



भा. कृ.अनु.प.-केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, जोधपुर
ICAR-Central Arid Zone Research Institute, Jodhpur
क्षेत्रीय अनुसंधान केन्द्र, पाली-मारवाड़ 306401 (राजस्थान)
Regional Research Station, Pali-Marwar 306401 (Rajasthan)
Website: www.cazri.res.in, Email: director@cazri.res.in, Phone No. 02932-256098/258578, FAX: 02932-256098



F.No. Electric Repairing Work/1/15-16/RSP/

Dated:

Engagement of Contractor for carrying out Electric maintenance & repair work at CAZRI's Regional Research Station, Pali under Annual Rate Contract

1. Date of start of selling the tender document : 30.05.2015
2. Last date and time for sale of tender form : 22.06.2015
3. Last date and time for submission : 23.06.2015 at 11.30 a.m.
4. Date and time for opening the Technical bids : 23.06.2015 at 12.00 p.m.
5. Date and time for opening the financial bids : 23.06.2015 at 04.00 p.m.

Note: The tender form and other details are available on CAZRI website www.cazri.res.in. The interested Agency/Contractor/firm of repute may download or purchase the tender document from Asstt. Adm. Officer (AAO), CAZRI's RRS, Pali and submitted the same to this office by or before the due date & time.

From:-

Assistant Administrative Officer,
ICAR-CAZRI's Regional Research Station,
Pali-Marwar- 306 401.

To

M/s

Sub: - Tender Document for Engagement of Contractor for carrying out Electric maintenance & repair work at CAZRI's Regional Research Station, Pali under Annual Rate Contract -regd.

Sir,

On behalf of the Director, ICAR - CAZRI, Jodhpur sealed tenders are invited from interested Agency/Contractor/firm of repute for carrying out Electric maintenance & repair work on outsourcing basis at CAZRI's RRS, Pali under Annual Rate Contract.

2. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II. The tender must be submitted to this Office by or before Due Date i.e. 23/06/2015 up to 11.30 A.M. by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered. The Tender is to be opened on Due Date i.e. 23/06/2015 at 12.00 P.M. at CAZRI, RRS, Pali by the Committee members in presence of the representative of Contractors those submitted their Tender.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER

Encl.: As above {Annexure-I (भाग-अ से व) & Annexure-II (भाग-अ से स)}

तकनीकि बिड

(भाग— अ)

फर्म/ठेकेदार का विवरण

1. निविदादाता ठेकेदार/फर्म/एजेन्सी के प्रोप्राइटर का नाम :
2. निविदादाता ठेकेदार/फर्म/एजेन्सी का नाम व पता :
मैसर्स.....
.....
.....
(अ) टेलीफोन नं.कार्यालय: निवास: मोबाइल नं.
(ब) ई.मेल पता:
.
3. ठेकेदार/फर्म/एजेन्सी का विवरण.....
(साझेदारी डीड/संविधान यदि सोसाइटी है तो).....
4. अधिकृत डीलरशीप/एजेन्सी का प्रमाण पत्र नम्बर:
5. आयकर विभाग द्वारा निर्गत पैन (PAN) नम्बर:
6. केन्द्रीय उत्पाद शुल्क विभाग द्वारा निर्गत सर्विस टैक्स नम्बर :
7. फर्म/ठेकेदार के बैंक का नाम व पता :
बैंक का आई.एफ.एस.सी. कोड नम्बर:..... बैंक खाता नम्बर:.....
(सही सूचना के लिए निरस्त बैंक की छाया प्रति संलग्न करें)
8. निविदा शुल्क रु. 500/- रसीद नम्बर/डी0डी0 नम्बर: दिनांक:
यदि डी.डी./बैंकर बैंक है तो ICAR Unit-CAZRI, के पक्ष में
9. धरोहर राशि (Earnest Money Deposit): रु. 6,000/- ICAR Unit-CAZRI, के पक्ष में डी.
डी./बैंकर बैंक नं..... दिनांक बैंक का नाम
10. निविदा प्रपत्र को बिना कांट-छांट के साफ-सुथरा भरकर मोहर सहित हस्ताक्षर कर स्वयं/अधिकृत प्रतिनिधि/पंजीकृत डाक/त्वरित डाक/कोरियर डाक द्वारा देय तिथि 23/06/2015 को पूर्वान्ह 11.30 बजे से पूर्व अध्यक्ष, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, क्षेत्रीय अनुसंधान केन्द्र, पाली के नाम केन्द्र के टेन्डर बॉक्स में डलवावें। लिफाफे पर Annual Rate Contract for Electric Maintenance & Repair लिखा होना चाहिए अन्यथा निविदा पर विचार नहीं किया जायेगा। डाक द्वारा देरी से प्राप्त निविदा पर विचार नहीं किया जायेगा।
11. विस्तृत जानकारी हेतु देखें काजरी वेबसाइट: www.cazri.res.in

तकनीकि बिड

(भाग –ब)

General Terms and Conditions:

1. An earnest money of **Rs. 6000/- (Six 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 Annexure-I & II.
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 Annexure 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 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 warranty 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, 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 in sealed 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, CAZRI, RRS, Pali** 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 rates quoted by each firm for job contract in tenders be given both in words and figures failing which the same is liable to be rejected.
11. 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.

12. 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.
13. 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.
14. No interest on security deposit and earnest money deposit shall be paid by the Institute.
15. 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, was per rules/instructions made applicable from time to time.
16. 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.
17. 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.
18. 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-main etc. should be acted upon immediately.
19. Successful tenderer will have to enter into a detailed contract agreement with Director, CAZRI, Jodhpur on non-judicial stamp paper worth of **Rs. 100/-** for the contract in the format enclosed with Tender Document.
20. Only those agencies/firms will be considered for financial bid who will qualify in the Technical Bid. Agency/firm should be registered and having '**Electrical License**' 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.
21. The technical and financial bids may be submitted in separated envelopes to be sealed and put in the main cover.
22. 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.
23. 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. 6000/- in favour of ICAR Unit-CAZRI, Jodhpur
3.	Registration certificate of the firm under work contract of the Govt.
4.	The copy of valid license 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 labour license 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 Worker/Supervisor has to be attached.
12.	Minimum turnover of the firm not less than Rs. 5.00 Lakh during the last 2 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.
13.	Audited statement from Chartered Accountant for last 2 years.
14.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt.) with all other statutory provisions.

25. Liquidated damages clause:

- (i) 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.
- (ii) An amount of Rs. 500/-will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark at any point it will be brought to the notice of supervisory staff of the firm by ICAR-CAZRI and if no action is taken within one hour liquidated damage clause will be invoked.
- (iii) Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
- (iv) If the required no. of skilled/unskilled manpower is less than the minimum required as per, a penalty of Rs. 500/-per skilled/unskilled manpower per day will be deducted from the bill.

निविदादाता ठेकादार/फर्म/एजेन्सी/कम्पनी द्वारा घोषणा

मैंने/हमने उपर्युक्त समस्त नियम व शर्तों का अध्ययन कर लिया है तथा इनकी अनुपालना के लिए मैं/हम बाध्य होऊंगा/होंगे। किसी भी प्रकार की मिथ्या सूचना के लिए मैं/हमारी फर्म/एजेन्सी/कम्पनी पूर्ण जिम्मेवार होंगे।

निविदादाता के हस्ताक्षर मय मोहर

तकनीकी बिड
(भाग –स)

Terms and conditions for the electrical maintenance/repairs and ensuring proper electrical supply in the Residential, non-residential buildings and road-light of CAZRI, RRS, Pali 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 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.6000/-** 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 (भाग—ब) 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 under Two Bid System. The rate to be quoted in Financial Bid 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 envelope bear only name of work and address to **'The Head, ICAR-Central Arid Zone Research Institute, Regional Research Station, Pali'** would reach in the tender box kept in the **Admn Section** latest by or before the due date and time.
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 and unskilled laboures such as Wiremen/Linemen/Electricians/ Generator Operators/ Helpers/ Khalasi/ Supervisors as per requirement of the Institute for the work as mentioned in भाग—द और भाग—य of the tender document.
9. The contractor may clearly note that the whole responsibility of any casualty/death of any of the contractors' 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 5th of every succeeding month to their personal through cheque at **CAZRI, RRS, Pali** 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 /I/c-Estate Section/ Assistant Administrative Officer** or any other nominated person/persons of the Institute for smooth working.
15. **The working of 8 hours is required to be performed by the supplied workers of the contractor and that will start at 8.00 a.m. and end at 4.00 p.m. without any break and in addition to that complains of faults will have to be attended as and when required.**
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 proof of such statutory obligation has to submit from second month/bill of the 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.
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 **Administration 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.**
- i. **Experience in the field.**
 - ii. **Annual Turnover of the firm/Agency.**
 - iii. **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.

DECLARATION BY THE FIRM

I/We proprietor/ partner/ authorized representative of M/sJodhpur 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

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(भाग-द)

DETAILS/INFORMATION OF THE PROPOSED ELECTRICAL MAINTENANCE AND REPAIR CONTRACT

ABOUT THE INSTITUTE & STATION : 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) and RRS, Pali is one of the its Regional Research Stations RRS). The station is located in the total area of 454 hectares, which includes all the Residential, Non Residential building and experimental/ Farm area. At present the Rajasthan State Electricity Board has calculated/ assessed its total electrical consumption requirement to be around 40 KW under mix Load L.T. All the residential area and office buildings are provided with usual electrical connection/ sockets without any exorbitant/heavy electrical fittings. However, laboratories/ farm sections have some sophisticated scientific/analytical/equipment's 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 21 numbers of quarters in Pali in this Station 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, HEAD's Bungalow, Street Lights etc. at the Institute/ campus including repairs/maintenance and upkeep of Power factors/Panel etc.

(B) NON-RESIDENTIAL BUILDINGS: The Non-residential buildings of the Institute include the Main distribution board, Main Building distribution board/panel up to main distribution board/panel of the office building. Maintenance of panel boards installed at Open wells (2 Nos.) and one (01) pumping station for water supply to residential area/Maintenance of overhead electrical lines and L.T. cable ranging from 10 sq.mm to 300 mm connected to office buildings, residential buildings, land, pumping sets including that of street/road lights of the Institute including repairs/maintenance and upkeep of L.T. Cables, 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 90 Nos.) existed in above A and B buildings will also be the responsibility of the contractor. The 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.

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(भाग –य)

DETAILS OF WORKS

S. No.	Point of duty	Particulars of works to be attended by providing requisite number of Skilled Manpower
1.	Main Gate	Work of Linemen cum Wiremen at Main Gate having valid license /trade certificate from the Competent Authority for repairs and maintenance of supply at security hut and surrounding area.
2.	Main Distribution Panel/Station at Residential Colony	Maintenance /Repairs and Upkeep of Distribution Panel/ Station/ LT lines & LT Fuses, Street Lights, and other related work like point and fitting (fixtures) etc. with skilled Linemen cum Wiremen/professional having valid license /trade certificate from the Competent Authority. Only for one shift during day time at Main Distribution Station of Residential Colony.
3.	Main Distribution Panel/Station at Main Building	Maintenance /Repairs and Upkeep of Distribution Panel/ Station/ LT lines & LT Fuses, Street Lights, and other related work like point and fitting (fixtures) etc. with skilled Linemen cum Wiremen/professional having valid license /trade certificate from the Competent Authority. Only for one shift during day time at Main Distribution Station at Main Building.
4.	07 UPS Sets of the station	Maintenance/Operation and Upkeep of the UPS Sets of the station by skilled qualified staff during office working hours and as and when required.

Expected Manpower:

Two (02) Nos. (01-Skilled and 01 Unskilled)

Assistant Administrative Officer

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(भाग –र)

PROFORMA FOR TECHNICAL BID

Schedule to tender

1.	Name of Agency/Firm	
2.	Full address with Post box No. and Telephone No.	
3.	Constitution of the Firm/Agency. a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
4.	(a) For partnership firm whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. (b) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. (c) If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5.	Name and Full Address of your Bankers :	
6.	PAN Number /Circle/Ward	
7.	Registration No. of the firm.	
8.	ESI Number certificate of the firm issued by appropriate authority.	
9.	EPF Number certificate of the firm issued by appropriate authority.	
10.	Service Tax Number of the firm issued by appropriate authority	
11.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970. (The contractor shall obtain the labour licence under this act.)	

12.	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 may be indicate in chronological order and supporting document may be attached.	
13.	Latest ESI/ EPF Challan for ascertaining the number of workers has to be attached.	
14.	Income tax return along with balance sheet certified by C/A. for two years.	
15.	Minimum turnover of the firm not less than Rs. 5.00 Lakh in each of the last two years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.	
16.	EMD: Rs. 6000/- in favour of ICAR Unit-CAZRI, Jodhpur.	
17.	Name and address of the firm's representatives and whether the firm would be represented at the Time of opening of the tenders	
18.	Any other relevant information.	

Dated: _____

Place: _____

Signature with Seal of authorized signatory of firm

Note: The information required at S. No. 1 to 17 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected.

तकनीकीबिड

(भाग –ल)

Full Name and address of the tenderer

In Addition to address and other relevant

information needed for the complete Address:-

Telephone No.

Telegraphic Address

To,

**The Head,
ICAR-Central Arid Zone Research Institute,
Regional Research Station
Pali-Marwar -306 401**

Sir,

1. I/we have carefully read all the particulars regarding the general information and other terms and conditions of the contract for the annual Manpower Contract of **CAZRI, RRS, Pali** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the 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. The schedules to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. _____ dated _____ of **Rs. 6000/-** in favour of ICAR Unit and payable at Jodhpur is enclosed as earnest money.

Signature with Seal of authorized signatory of firm

Address _____

Name & Signature of witness _____

Address _____

तकनीकी बिड

(भाग –व)

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

Name of Bidder: _____

S. No.	Documents required	Yes/No	Page No. 1
1.	Tender fee: C.R./D.D. /Pay Order for Rs. 500/-		
2.	Earnest Money: Demand Draft/Pay Order for Rs. 6000/-		
3.	Registration certificate of the firm under work contract of the Govt.		
4.	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 labour license under this act.		
10.	Experience of the firm of last 2 years in the field of providing such services in Central Govt.		
11.	Latest ESI/EPF Challan for ascertaining the number of Worker/ Supervisor has to be attached		
12.	Minimum turnover of the firm not less than Rs. 5.00 Lakh during the last 2 years.		
13.	Audited statement from Chartered Accountant for last 2 years		
14.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt.) with all other statutory provisions		

Detail of the Minimum 02 years' experience /work done

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

FINANCIAL BID**वित्तीय बिड****भाग— (अ)****(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.

To,

**The Head,
ICAR-Central Arid Zone Research Institute,
Regional Research Station
Pali-Marwar -306 401**

I/we wish to submit our tender for carrying out 'Electric Maintenance & Repair work' at **CAZRI, RRS, Pali** under Annual Rate Contract on the following rates:

Particulars	Per month
Monthly consolidated rate offered for the Annual job contract for Electric maintenance & repair work at CAZRI, RRS, Pali in accordance with the highest standards of allied services and as per the terms and conditions specified in the tender document.	Rupees _____ (Amount in figures)
	Rupees _____

	_____ (Amount in words)

I/we agree to the forfeiture of the earnest money if I/We fail to comply with any of the terms and 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 _____

Name & address of the firm _____

Telephone No. : _____

Mobile No. : _____

FINANCIAL BID**वित्तीय बिड****भाग— (ब)**

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.

To,

**The Head,
ICAR-Central Arid Zone Research Institute,
Regional Research Station
Pali-Marwar -306 401**

Sir,

I/we wish to submit our tender for carrying out Electric Maintenance & Repair work at **CAZRI, RRS, Pali** under Annual Rate Contract on the following rates:

Description	Labour/Manpower charges*	Service charges all inclusive#	Service Tax of Total cost	Total (2+3+4)
(1)	(2)	(3)	(4)	(5)
Total monthly charges for Electric maintenance & repair work at CAZRI, RRS, Pali as per the terms & conditions specified in the tender form.				

Note: Rate should be quoted for 26 days for unskilled and 30 days for skilled manpower.

** The minimum wages and all other Govt. liabilities will be paid on revised rates as and when the same is revised during the period of Annual Rate Contract as, extended time to time.*

Service Charges to be claimed by the Firm/ Agency will remain constant/ unchanged for entire period of contract, as extended time to time.

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 and 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. Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only.

Signature _____

Name & address of the firm _____

Telephone No. : _____

Mobile No. : _____

ANNEXURE-II**FINANCIAL BID****वित्तीय बिड****भाग— (स)****Number of manpower offered & break-up of Monthly Labour Charges to be claimed and actual to be paid****1. No. of Manpower offered (Total) :**

(a) No. of workers :

2. Break-up of monthly per labour/Manpower charges in respect of each type of manpower to be claimed and actual to be paid:

S. No.	Description		Monthly charges per worker/Manpower		Actual Amount to be paid to worker/Manpower	
			Skilled	UnSkilled	Skilled	UnSkilled
A.	a. Monthly Rate* (As per minimum wages as on date, neither less nor excess)					
	b. ESI Contribution* (as per prescribed percentage of minimum wages as on date)					
	c. EPF Contribution* (as per prescribed percentage of minimum wages as on date)					
B.	Total cost per head (a+b+c)					
C.	Contribution by the employee to be deducted	ESI				
		EPF				
D.	Other deduction, if any					
E.	Actual amount to be paid to employee					

Note: Rate should be quoted for 26 days for unskilled and 30 days for skilled manpower.

*The minimum wages and all other Government liabilities will be paid on revised rates as and when the same is revised during the period of Annual Rate Contract as, extended time to time.

Authorized Signature with seal