



ICAR-Central Citrus Research Institute Amravati Road, Nagpur-440033

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GST No: - 27 AAAAI 1830P 4ZG



F. No. CCRI /ElectricalMaintenanceTender/2023-24

Date: 26.09.2024

E-TENDER DOCUMENT

SUB: E- Tender for Annual Manpower Supply for Electrical Works Maintenance of at ICAR-CCRI, Amravati Road, Nagpur- 440033.

Director, ICAR-CCRI invites online tenders in Two Bids System through GeM Portal from the reputed service providers with a proven track record in the field of performing "Annual Manpower Supply for Electrical Works Maintenance at ICAR-CCRI, Amravati Road, Nagpur-440033. The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

1. Details of the tender are given below:

Tender File Number	CCRI /ElectricalMaintenanceTender/2023-24
Description Of Work	Annual Manpower Supply for Electrical Works Maintenance at ICAR-CCRI, Amravati Road, Nagpur-440033.
Type Of Tender	Two Bid System (Gem)
Bid Validity	90 days from the date of Technical Bid opening
EMD	Rs.25,000 (Rupees Twenty Five Thousand Only) in the form of Demand Draft in favour of Director, ICAR-CCRI payable at Nagpur.
EMD Validity	90 days from the date of Technical bid opening
Security Deposit (Sd)	5 % of the total annual contract value
Performance Security (Ps)	Bank Guarantee/FDR in favour of Director, ICAR unit CCRI
Validity Of Sd/Ps	60 days after the expiry of the contract (Minimum 14 months)
Details of tender	Tender Documents and Notice is also available on CCRI website: ccri.icar.gov.in

Original DD/FDR/ Bank Guarantee/Banker Cheque relating to EMD cost must be submitted to Store Section at ICAR- Central Citrus Research Institute, Nagpur-440033. Special instructions to the Contractors/Bidders for the e-submission of bids online through GeM portal only.

Yours faithfully,

Sd/-

ADMINISTRATIVE OFFICER

LETTER OF INVITATION

Dear Tenderer,

.....

Online bids are hereby invited on behalf of the Director, ICAR- Central Citrus Research Institute, Amravati Road, Nagpur for **Annual Manpower Supply for Electrical Works Maintenance at ICAR-CCRI, Amravati Road, Nagpur-440033**. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to undertake the required information related of maintenance of Electrical Works Operations in accordance with the requirements stated in the attached Annexure. **Submit your all documents both relating to Technical and Financial bid online only before tender closing date.**

1. An EMD of Rs. 25,000/- (Rupees Twenty Fifty Thousand only) must be deposited in the form of demand draft/FDR/Bank Guarantee pay order in favour of Director, ICAR unit-CCRI and payable at Nagpur. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if valid earnest money exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-CCRI, Nagpur.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the Institute.
3. Director, ICAR-Central Citrus Research 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 Tenderer. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
4. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ fax / letter should be acted upon immediately.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedule- I to the tenders are not fully filled in. Individual signing the tenders 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. If tenderer does not accept the offer, after issue of letter of award by Institute within 15(fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.

7. 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 tenders 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 has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council/Instt. shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure(s), if any, should be signed by the tenderer.
8. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
9. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-CCRI will not entertain any claim whatsoever in this respect. However, the income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by GOI/ICAR.
10. Decision of Director, CCRI 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/her 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, ICAR-CCRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
11. The validity of the contract is initially for a period of one year extendable with mutual consent subject to satisfactory performance as per GeM guidelines.
12. In case of revision of VDA by the Competent Labour Authority, the revision of rates will be considered accordingly and the service charge quoted remains the same till expiry of the contract. In the sense, the prevailing minimum wages as applicable to Central Govt. establishments need to be ensured by the successful tenderers and the same will be reimbursement and the bill will be restricted to the total mandays deployed in a particular month along with eligible Festival / National Holidays.
13. Essential documents required for technical evaluation of bids are detailed in **Annexure IV**.

Yours faithfully,

Sd/-

ADMINISTRATIVE OFFICER

GENERAL INFORMATION & OTHER TERMS AND CONDITION

- a. Individual work orders will be issued as and when required for specific works / Operations.
- b. The agency shall deploy required number of manpower as per the need of the services for completion of the scheduled work. The number of workers required will be intimated by the Head of the station from time to time for each work each day. The successful bidder needs to possess valid license for engaging requisite number of manpower issued by competent authorities. A copy of the same need to be provided to the Institute.
- c. The workers engaged and deployed by the agency for this Annual operations of Electrical maintenance of work contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the workers so engaged by the agency.
- d. **The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel as per the minimum wages act and the Institute shall in no way be responsible for meeting any kind of expenditure over and above this wages to these personnel.**
- e. **Skilled manpower must possess Certificate / Diploma from Govt. /Semi Govt./ Govt recognized institutions. (Example ITI or such others certificates). The Certificate /Diploma should be submitted by the contractor at the time of deploying the manpower at ICAR –CCRI, Nagpur.**
- f. The Agency shall ensure the payment of wages to their labourers deployed at this Institute by **e- banking** to their accounts and should provide the wage slip to the labourer. The complete details of EPF/ESIC recovered/remitted for each month should be furnished duly certified on the letter head along with the monthly bills.
- g. After receiving the work contract, the contractor must deploy the required number of labourers to carry out the work along with the details of their names, addresses, proof of date of birth, their Bank Account number and Two Photographs within 15 days. No child labour shall be engaged by the agency under this contract.
- h. At the end of the month **it is mandatory on the part of the contractor** to submit the details mentioning the exact number and names of the labourers engaged for the particular month along with bill duly certified by the respective Indentors. The contractor should also submit the Electronic-cum-challan (ECR) for having made the remittances of EPF and ESIC at rates applicable for the previous month and the list of labourers after having credited the wages to their respective accounts in the Bank, alongwith the Bills for arranging the payment to the contractor. The payment of bills to the contractor will be made for the actual number of mandays utilized which for performing the Agriculture Field / Farm / Laboratory Operations during the whole month which includes wages, service charges, applicable rates of EPF and ESIC. **The payment of subsequent month bill will be released only when the contractor makes the remittances of EPF & ESIC and GST Challan in respect of the personnel deployed, in the previous month and produce the proof in this regard.**
- i. He/ she should ensure that the labourers are paid every month the **minimum wages as prescribed under the labour law as per Central minimum wages act., which is in force from time to time** and necessary contributions towards EPF, ESIC, Bonus etc., should be paid to their individual accounts from the first month itself.
- j. The contractor has to maintain all the relevant registers viz., daily attendance registers of labourers engaged, wages registers with signatures, monthly contribution of EPF & ESIC registers.

He / she has to produce all such registers as and when required by the Office / Labour authorities.

k. He/ she should ensure that the labourers maintain high level of discipline and punctuality. If any labour is found involved in any mischievous activity such labour should immediately be removed from the work permanently.

l. The agency must possess experience of performing Annual operations of Electrical maintenance of work contract in reputed Govt./Semi Govt. and other organizations the contractor who are having similar type of experience in this field will be given priority.

m. The payment of bills submitted by the contractor will be made within 15 days if found to be in order. However, the payment to the personnel engaged need to be made at least for three months without waiting for the release of the payment from the Institute.

n. In case of any dispute the decision of Director, ICAR-CCRI, Nagpur will be final.

o. Service charge should be quoted as per rules of income tax department.

A. ELIGIBILITY CONDITION / TECHNICAL BID PROFORMA

1. Registration certificate of the firm under State/Central Govt. under Shop & Estt. Act or any other act indicating date of inception.
2. Turnover of the firm for the last 3 financial years i.e 2021-22, 2022-23 & 2023-24 along with certified copy of audited document by bonafide Chartered Accountant.
3. Number of Manpower on roll evidenced by statement of depositing ESI/EPF.
4. Experience in Manpower supply for Electrical maintenance works in Govt. Institutes/Organizations/PSUs, certificates issued by the Govt. Institutions/Organization/PSUs or any other organization is DESIRABLE.
5. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
6. Copy of PAN & GST registration certificate issued by Govt.
7. Copy of Bank details of the firm.
8. EMD of Rs. 25,000/- in the form of pay order/Demand Draft in F/o “ICAR Unit, CCRI, Nagpur.
9. An undertaking to the effect that the dealings of firm never blacklisted or dealings stopped or temporary ban by any Govt. Organization/Institutions/Department.
10. In case, if it the contractor is found incorrect or guilty at any stage, the Job Contract is liable to be terminated immediately & further dealings stopped with the firm.
11. The right to accept or reject any tender is reserved with the Director, ICAR-CCRI, Nagpur.

INSTRUCTIONS TO BIDDERS

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD/Tender cost and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on **GEM-Portal URL** <https://gem.gov.in> Special instructions to the Bidders for the e-submission of the bids online through **GEM-Portal URL** <https://gem.gov.in>.

2. The two separate bids shall contain information as under: -

a) **Technical Bid:** This shall contain the entire tender document, except which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also include the scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 25,000/- (Rupees Twenty-Five Thousand only). Demand Draft should be drawn in favour of ICAR unit CCRI payable at Nagpur from any of the Scheduled Commercial Bank. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected.

b) Financial Bid: This shall contain the schedule of rates duly filled in the BOQ format and submit online only

1. **The above every document is mandatorily required based on which the evaluation of Technical Bid will be made. In case any of the mandatory information is not furnished along with the valid supporting documents, the Technical Bid is liable to be rejected. Financial Bids of only those firms whose Technical Bids are found responsive will be opened on specified date/time.**

2. **The agency must possess experience of performing operations of Electrical maintenance of works contract in reputed Govt./Semi Govt. and other organizations the contractor who are having similar type of experience in this field.**

3. **Skilled manpower must possess Certificate / Diploma from Govt. /Semi Govt./ Govt recognized institutions. (Example ITI or such others certificates)**

I. Evaluation of the tender: The Institute will evaluate and compare the quotations determined to be responsive i.e which are properly signed, fulfill all the eligibility conditions, confirm the terms and conditions and meet the central minimum wages criteria and other statutory requirements. The Institute will award the contract to the responsive bidder whose service charge and other charges if any put together is the lowest.

II. Terms of the contract: Initially the terms of the contract will be for one year extendable on mutually agreed terms and conditions as per GeM guidelines.

III. Mode of payment:

1. The agency shall submit monthly bills along with list of workers and their mandays actually engaged and their individual bank accounts with proof of depositing the wages to their accounts.

2. **While submitting the 2nd and subsequent month bill the agency must provide the details of the individual account numbers of EPF/ ESI and the contribution made to the accounts of labourers actually engaged pertaining to the previous month, only then the subsequent bill of the agency will be passed for payment.**

3. The Institute shall make such payments by e-banking in the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in true letter and spirit.

IV. Termination: This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties by delivering to them either personally or dispatched at the address herein given under registered post.

V. Loss & damages: In case of any loss or damage done to the property of the Institute by the personnel provided by the agency, full damages will be recovered from the agency and the decision of the Competent Authority at the Institute in this regard shall be a binding on the agency.

VI. Security deposit & Agreement: The successful bidder will be required to deposit an amount of equivalent to 5 % of the total annual contract value as Security Deposit in the form of **DD/bank guarantee issued from approved financial institution with validity covering the contract period and an agreement** to this effect duly signed on non-judicial stamp paper of value of Rs. 100/- or above to the Institute within 2 weeks from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The security deposit will be refunded to the agency only after satisfactory completion of the contract or adjusted against any liabilities / damages or loss of property etc., caused by the personnel deputed by the agency or agency itself. No interest is payable on the security deposit.

VII. The Agency is advised to do a complete survey on its own of all the area / activities of the institute before offering rates.

VIII. Risk Clause: ICAR-CCRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure Incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by **THE DIRECTOR, ICAR-CCRI** and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

Yours faithfully,

Sd/-

ADMINISTRATIVE OFFICER

CHECKLIST FOR TECHNICAL BID EVALUATION

Sr. No.	Documents (Strictly as per details below)	To be Filled by Bidder	Page number
1.	Scanned copy of Registration Certificate of the firm under State/Central Govt. under shops & Establishment act or any other act indicating date of inception for providing such services.		
2.	Scanned copy of an undertaking as per attached format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- or above (Rupees One Hundred or above Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector undertakings and/or by Central Vigilance Commission.		
3.	Scanned copy of valid latest Bank solvency certificate for Rs. 5 Lakh The bank solvency Certificate should be of one year.		
4.	Turnover of the firm for the last 3 financial years i.e 2021-22, 2022-23 & 2023-24 along with certified copy of audited document by bonafide Chartered Accountant not less than Rs. 10.00 Lakh in the last 3 financial year.		
6.	Scanned copy of EPF and ESIC certificate issued by Govt. of India/State Government etc		
7.	Scan copy of the firm must have certificate of GST issued by the Government (GSTR1 of last 6 months).		
8.	Scan copy of documentary proof of minimum 10 nos. of workers .		
9.	Scan copy of Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm must enclose an affidavit form that notary to this effect that there is no criminal/legal suit pending or contemplated against it.		
10.	Scan copy of PAN no. of the firm/ proprietor and income tax return of last 3 years		
11.	Scan copy of Valid license issued in the recent past by the office of the Central Labour Commissioner for providing Electrical Maintenance Field Work (minimum 10 workers).		
12.	Experience in Manpower supply for Electrical maintenance works in Govt. Institutes/Organizations/PSUs, certificates issued by the Govt. Institutions/Organization/PSUs or any other organization is DESIRABLE.		
13.	Scan copy of Bid security/Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees: Twenty-Five Thousand only) in the form of Demand Draft/FDR/Bank Guarantee Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of "ICAR unit CCRI", payable at Nagpur or valid exemption certificate (NSIC or MSME etc.)		
14.	Scan copy of Tender acceptance letter Annexure-V has to be mandatorily uploaded		

Note: All documents duly self-attested must be attached for the purpose of Technical Evaluation.

Sd/-

ADMINISTRATIVE OFFICER

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

To,

The Director
ICAR-Central Citrus Research
Institute Amravati Road,
Nagpur – 40033.

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Annual Electrical Maintenance/ works/ services contract for Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH lines, Sub-station, Fans, Street Lights, Lawn Lights, Electrical Pumps, Ambazari Pump Station, and 62.5/125 KVA DG sets in Non-residential as well as Residential buildings of CCRI campus, Amravati Road, Nagpur.

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses at ICAR-CCRI, Amravati Road, Nagpur.
2. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
3. I/We have hereby agreed to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma.
4. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
5. I/ We undertake that there are no any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us. Affidavit from notary is enclosed along with tender documents.
6. I/ We are not blacklisted by any Government organization in the field of providing service contract for the Security Services.
7. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-CCRI within 90 days from the date of opening of the technical bid.

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

ABSTRACT OF WORKS

Name of the Work: Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH lines, Sub-station, Fans, Street Lights, Lawn Lights, Electrical Pumps, Ambazari Pump Station, and 62.5/125 KVA DG sets in Non-residential as well as Residential buildings of CCRI campus, Amravati Road, Nagpur during the year 2023-2024.

1. Sub-Work I: MOEI & Fans & OH lines, Pump sets in Non-Residential Bldgs.
2. Sub-Work II: MOEI & Fans, W/S pump set & OH lines in Residential Bldgs.
3. Sub-Work III: O & R/M of D.G. Set in Non-Residential Bldgs.

Item No.	Sub Heads & Items of maintenance work
1.	<p>Sub Head I: MOEI & Fans & OH lines, Sub-station, HT/LT distributions, W/Pump sets, Street lights, Amabzari Pump House, Farm Section, Nursery Section etc. in Non-residential Buildings.</p> <p>Manpower</p> <ol style="list-style-type: none"> 1. Electrician cum wireman for 12 months - 1 No. 2. Khallasi for 12 months - 1 No. <p style="text-align: center;">Repaires/replacement</p> <p>Elect. switch, sockets, fan bearing, power plugs, MCB;s LED lamps, HRC Fuses cut-outs, relays, starters, Wires, cables & Rewinding of ceiling fans etc for 12 months.</p>
2.	<p>Sub-head II: MOEI & Fans, Street lights/S Pump sets & OH lines in Residential Bldgs</p> <p>Manpower</p> <ol style="list-style-type: none"> 1. Electrician cum Wireman for 12 months -1 No. <p style="text-align: center;">Repairs/replacement</p> <ol style="list-style-type: none"> 1. Repairs/replacement of switch, sockets motor/fan bearing Power plugs, industrial socket outlet, MCB's LED lamps domes, halogen fuses, HRC fuses, DO fuses, cut-outs, relays, wires, cables, etc for 12 months. 2. Rewinding of Pump/Motor set, C/Fans, E/Fans, etc.
3.	<p>Sub-head III O & R/M of 62.5/125 KVA D. G. Set in Non- Resdl. Bldgs</p> <p style="text-align: center;">Repairs/Replacement</p> <ol style="list-style-type: none"> 1. Repairs/Servicing to 62.5/125 KVA D.G. Set. Diesel Engine, alternator, AMF Panel and spares etc.

SPECIFICATIONS FOR ELECTRICAL MAINTENANCE WORKS

MAIN SPECIFICATIONS

1.1 SCOPE OF WORK

It is proposed to provide maintenance and operational services in respect of the electrical installations located in ICAR-CCRI, Nagpur from 9.00 AM to 6.00 PM hrs at 5 days in a week (Attending the electrical emergency complaints from 6.00 PM to 9.00 AM including). The services will be rendered for all the days including holidays also. For normal up-keep of the Electrical & Mech. Installations in the above campus under maintenance throughout the year will be done with the help of proposed work charged staff and for keeping in view the electrical inventory, Remote site, scattered site. Goods required and necessary Electrical spares and material will be provided by ICAR-CCRI, Nagpur.

The following installations are included in the contracts-

A. LIST OF ELECTRICAL INSTALLATIONS IN NON-RESI. BLDG:

(Administration lab Block, Farm Section, Farmers Hostel, CCRI/TMC Nursery, Vehicle Shed/Implement Shed etc

- | | |
|--|------------|
| 1. Light point, Plug points, Fan & Ex. Fan point | -1056 Pts. |
| 2. 15 amps PP & Industrial socket outlets | - 308 Pts. |
| 3. Electrical poles for OH lines of ACSR conductor
(With 3 KM O/H lines) HT/LT | - 73 Poles |
| 4. Street light poles with U. G. cable
LED Fitting (40 to 45W) | - 111 Nos. |
| 5. LED fittings for flood lights 250W/150W | - 15 Nos. |
| 6. Centrifugal pumps/submersible/Pumps at reservoirs | - 14 Nos. |
| 7.315 KVA Transformer outdoor sub-station | - 1 No. |
| 8. 2 Nos switch room with LT distribution panels | - 6 Nos. |
| 9. Capacitor P.F. improvement panel | - 1 No. |
| 10.62.5 KVADG Set and 125 KVA DG Set | - 2 Nos. |
| 11Ambazari Lake Intake Well 25 HP/30 HP Submersible Pump Motors and Floating pump House – 2+2 Nos. | |

B. LIST OF ELECTRICAL INSTALLATIONS IN RESIDENTIAL COMPLEX

(Type VI - 1 No., Type V -2, Type IV-I- 6 Nos. Qtrs.in each block)

Type-III-6 No. , Type-II-6 No. Type-I-6 No.

- | | |
|--|---------------|
| 1. Light point, Plug points, Fan & Ex. Fan points | -450 Pts. |
| 2. Street light poles with O/H lines and 45W LED fitting | -18 Nos. |
| 3. Maintaining the energy meters and Pumps and W/S systems. | - 27 Quarters |
| 4. LT distribution panels - 2Nos. UG cables/OH lines | |
| 5. Centrifugal pumps/Submersible pump at Residential pump House – 1No. | |

TERMS & CONDITIONS

1. The firm/contractor should provide the personnel as per requirement and Qualification/experience for required work as determined by the Institute or its Representative/end user.
2. The staff deployed by the contractor/firm for the work required should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave/weekly rest under intimation to this office.
3. The staff provided should also maintain discipline in the premises of Institute and required to be present for the whole of 8 hours in the office/lab/field or requirement of the institute also. If the contractual staff deployed by the contractor is found not on duty for the prescribed working hour, punitive action at the discretion of authority will be taken. The personnel to be deployed will also be given paid weekly off as per provision of labour laws.
4. Any kind of loss of the Govt/Institute's property due to the negligence of the contractor labours will be deducted from the contractor's bill of that month.
5. During the contract period the institute will not be responsible for any miss happening of contractual labour like Snake bite, Skin disease or any accident/injury (including death) of the labour and it will be fully responsibility of the contractor for compensation of any claim etc. during the contract period or later on awarded by any Court/Tribunal/Arbitrator etc
6. a) The contractor will issue identity cards to his workers, which should be suitably displayed by the contractual worker. b) The contractor offered the contract will have to maintain an Attendance Register as per Format of the institute and the same shall be made available to the concerned HOD/In charge Section/PI/Nodal Officer under whom the services will be provided. The contractor has to close the absentee/presence statement every day on the Register based on which the concerned end user will verify the bill.
7. The contractor shall keep a complaint register with his supervisor in the Institute and it shall be open to verification by the authorized officer of ICAR-CCRI, Nagpur for the purpose. All complaints should be immediately attended to by the Agency.
8. Uniform with color specifications and pattern approved by ICAR-CCRI, Nagpur should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staffs etc are in proper uniform while on duty.
9. The agreement is terminable with one-month notice.
10. The contractor shall not sublet the work without prior written permission of the Director, CCRI, Amravati Road, Nagpur.
 11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
12. The selected agency shall provide the necessary personnel (qualified/experienced according to work required) as per requirement at ICAR-CCRI, Amravati Road, Nagpur as per labour acts prevalent in State. The agency shall employ good and reliable persons with robust health of age group of 21 to 60 years. In case any of the personnel so provided is not found suitable by the ICAR-CCRI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written/oral communication will have to replace such persons immediately.
13. The persons so provided by the agency under this contract will not be the employee the ICAR-CCRI and there will be no employer-employee relationship between the ICAR- CCRI and of the person so engaged by the contractor in the aforesaid services. An undertaking may be given in this regards.
14. Payment for service contract will be made monthly upon submission of pre receipted bills and after making payments to the concerned department's i.e EPF/ESIC etc. Th. RTGS only.

15. The bidder should quote the rate as per the BOQ strictly in respect of all services covered under this contract. No request for alteration in the service charge once quoted will be permitted during contract period: however, the minimum wages will be allowed as per revision of in Minimum Wages Act wages as applicable of **Central Govt./State Govt whichever is higher. GST as per Govt. Notification will be paid extra as applicable.**
16. The rates to be quoted should include cost of each and every item including minimum wages, EPF, ESIC service charge on any account whatsoever i.e. EPF & ESIC contribution and liability under employee's compensation Act, Uniform, Liveries, OTA and other Govt. taxes etc.
17. The firms have to quote the Service Charges per point per month in rupees along with minimum wages & other liabilities to be levied by them for providing the services. the agency may not be able to reasonably discharge the responsibilities and liabilities towards payment of minimum wages/EPF/ESIC & other liabilities ethically. TDS as applicable will also be deducted from the bill of the contractor at the source. Therefore, the bidders quoting less than the service charges indicated above will be rejected. No change/revision whatsoever in service charges once quoted shall be admissible during the tenure of tender under any circumstances
18. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages, bonus etc. strictly **as per minimum wages Central/State, whichever is higher** and service conditions and shall also comply with all the rules and regulations, provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and ICAR-CCRI will not be responsible for any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of DIRECTOR, ICAR-CCRI, Amravati Road, Nagpur shall be final and binding on the contractor.
19. Income Tax shall be deducted from the payments due for the work done as per rule and any other tax payable shall be paid by the contractor also.
20. Changing of Contractual Staff should be intimated to the I.O./Office.
21. The Contractor must employ adult labour only; employment of child labour will lead to the termination of the Contract including other punitive action as deem fit.
22. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt, State Govt. relating to this contract made applicable from time to time.
23. Payment of the wages to the persons deployed by the Agency/Contractor will be made through RTGS only on or before 7 day of each month to the account of contractual worker and copy of payment sheet duly signed by authorized signatory of the Agency/Contractor should be made available to the Indenting Officer every month before verifying the monthly bill, failing which punitive action the contractor will be taken at the discretion of the Director, ICAR-CCRI, Amravati Road, Nagpur.
24. The Agency/Contractor shall display a copy of license promptly at the work premises.

25. a) Successful tenderer will have to enter into a detailed contract agreement with CCRI on non-judicial stamp paper of appropriate value. b) The successful bidder awarded the contract will have to submit a Performance Security equivalent in @10% of the total annual turnover (initial value of the contract in the form of Bank Draft/TDR/FDR (pledged to Director, ICAR-CCRI, Amravati Road, Nagpur) which should be valid for a period of (12+2) = 14 months from the date contract and which will be refunded to the contractor after successful completion of the contract and after discharging all the liabilities arises during the contract period. No exemption will be allowed for performance security to NSIC/MSME certified firms. In case, the contractor fails to discharge the liabilities of the contract or if the contractor fails to complete the contract successfully, the performance security as a whole or by a Proportionate part will be realized from the performance security at the discretion of the Director, ICAR-CCRI, Amravati Road, Nagpur.
26. The Director, ICAR-CCRI, Amravati Road, Nagpur reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The decision of Director, ICAR-CCRI, Amravati Road, Nagpur shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
27. The tenure of the Contract will be initially for a period of 12 months (initially for 06 months and further 06 months on satisfactory completion of 1st phase) which may increase or decrease depending upon the performance of the contractor at the discretion of the Director which is binding on the part of the Contractor.
28. Risk Clause: ICAR-CCRI, Nagpur reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Performance Security or by raising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount of Rs.1000/- per point per day will be levied as liquidated damages in case the point remains unattended without any intimation to the office. Whenever and wherever it is found that the work of the contractual staff at a particular point is not up to the mark, it will be brought to the notice of the supervisory staff of the firm by ICAR-CCRI, Nagpur and if no action is taken within one hour, liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by his agency will not be tolerated and such person(s) will have to be replaced immediately.
3. Frequent change of workers will not be allowed. If the practice is observed the point of work will be treated as unattended and an amount of Rs.500/- per point / per day will be deducted from the bill of contractor.
4. The labours of the contractor are required to be present for the whole period of the office hours or as per requirement.
5. Any other miscellaneous work will be carried out by the contract workers as per requirement from time to time.

The Director, ICAR-CCRI, Amravati Road, Nagpur reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-CCRI, Amravati Road, Nagpur shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

NOTE:-All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July, 2017.

Administrative Officer

Enclosures:

- Annexure-VII : Experience Details**
Annexure-VIII : Mandatory Form
Schedule-I : Format for Detailed Information of Firm
Schedule-II : Existing Minimum Wages

ANNEXURE-VIII

MANDATORY FORM

Vendor Name	Vendor Type	Address with Mobile No.	PAN NO. (Mandatory in case TDS Is deducted)	GST REGN No.	Name of the Bank & Branch Name and Address of bank of Branch	Bank Account No	BIC (IFSC Code)	e-mail Address

We agree to abide by the terms and condition as mentioned in the tender form. We confirm that the same will meet the description & the specification & other technical details as required in the tender enquiry

We also confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision

We have furnished all the information, as required in the tender enquiry and attached the relevant document. (in case tenderer desires to put some additional/modified stipulations, terms & conditions etc. the same may be clearly indicated).

We also confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of.....

(Name and address of the tendering firm).....

(Seal of the tendering firm) Website Address:

E-Mail Address:

Date:

Place:

SCHEDULE TO TENDERS (Part-I)

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

PART-II

8. Earnest Money Deposited: Yes/ No

PART-III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting CCRI, Amravati Road, Nagpur regarding the contract

Date:

Place:

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

While quoting the price in BOQ, the Contractors shall take into account the Minimum wages & statutory liability mandated by Central Govt.

Note I: In addition to above, the contractor may give any other additional benefit to the contractual labourers as per the contract labour (Regulation & Abolition) Act 1970.

Note II: It will be binding on the part of contractor to comply with the provision of the statutory liability as indicated above for which the contractor should agree.

**Date:
Sign. of the contractor or
authorized person**