sent with the tender.
2. The tender must be submitted as per details given in Schedules.
3. The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the Earnest Money will be forfeited by the CAZRI. 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/her after he/she has applied for the same, in the manner prescribed by the CAZRI.
4. The schedule of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
5. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled in Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of

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- the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tender and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the CAZRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and the schedule to the tenders and annexure, if any, should be signed by the tenderer.
  7. In case the tenderer does not accept the offer, after issue of letter or award by CAZRI within 10 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
  8. The quotation would be evaluated based on the firm's turnover, experience in working Govt. Deptt./Undertaking, No. of the manpower registered with ESI/EPF, the Service Charges quoted and actual amount to be paid to manpower/ supervisors.
  9. The quotation is to be enclosed cover super-scribing on the envelop "**Tender for Annual Electrical Contract**" Right is reserved to reject outstation tenders. Tender, to be hand delivered, should be put in the tender box at this office of AAO (Adm-V), CAZRI, Jodhpur not later than **scheduled time** on the last date of receipt. Tender can also be sent by Registered post but the Council shall not be held liable for late receipt of tenders due to postal delay or other reasons.
  10. The first work order will be given for a period of only three months and it will be extended for further period if service provided is found to satisfaction.
  11. The rates quoted by each firm for job contract in tenders be given both in word and figures failing which the same is liable to be rejected.
  12. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
  13. The CAZRI is not bound to accept the lowest or any other tenders and also reserve to itself the right of the accepting the tenders in whole or in part.
  14. An amount of 10% of total contract value as a security deposit for the job contract is to be deposited by the successful agency/tenderer only after receiving a communication form the Institute. In the event of non-deposition of the same the earnest money will be forfeited. SDM will be released after 60 days on expiry of contract.
  15. No interest on security deposit and earnest money deposit shall be paid by the Institute.
  16. Service tax or any other tax applicable after awarding the contract in respect of this job contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in this respect. However the service tax or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time.
  17. Director, CAZRI Institute reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons not mandatory to be communicated to the contracting agency.
  18. Decision of Director, CAZRI Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CAZRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
  19. Acceptance by the CAZRI will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-mail etc. should be acted upon immediately.
  20. Successful tenderer will have to enter into a detailed contract agreement with Director, CAZRI, Jodhpur on non-judicial stamp paper worth of Rs. 1000/- for the contract in the format enclosed with Tender Document.
  21. Only those agencies/firms will be considered for financial bid who will qualify in the Technical Bid. Agency/firm should be registered and having "A-Class Electrical Licence" issued by concerned authorities of Central/State Govt. or under Company Act. or any the Act essential for carrying out electrical work for Maintenance / Repairs.
  22. The technical and financial bids may be submitted in separated envelopes to be sealed and put in the main cover.

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23. In case the bid document is down loaded from CAZRI web site, the bidder shall have to deposit the cost of each tender document (i.e. Rs. 500/- non-refundable) in the form of Demand Draft/Pay Order in favour of ICAR Unit- CAZRI, Jodhpur along with the bid.
24. The following documents/vouchers are required to be enclosed with the tender forms which are the terms and conditions of the tender document. If required documents are not attached the bid can be rejected:

1.	Tender fee: C.R./D.D. /Pay Order for Rs. 500/- in favour of ICAR Unit-CAZRI, Jodhpur
2.	Earnest Money: D.D. /Pay Order for Rs. 50,000/- in favour of ICAR Unit-CAZRI, Jodhpur
3.	Registration certificate of the firm under work contract of the Govt.
4.	The copy of valid "A-Class licence issued by the appropriate authority for electrical works.
5.	ESI Number certificate of the firm issued by appropriate authority.
6.	EPF Number certificate of the firm issued by appropriate authority.
7.	Service Tax Registration certificate of the firm issued by appropriate authority.
8.	PAN Number Certificate of the firm
9.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act. 1970. The contractor shall obtain the labourlicence under this act.
10.	Experience of the firm of last 2 years in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations.(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)
11.	Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.
12.	Certified copy of Bank Solvency /Bank Guarrantee/Hashiat certificate for Rs. 10.00 Lakh to be attached.
13.	Minimum turnover of the firm not less than Rs. 15.00 Lakh during the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.
14.	Audited statement from Chartered Accountant for last 2 years
15.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions

**Assistant Administrative Officer (V)**

**Signature with Seal of authorized signatory of firm**

## **PART-II**

### **DETAILS/INFORMATION OF THE PROPOSED ELECTRICAL MAINTENANCE AND REPAIR CONTRACT**

**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 overhead 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 (V)**

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## **PART-III**

**Terms and conditions for the electrical maintenance/repairs and ensuring proper electrical supply in the Residential, non-residential buildings and road-light of CAZRI, Jodhpur on contract basis:**

1. **Eligibility:** The electrical contractor applying for the award of the proposed work should be the valid electric licensee & wage license 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 Deposit:** The applicant contractor will have to deposit an earnest money of **Rs.50,000 /-** by bank 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 Deposit 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 of electrical materials / derisory 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 documents/vouchers as mentioned in para 24 of part – I of the tender document are required to be enclosed with the tender form which are the terms and conditions of the tender document. If required documents are not attached the bid can be rejected.**
6. **Delivery of tender:** The original copy of the tender is to be enclosed in a double cover. The rate to be quoted in **Financial Bid Part-VII** of tender document and submit in the inner cover sealed envelope. The sealed envelope having all relevant documents with cash receipt/DD of EMD should be kept in the outer cover envelop bear only name of work and address to Director, Central Arid Zone Research Institute, Jodhpur would reach in the tender box kept in the Admn-V Section latest by on or before **01.00 PM on 09-01-2014.**
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 laboures such as Wiremen/Linemen/Electricians/ Generator Operators/ Helpers/ Khalasi/ Supervisors as per requirement of the Institute for the work under reference:
  - a. 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.

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- b. 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..
- c. Operation and upkeep of generators sets (4 Nos.) with the help of skilled generator operators (4 nos.) and two field khalasi.
- d. 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. The contractor will ensure minimum/prescribed wages to the concerned contracted men/electricians with usual benefits/perks. Tender lacking the element of minimum wages as declared by the Central Government time to time, will be summarily rejected and not considered.

**12. 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.**

13. 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.

14. 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 (Admn-V) or any other nominated person/persons of the Institute for smooth working.

15. 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.

16. 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.

17. As per the Government's norms Service Tax etc. as applicable will be payable by the contractor which may be noted.

18. The contractor has to submit/provide every month, a proof of payment of statutory obligation such as EPF, ESI, 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

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(b) Attendance Statement.

(c) All statutory records i.e. E.S.I. , E. P.F. etc. as applicable.

19. 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 preceding 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.

20. It must be clearly noted that the proposed contract is purely a work contract and not the labour contract what so ever.

21. The competent authority of the Institute reserves the rights of accepting/rejecting/ partially accepting any or all the tenders without assigning any reasons thereof.

22. In case of any dispute the decision of the Director, CAZRI, Jodhpur will be final.

23. The contractor will have to arrange for all the concerned apparatus/tools/kits for repairs/rectification of electrical paraphernalia at the Institute.

24. 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.

**25. Sealed tenders complete in all respects including requisite Earned Money deposit, attested copies of certificates/experience/registration/license/ITC certificate etc. would reach in the tender box kept in the Admn-V Section latest by on or before scheduled date and time.**

**26. Each page of the tender documents and annexures, 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, TIN Number, Telephone Number and other relevant particulars as applicable.

**27. 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 Turnover of the firm/Agency.**

**3. Profile of the employees deployed by the firm/Agency.**

28. Rate quoted in the financial bid must remain open for acceptance up to 90 days from the date of opening of financial bid.

**Assistant Administrative Officer (V)**

**DECLARATION BY THE FIRM**

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

**Signature with Seal of authorized signatory of firm**

**PART-IV**

**DETAILS OF WORKS**

Sl.No.	Point of duty	Particulars of works
1.	<b>Main Gate (One Point)</b>	Work of Linemen cum Wiremen at Main Gate in three shifts of 8 hours each with skilled Linemen cum Wiremen having valid license /trade certificate from the Competent Authority. <b>For round the clock repairs and maintenance of residential quarters in colony area.</b>
2.	<b>Main Gate (One Point)</b>	Assistance to Linemen cum wiremen in three shifts of 8 hours each Sl.No.1 <b>for round the clock repairs and maintenance of residential quarters in colony area.</b>
3.	<b>Main Distribution Panel/Station at Residential Colony (One Point)</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/professional having valid license /trade certificate from the Competent Authority. <b>Only for one shift during day time at Main Distribution Station of Residential Colony.</b>
4.	<b>Main Distribution Panel/Station at Residential Colony (One Point)</b>	Assistance to above mentioned work Sl.No.3 with Semi-skilled/Helper <b>only for one shift during day time.</b>
5.	<b>Main Distribution Panel/Station at Main Building (One Point)</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/professional having valid license /trade certificate from the Competent Authority <b>only for one shift during day time at Main Distribution Station at Main Building.</b>
6.	<b>Main Distribution Panel/Station at Main Building (One Point)</b>	Assistance to above mentioned work Sl.No.5 with Semi-skilled/Helpers <b>only for one shift during day time.</b>
7.	<b>4-Generator Sets (Four Point)</b>	Maintenance/Operation and Upkeep of the Generator Sets at 4 points, individually by skilled qualified generator operators during office working hours and as and when required. <b>Each point has to be attended by individual.</b>
8.	<b>4-Generator Sets (Two point)</b>	For Generator sets (2-points) assistance for the work mentioned at Sl.No.7 with un-skilled helper for 2 (Generator sets) one helper is required.

**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 ESI/EPF/Service Tax etc. at his own part.

**Assistant Administrative Officer (V)**

**Signature with Seal of authorized signatory of firm**

**DETAIL OF REQUIREMENT OF MANPOWER**

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.

<b>Sl. No.</b>	<b>Point of duty</b>	<b>Category of workers</b>	<b>Number of workers</b>	<b>Particulars of works</b>
1.	Main Gate (One Point)	Skilled	3	Work of Linemen cum Wiremen at Main Gate in three shifts of 8 hours each with skilled Linemen cum Wiremen having valid license /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)	Semi-Skilled	3	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)	Skilled	1	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 license /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)	Semi-Skilled	1	Assistance to above mentioned work Sl.No.3 with in one shift with Semi-skilled worker.
5.	Generator Sets Points (3 points) 3 Skilled workers	Skilled	3	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)	Un-Skilled	2	Assistance to above mentioned work Sl.No.5 with unskilled workers (2 generators with one helper)

**Total manpower = Skilled: 3+1+3 = 7, Semi-Skilled: 3+1 = 4 and Un-Skilled: 2 (Total = 13)**

**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 ESI/EPF/Service Tax etc. at his own part.

**Signature with Seal of authorized signatory of firm**

## **Part-VI**

### **Check list of documents to be submitted by the tenderer in Technical Bid**

Name of Bidder: \_\_\_\_\_

Sl.No.	Documents required	Yes/No	Page No.
1	Tender fee: C.R./D.D. /Pay Order for Rs. 500/-		
2	Earnest Money: Demand Draft/Pay Order for Rs. 50.00 Thousand		
3	Registration certificate of the firm under work contract of the Govt.		
4	A-Class Electrical License of the firm for issued by the appropriate authority.		
5	ESI Number certificate of the firm issued by appropriate authority.		
6	EPF Number certificate of the firm issued by appropriate authority.		
7	Service Tax Registration certificate of the firm issued by appropriate authority.		
8	PAN Number Certificate of the firm		
9	The Agency/firm must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970 / CL (R&A) Central Rules. The contractor shall obtain the labourlicense under this act.		
10	Experience of the firm of last 3 years in the field of providing such services in Central Govt.		
11	Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.		
12	Certified copy of Bank Solvency/Bank Guarantee/Hashiat certificate for Rs. 10.00 Lakh to be attached.		
13	Minimum turnover of the firm not less than Rs. 15.00 Lakh during the last 3 years.		
14	Audited statement from Chartered Accountant for last 2 years		
15	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions		

### **Detail of the Minimum 2years experience /work done.**

Sl. No.	Name of Client Deptt. / Organization & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		

**Signature with Seal of authorized signatory of firm**

**PART-VII**

**SCHEDULE-I**

**FINANCIAL BID**

(The financial bid to be enclosed in a separate sealed envelope)

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

Director,  
Central Arid Zone Research Institute,  
Jodhpur-342 003

I/we wish to submit our tender for providing of manpower for Electrical Maintenance/Repairs at CAZRI, Jodhpur on the following rates:

Description	Total cost (Rs.)	Service charges of the total cost (Rs.)	Service tax of the total cost (Rs.)	Grand total (2+3+4) (Rs.)	Actual wages to be paid to Workers (Break-up in Annexure-II) (Rs.)
1	2	3	4	5	6
Total lump sum monthly charges for providing (Not below to minimum wages of Govt. of India) of	(*A1 x 7)	(*B1 x 7)	(*C1 x 7)	(*D1 x 7)	*F1
<b>1. SKILLED WORKERS</b>					
<b>2. SEMI SKILLED</b>	(*A2 x 4)	(*B2 x 4)	(*C2 x 4)	(*D2 x 4)	*F2
<b>3. UN SKILLED</b>	(*A3 x 2)	(*B3 x 2)	(*C3 x 2)	(*D3 x 2)	*F3
<b>Grand total (in figures)</b>					
Grand total of rate of all types of manpower (Grand total of D1,D2, D3) for 1 month in words.					

**\* Refer Annexure-II**

*Note1: The Grand Total of rates of all types of manpower (D1,D2 and D3) for 1 month must be mentioned both in Figures and words which must tally with the rates quoted in month breakup format otherwise the financial bid will be treated as rejected.*

*Note2: The work will be awarded to the firm which total of rate for all type of manpower as mentioned above (grand total of D1, D2 &D3) is lowest.*

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Signature with seal of authorized signatory of firm

**Signature with Seal of authorized signatory of firm**

**\*SCHEDULE-II**

**Financial Bid**

(The financial bid to be enclosed in a separate sealed envelope)

**\* Break-up of Monthly charges to be claimed and actual to be paid**

S. No.	Description	Actual Amount to be paid to Skilled worker (Rs.)	Actual Amount to be paid to Semi-Skilled worker (Rs.)	Actual Amount to be paid to Un Skilled worker (Rs.)
		1	2	3
	a. Monthly Rate			
	b. ESI Contribution			
	c. EPF Contribution			
	d. Other Charges including bonus, gratuity, etc.			
A.	*Total cost per head (a+b+c+d)			
B.	*Services charges			
C.	*Service Tax			
D.	*Grand Total (A+B+C)			
E.	Contribution by the employee for ESI/EPF to be deducted			
	Other deduction, if any			
F.	*Actual amount to be paid to the employee			

**Note:** *The Grand Total of rates mentioned in above breakup of rates for all types of manpower for 1 month must tally with the grand total of rates (D1, D2 & D3) as mentioned in Schedule-I of the financial bid otherwise the financial bid will be treated as rejected.*

Signature with seal of authorized signatory of firm

**Signature with Seal of authorized signatory of firm**