

CSIR -CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)

Pilani (Rajasthan)(Website: www.ceeri.res.in)**TENDER DOCUMENT - 2018-19****No. 6-25(1)/2017-Manpower****Dated : 11-01-2019**

| Sl. No. | Tender Reference | Description | Quantity | Single/Two Bid | Bid Security/ EMD |
|---------|-----------------------|-------------|------------------|----------------|-------------------|
| 1. | 6-25(1)/2017-Manpower | Manpower | 55 No. Tentative | Single | 2,10,000/- |

E-Bids are invited through the electronic tendering process and Tender Document can be purchased and downloaded from the e-Tender portal of Government of India, <https://etenders.gov.in>. A copy of the Tender Document is also available on CSIR-CEERI website: www.ceeri.res.in. Please note that the submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in>. Bids will not be accepted in any other form. Further it may be noted that Bids which are duly submitted on e-Tender portal shall only be considered and Bids just saved without submission will not be available for evaluation by CEERI Pilani.

Any Bidder willing to take part in the process of e-tendering will have to get registered in the Central Public Procurement (CPP) portal, NIC, Government of India, by logging on to the portal <https://etenders.gov.in>. Bidders are requested to go through "Bidder Manual Kit", "System settings" and "FAQ" links available on the login page of the e-Tender portal for guidelines, procedures and system requirements. In case of any technical difficulty, bidders may contact the help desk numbers and email ids mentioned at the e-tender portal. Every Bidder will be required to obtain a Class-III Digital Signature (DSC) for submission of Bids.

EMD will be required to be paid offline by Demand Draft drawn in favour of Director, CSIR-CEERI payable at Pilani. Alternatively, EMD can also be furnished in the shape of a Bank Guarantee issued by any Nationalized/ Scheduled Bank of India. Original, EMD to be sent to Director, CSIR-Central Electronics Engineering Research Institute, Pilani – 333031 (Rajasthan), before the due date and time as mentioned in the CRITICAL DATE SHEET. A scanned copy of EMD must be submitted with the bid of those tenderers will be summarily rejected, if the EMD is not received within the deadline. Any postal delay in this respect will not be entertained.

E-Bid shall be submitted in single cover and shall consist of the following documents:

| S.No | Document Required | Document type |
|------|---|---------------|
| 1 | Scanned copy of EMD | .pdf |
| 2 | Scanned copy of documents which is mentioned in an NIT from S.No 1 to 6 at page.3 and S.No.44 from 1 to 4 at page no 11 | .pdf |
| 3 | Scanned copy of price bid (Performa-A) | .pdf |

All the above scanned documents must be e-signed prior to being uploaded and saved in the system.

Clarifications, if required may be sent through e-tendering portal only

Administrative Officer

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TENDER DOCUMENT - 2018-19

No. 6-25(1)/2017-Manpower

Dated : 11-01-2019

NAME OF THE WORK:- PROVIDING MAN POWER FOR SPECIAL AND OTHER MISCELLANEOUS SERVICES ON LABOUR CONTRACT BASIS AND DRIVERS FOR CSIR-CEERI VEHICLES AT CSIR-CEERI, PILANI.

C O N T E N T S

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NOTE:

Tenderer should confirm that they have received all the above documents. The site of work can be seen personally. Demand Draft for Rs. 2,10,000/- (Rs. Two Lakh ten thousand only) towards earnest money deposit (EMD) may please be attached.

DD.No.....dated-----for Rs. -----

Tender issued to: M/s -----

Signature of Contractor -----

Telephone/Mobile No -----

Email -----

Bank A/C No. -----

CSIR - CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
Pilani (Rajasthan) –333031

No. 6-25(1)/2017-Manpower

Dated : 10-01-2019

NOTICE INVITING TENDER

E- tenders are invited under Single Bid system from registered Contractors/Firms of appropriate class having work experience of the similar work including drives for CSIR-CEERI's office of vehicles fulfilling following requirements:

1. At least one year experience of providing minimum 30 manpower for special and other miscellaneous services to Govt./Semi Govt./Public Sector or well-known private organizations.
2. Attested copy of Registration Certificate from concerned authority under Contract Labour (Regulation and Abolition) Act, 1970.
3. Attested copy of Registration Certificate from EPF, ESI & GST authorities.
4. Copy of PAN No.
5. For drivers (as per details given page No 12-14).
6. Please provide copy of all documents.

The details of the estimated cost based on minimum wages as per Govt. of India, earnest money, tender cost and time for completion for the work are given below:

| Name of work | Estimated cost | Earnest Money | Tenure of work |
|---|-----------------------|---------------|----------------|
| Providing manpower for special & other miscellaneous services and Drivers for driving all types vehicle of CEERI on Labor contract basis - (Total Manpower including drivers- 55 Nos Tentative) | 80.00 Lakhs (approx.) | 2,10,000/- | One year |

- i) Last date and time for submission of Tender through 'E' Tender : 22/Jan/2019 (up to 3:00 PM).
- ii) Date & Time of 'E' Tender Opening: 23/Jan/2019 (3:30PM)

Director, CEERI, reserves the right to reject any or all the tenders or accept them in part or reject the lowest tender without assigning any reasons whatsoever.

The NIT can be seen at CEERI web page www.ceeri.res.in but downloaded tender forms are not acceptable.

Administrative Officer

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(Council of Scientific & Industrial Research)

Pilani (Rajasthan)

(website : www.ceeri.res.in)

NOTICE INVITING TENDER

NO. 6-25(1)/2017-Manpower

Dated 11 Jan 2019

Competitive E- tenders are invited from financially sound parties in the prescribed format by the Director, CEERI, Pilani for awarding work of “**Providing manpower for special and other miscellaneous services and drivers CSIR-CEERI vechles on labour contract basis**”, at CEERI, Pilani by unskilled/semi-skilled/skilled /highly skilled workers for an initial period of one year (extendable upto a maximum of another year depending upon satisfactory performance) as per laid down contractual conditions. The estimated cost of work is Rs. 80.0 lakhs.

The Contractor should submit the following details:

1. At least one year experience of providing minimum 30 manpower for special and other miscellaneous services to Govt. /Semi Govt. or well-known private organizations (please provide supporting documents.)
2. Registration Certificate from concerned authority under CL (R&A) Act, 1970.
3. Registration Certificate from EPF/ESI/Service Tax authorities.
4. PAN No.
5. Tenders will be given to those bidders who fulfill conditions 1, 2, 3 and 4 provide documentary proof of the same.
6. A local representative has to be designated at Pilani for ensuring satisfactory fulfillment of contractual obligations.
7. For Drivers kindly read to page No 12-14.

Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.

The tenderer shall not be permitted to tender for works in CSIR-CEERI. if his relative is posted in the grade of Controller of Administration/Administrative Officer/Section Officer/Under Secretary/ or Junior Engineer. He shall also intimate the name of the person(s) who are working with him in any capacity and are relatives as mentioned above.

Note : A person shall be deemed to be relative of another if, and only if, (a) they are members of a Hindu undivided family, or (b) they are husband and wife, or (c) the one is related to the other in the following manner : father, mother (including step mother), son (including step son), son's wife, daughter (including step daughter), Father's father, Son's son, Son's Son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

The Bid should contain

1. Earnest money of Rs.2, 10,000/- by way of Demand Draft in favour of Director, CEERI, Pilani.
2. No relation certificate.

3. Registration Certificate from Rajasthan Govt./any State/U.T., as per provisions of Contract Labor (R & A) Act, 1970. EPF registration certificates etc. Tenders without these documents shall be summarily rejected.
4. The bidder must provide his Address, Bank Account Number, Telephone/Mobile Number/ along with Part. I.
5. At least one year experience of providing minimum 30 manpower for special and other miscellaneous services to Govt./Semi Govt. or well-known private organizations (please provide supporting documents.)
6. Registration Certificate from EPF/ESI/GST authorities
7. The tenderer must furnish the last six months Bank statement of the company account.

Corrections, overwriting, cutting or erasing should be avoided in the financial bid. Bids containing erasing, cutting, corrections, overwriting and unsigned bids will be summarily rejected.

The contractor shall execute an agreement on a stamp paper of required value for due performance of the contract within 10 days of the award of work. He will deposit within 10 days from the date of award of work a sum of **Rs. 4.00 lakh as Security Deposit** by way of **Bank Guarantee or Fixed Deposit Receipt /DD in favor of Director CEERI, Pilani. The Bank Guarantee/Fixed Deposit should be for a period of more than 24 months from the date of award of Work.**

The bidder must quote the rates both in figures and words. He must sign each paper of the tender documents in token of his acceptance of the terms and conditions of the tender document.

Nature of job

1. “Unskilled work” means work which involves simple operations requiring little or no skill or experience on the job;
2. “Semi-skilled work” means work which involves some degree of skill or competence acquired through experience on the job and which is capable of being performed under the supervision or guidance of a skilled employee and include unskilled supervisory work;
3. “Skilled work” means work which involves skill or competence acquired through experience on the job or through training as an apprentice in a technical or vocational institute and the performance of which calls for initiative and judgment;
4. “Highly skilled work” means work which calls for a degree of perfection and full competence in the performance of certain tasks including clerical work acquired through intensive technical or professional training or practical work experience for certain reasonable period and also requires of an worker to assume full responsibility for the judgment or decision involved in the execution of the task;
5. The details of nature of job of drivers

डाईवरो से सम्बन्धित कार्य का विवरण :

6. वाहन चालक(ट्रेक्टर चालक के अलावा) को हमेशा कार्यालय समय 9.00 बजे उपस्थित होना होगा तथा सांय 6.00 बजे तक ड्यूटी पर रहना होगा । इसके अतिरिक्त समय के लिए निर्देशानुसार कार्य करना होगा, जिसके लिए अलग से प्रति घण्टा के हिसाब से मानदेय होगा ।
7. ट्रेक्टर चालक की ड्यूटी प्रतिदिन घंटे, स्थिति के अनुरूप (Flexible hours) की होगी ।
8. स्टाफ कार, मिनीबस, एम्ब्युलेन्स चालको को मुख्यालय से बाहर भी जाना होगा जैसे जयपुर, दिल्ली इत्यादी
9. वाहन चालक को विभाग द्वारा वाहन की लॉग बुक उपलब्ध कराई जायेगी, जिसकी उचित रूप से साज संभाल व प्रविष्टियों की जिम्मेदारी वाहन चालक की होगी ।

Tentative No of Manpower including drivers:

The exact number of manpower will be decided, on need basis, from time to time in each of the above categories. The tenure for such workers may be for a minimum period of one year which may be extended for any further period but up to the period of contract depending upon the need and the performance of such worker. The number of unskilled/semi-skilled/skilled/highly skilled/very highly skilled workers including Drivers to be supplied may vary from time to time. Workers possessing requisite skill and experience as per demand of CEERI will need to be provided.

The minimum wages as per Govt. of India and current manpower requirements are as follows:

| <u>Category</u> | <u>Minimum wages per day</u> | <u>Tentative No of Manpower</u> |
|-------------------|------------------------------|---------------------------------|
| 1. Unskilled | - 373/- | |
| 2. Semi Skilled | - 437/- | |
| 3. Skilled | - 527/- | |
| 4. Highly skilled | - 617/- | |

Total Manpower– 55 Nos Tentative (including drivers)

Before submitting tender please go through all the terms and conditions on which the work will be awarded and executed by the successful tenderer. Tender papers along with terms & conditions can be seen on the Institute website. www.ceeri.res.in, ,

Administrative Officer

Terms and Conditions for award of work of **“Tender for special services & other miscellaneous services on labour contract basis”** at CSIR-CEERI, Pilani, Rajasthan are as under:

1. Bidder must hold a valid licence as applicable under Contract Labour (R & A) Act, 1970, with experience and expertise in providing manpower Services in CSIR/or its National Laboratories/Govt./Semi Govt/Public Sector or well known private organizations.
2. The Contractor must be registered with Licensing authority and Labour Commissioner of any State/Union Territory of India under Contract Labour Act.
3. Director, CSIR-CEERI, Pilani does not bind himself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reason whatsoever.
4. Canvassing in connection with the tender is strictly prohibited and the Contractor resorting to canvassing will be liable for rejection on that ground alone.
5. The Contractor shall specifically declare that he is not related to any Officer in CSIR-CEERI/or in any of the Laboratories / Institutes of CSIR. If related, then details of such relationship have to be furnished along with of this tender.
6. Conditional tenders are liable to be rejected.
7. Tenders which are incomplete in any respect are liable to be rejected.
8. Tender will be finalized based on lowest percentage of service charge quoted by the Contractor.
9. The working hours and number of working days in a week will be as follows.
Working hours 09.00 AM to 06.00 PM lunch break (01.00 to 02.00 PM)
06 days in a week, excluding Institute’s holidays.
10. Persons deployed by the Contractor for the services mentioned in the tender shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, a relationship of employer and employee between the said persons and the CSIR-CEERI shall accrue/arise implicitly or explicitly.
11. That on taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with the concerned Supervisor of the Institute. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Institute or the Officer designated by the Director in this respect from time to time.
12. That the concerned Supervisor of the Institute or any other person authorized by the Director shall be at liberty to carry out surprise checks on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their assigned duties.

13. That in case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful activity, riot or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such person on the report of CSIR-CEERI in this respect. Further, the Contractor shall immediately replace such person on the demand of the Director of the Institute or authorized Officer in case of any of the aforesaid acts on the part of such person.
14. That the Contractor shall carefully and diligently perform the work assigned to him in consultation with the Institute.
15. The Contractor himself or his authorized representative shall be available at short notice as and when required at CSIR-CEERI for efficient management of providing man- power service. He should also provide Mobile Number, Fax number of his representative to CSIR-CEERI.
16. That for performing the assigned work, the Contractor shall deploy medically and physically fit persons. The Contractor shall ensure that the persons are punctual & disciplined and remain vigilant in performance of their duty.
17. That the Contractor shall submit details such as, name, parentage, residential address, age, etc. of the persons deployed by him in the premises of CSIR-CEERI. For the purpose of proper identification of his employees deployed for the work, the Contractor shall issue identity cards bearing their photograph/identification etc. and such employees shall display their identity cards on their person at the time of duty.
18. That the Contractor shall be liable for payment of wages and all other dues to his employees deployed by him which they are entitled to receive under the various labour laws and other statutory provisions. Wages shall in no case be less than the minimum wages prescribed for different types of workers/manpower. It would be the responsibility of the Contractor to make payment to his workers by 7th of every month positively and claim reimbursement thereafter.
19. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR-CEERI and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund and Miscellaneous Provisions Act, 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/regulations and/or statutes that may be applicable to them.
20. That the Contractor shall be solely responsible for any violation of provisions of labor laws or any other statutory provisions and shall further keep the CSIR/CEERI indemnified against all acts of omission, fault, breaches, and/or any claim, demand, loss, injury and expense arising out from the non- compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the CSIR/CEERI shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Contractor's monthly payments.

21. That the Contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized Officer of CEERI/CSIR
22. That the Contractor shall make payment of wages, etc. to the persons so deployed in the presence of representative of CEERI/CSIR and shall on demand furnish copies of wages register/muster roll, etc. to the Institute for having paid all the dues to the persons deployed by him. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour laws, having regard to the duties of CEERI/CSIR in this respect, as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time with regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wage book, wage slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
23. EPF Contribution: Contractors taking part in this tender process must be registered with the EPF authorities. In support of this, a copy of the EPF Registration Certificate must be submitted along with cover of the Tender without which the tender / offer will not be considered. Those Contractors who are not registered with EPF authorities will have to obtain such Registration Number/Code Number from EPF authorities within ten days from award of Contract. It shall be the responsibility of the Contractor to deposit EPF contribution with concerned authorities within the stipulated time as per rules.
24. That the Contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of EPF & ESI towards the persons deployed at CSIR-CEERI buildings in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount towards EPF & ESI contribution will be withheld till submission of required documents. The Contractor has to deposit the EPF & ESI contribution and he has to ensure that all the workers have been given EPF & ESI Account Number within 01 month from the date of deployment.
25. The Contractor shall take all reasonable precautions to prevent any unlawful activity, riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of person and property of CSIR-CEERI.
26. That the Contractor shall deploy his persons in such a way that they get weekly rest and the working hours/leave for which the work is taken from them, do not violate relevant provisions of the Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director of the Institute a sum as may be claimed by the CSIR-CEERI.
27. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Institute and ensure that no such person shall create any disruption/hindrance/problem of any nature in the Institute either explicitly or implicitly.
28. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

29. The security deposit will be refunded to the Contractor after three months of the expiry of the contract only on the satisfactory performance of the contract.
30. That the Contractor shall keep the CSIR-CEERI indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case CSIR-CEERI is made party and is supposed to contest the case, the CSIR-CEERI will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR-CEERI on demand. Further, the Contractor shall ensure that no financial or any other liability of any nature whatsoever comes on CSIR-CEERI in this respect and shall keep CSIR-CEERI indemnified in this respect.
31. The Contractor shall further keep the CSIR-CEERI indemnified against any loss to the CSIR-CEERI property and assets attributable to the Contractor or his employees. The CSIR-CEERI shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.
32. The Contractor shall get the antecedents of his personnel verified through Police channels and the verification reports made available to CSIR-CEERI.
33. That if any damage is caused to the property of the Institute due to negligence of personnel deployed by him the cost of such damage shall be recovered from the bill(s) of the Contractor.
34. That payment on account of enhancement/escalation of charges on account of revision in wages & VDA by the appropriate Govt. from time to time shall be payable by the CSIR-CEERI to the Contractor.
35. That the CSIR-CEERI shall reimburse the amount of GST, if any, paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor.
36. Income Tax and other dues as applicable from time to time by the Govt. shall be deducted at source from the monthly bills of the Contractor.
37. During the period of agreement the contract may be terminated by the Director, CSIR-CEERI, Pilani by giving one calendar months' notice.
38. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration of DG, CSIR or his nominee.
39. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with reference from the stage at which it was left by his predecessor.
40. The Arbitrator may give interim award and/or directions, as may be required.

41. Subject to the aforesaid provisions of Arbitrator & Condition Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
42. **The Earnest Money Deposit amount of Rs. 2,10000/-** is liable to be forfeited and award/ Work Order shall be treated as cancelled, if the Contractor selected for the work fails to sign the formal agreement within 10 days from the date of information about their tender being accepted or otherwise fails to start work within a period of 10 days from the date of award/work order.
43. All the Contractors please note that the quotations will be cancelled in the event of any of the following:
- If the Contractor does not quote rates for all the 04 categories including drivers.
 - If the Contractor gives any conditional tender.
 - If any extra remark is made in the schedule page.
44. **वाहन चालकों के कार्य की शर्तें (सभी आवश्यक दस्तावेजों की प्रति संलग्न करें)**
- वाहन चालक के पास जिला परिवहन, परिवहन विभाग द्वारा जारी किया गया भारी/हल्के / ट्रेक्टर वाणिज्यिक वैध लाइसेन्स होना आवश्यक है । (लाइसेन्स की प्रति)
 - वाहन चालक के पास इस तरह के वाहन चलाने का अनुभव होना चाहिए । (अनुभव प्रमाण पत्र)
 - वाहन चालक कम से कम मैट्रिक पास होना चाहिए जिससे की वह लॉग बुक संबंधी प्रविष्टि कर सके । (मैट्रिक्स पास प्रमाण पत्र)
 - वाहन चालक को स्वस्थ सुशील और अच्छे आचरण का होना चाहिए । उसे अनुशासित और समय का पाबंद होना चाहिए । यदि किसी वाहन चालक के विरुद्ध कोई शिकायत प्राप्त होगी तो उस चालक को तुरन्त प्रभाव से बदलना होगा। एवं वाहन चालक का पुलिस से सत्यापन जरूरी है। (आचरण प्रमाण पत्र)
 - वाहन चालक कार्य स्थल पर वर्दी और जूते पहने हुए होना चाहिए ।
 - एम्बुलेंस चालक को प्राथमिक उपचार की जानकारी होनी चाहिए और उससे रोगी को चढ़ाने उतारने में मदद की अपेक्षा होगी ।
 - वाहन चालक को मुख्यालय से बाहर जाने पर रात्रि विश्राम की स्थिति में अलग से भुगतान किया जाएगा ।
 - ठेकेदार द्वारा वाहन चालक की अनुपस्थिति में अन्य वाहन चालक की व्यवस्था करनी होगी, अन्यथा प्रतिदिन रुपये 1000/- के हिसाब से राशि की कटौती मासिक बिल से कर ली जाएगी ।
 - ठेकेदार को वाहन चालक प्रथमतः एक वर्ष के लिए उपलब्ध कराना होगा, जिसकी अवधि सन्तोषप्रद सेवा होने पर आगामी एक वर्ष के लिए बढ़ायी जा सकती है ।
 - वाहन के रख-रखाव की जिम्मेदारी ड्राइवर की होगी तथा किसी भी प्रकार की मरम्मत का कार्य नामित अधिकारी की देख रेख में ड्राइवर द्वारा करवाया जाएगा ।

11. बाहरी दौरे के दौरान रात्रि ठहराव की जिम्मेवारी ड्राइवर स्वयं की होगी । दौरा अधिकारी इसके लिए कोई व्यवस्था नहीं करेगा ।
12. सफल ठेकेदार को कार्यादेश में अनुमोदित दरों के आधार पर प्रत्येक माह आधार पर वाहन चालक का बिल प्रस्तुत करना होगा, जिसका भुगतान शर्तों के अनुसार एवं नियमानुसार वैधानिक कटौती पश्चात किया जायेगा ।
13. ठेकेदार को वाहन चालक की अनुशासनहीनता के लिए उत्तरदायी माना जायेगा तथा वाहन के उपयोग पश्चात संबंधित वाहन की लॉग बुक की पूर्ति कर उपयोगकर्ता अधिकारी के हस्ताक्षर प्राप्त करेगा ।
14. सीरी संस्थान की गाड़िया Third Party Insured होती हैं अतः कार्य सम्पादन के दौरान यदि कोई दुर्घटना होती है तो इसकी जिम्मेदारी निविदा कर्मी की होगी ।
15. वाहन चालक के दुर्घटनाग्रस्त होने पर उसकी क्षतिपूर्ति की राशि की देयता बीमा कम्पनी द्वारा स्वीकृत राशि तक ही सीमित रहेगी । बीमा संबंधी दायित्व निविदादाता का होगा । विभाग का कोई अतिरिक्त दायित्व नहीं होगा ।
16. ड्राइवर की लापरवाही से वाहन में नुकसान की भरपाई ठेकेदार से की जायेगी । वाहन सहित ड्राइवर के गुम होने की स्थिति में वाहन मूल्य की भरपाई ठेकेदार द्वारा की जायेगी ।
17. ठेकेदार की कोई भी शर्तें मान्य नहीं होगी । ठेके पर लगाये जाने वाले कर्मचारी ठेकेदार के नियंत्रण व देख-रेख में रहेंगे और उसे ठेकेदार द्वारा कम से कम भारत सरकार द्वारा निर्धारित न्यूनतम मजदूरी का भुगतान किया जायेगा । साथ-साथ श्रम नियमों व अन्य संवैधानिक प्रावधानों के अर्न्तगत जैसे GST, बोनस, EPF, ESI तथा Work Man Compensation Act. जैसे अन्य देन-दारियाँ भी ठेकेदार द्वारा देय होंगी ।
18. निविदा का हर पृष्ठ निविदादाता द्वारा दिनांक सहित हस्ताक्षरित होना चाहिये तथा अंत में कुल पृष्ठों की संख्या उल्लेखित होनी चाहिये और उस पर सीरी, पिलानी में जमा की हुई बयाना(EMD) धनराशि का डी.डी. नम्बर व तारीख भी अंकित होनी चाहिए।
19. ठेकेदार को एक रजिस्टर रखना होगा। जिसमें वह ड्राइवरों के दैनिक कार्य का लेखा-जोखा एवं साथ ही उसे दैनिक कार्य का सत्यापन, संबंधित अधिकारी द्वारा करवाना होगा। माह के अन्त में उसे बिल के साथ-साथ इस रजिस्टर को भी प्रस्तुत करना होगा।
20. ठेकेदार द्वारा नियुक्त ड्राइवर ठेकेदार के अधीन ही माने जायेंगे और उनमें से किसी भी ड्राइवर को सीरी अथवा सीएसआईआर में किसी भी पद पर नियुक्ति का दावा करने का अधिकार नहीं होगा ।
21. ठेकेदार का यह दायित्व होगा कि ठेका समाप्त होने पर अपने द्वारा नियुक्त किये गये सभी ड्राइवरों को कार्य से मुक्त कर दें तथा यह सुनिश्चित करें कि उसका कोई भी वाहन चालक ड्राइवर सीरी/सीएसआईआर को किसी भी प्रकार का नुकसान न करे अथवा समस्या पैदा न करे तथा संस्थान की प्रतिष्ठा को नुकसान न पहुँचाये ।

22. ठेकेदार द्वारा नियुक्त ड्राईवर कार्य स्थल पर अपना पहचान पत्र आवश्यक रूप से धारण करेंगे ।
23. ठेकेदार का यह दायित्व होगा कि अपने द्वारा नियुक्त ड्राईवरों का चरित्र प्रमाण पत्र पुलिस सत्यापन करायें तथा इसकी एक प्रति कार्यालय में देनी होगी ।
24. ड्राइवरो के कार्य दिवस संस्थान के कार्य दिवसों के अनुसार होंगे । इस संबंध में कार्य की शर्तें तथा विवरण आदि अनुभाग अधिकारी ई -III से प्राप्त की जा सकती है ।
25. ड्राइवरो की संख्या आवश्यकता अनुसार घटाई बढाई जा सकती है ।
26. अधूरी/सर्शत निविदाओं को रद्द माना जायेगा ।
27. इस मामले में किसी भी प्रकार का विवाद होने पर मुख्यालय परिषद द्वारा अनुमोदित Arbitration and Conciliation Act. 1996 के तहत मध्यस्थता नियुक्त किए जाने का अधिकारी संस्थान के निदेशक के पास होगा ।
28. निविदा की अवधि एक वर्ष तक होगी परंतु इस अवधि में यदि कार्य संतोषजनक नहीं पाया गया तो निदेशक, सीरी द्वारा ठेके के कार्यक्षेत्र के किसी भी भाग को अथवा पूर्ण रूप से किसी भी समय रद्द किया जा सकता है ।
29. पूरे ठेका कार्य को या ठेके के किसी भी किसी भी समय निरस्त करने का अधिकारी निदेशक सीरी, पिलानी का होगा ।

प्रशासनिक अधिकारी

Validity of Offer

1. The offer will be kept valid for acceptance for a period of 90 days from the date of tender, however, it is extendable on mutual consent.
2. The period of carrying out the work will be One year or (extendable for another year on the discretion of the Director subject to satisfactory performance) or less than that depending upon the performance, unless terminated earlier at the option of Director, CSIR-CEERI or on the happening of any of the circumstances as mentioned below :
 - i. The Director CSIR-CEERI terminates the contract for any reason whatsoever on giving at least one calendar month's written notice.
 - ii. If the Contractor fails or neglects to render the said service or any of them to the satisfaction of Director, CSIR-CEERI or if the Contractor commits breach of any of his obligation hereunder

And/or

 - iii. If the business of the Contractor is wound up or dissolved or if any receiver is appointed or attachment is leveled in respect of any of its properties and assets.
 - iv. The Contractor however will have to give three months' notice for discontinuing his work.
3. Before tendering for the above work the bidder(s) should inspect the site to fully acquaint himself about the condition with regard to number of persons to be deployed, nature of job to be performed, accessibility of site, nature and extent of ground, working condition at site etc. required for the satisfactory execution of the work. No claim whatsoever on such account shall be entertained by the Institute in any circumstances.
4. Any compensation for disengagement on account of death, disability of any worker provided for deployment in CSIR-CEERI, even if such disability manifests after the termination of the contract shall be the Contractor's exclusive liability.
5. The Contractor shall not sublet this contract or any pay thereof to any other party.
6. The Contractor or workers engaged by him will not be on the payroll of the CSIR-CEERI and will not be entitled to any benefit as applicable to the employees of CSIR-CEERI.
7. The decision of the Director, CSIR-CEERI, regarding any dispute whatsoever arising out of the contract will be final and binding on the Contractor.
8. The Contractor has to execute an agreement on Rs.100/- Non judicial Stamp Paper for award of contract within 10 (ten) days of award of contract.
9. EMD of unsuccessful bidder(s) will be refunded within two months from the date of opening of the tender. Tenders without earnest money will not be considered. Earnest money shall be forfeited, if the successful bidder(s) fails to start the work within 10 days from the date of receipt of award letter.
10. The Security deposit will be required to be furnished within 10 days from the date of award of contract. Security deposit will be refunded to the Contractor after three months of expiry of the contract only on satisfactory completion of the contract.
11. The Director, CSIR-CEERI reserves the right to accept or reject any quotation without assigning any reasons.
12. In case integrity, character and behavior of any of the contractor's worker is found doubtful, he would be replaced by contractor on receiving instructions from the authorized officer of CSIR-CEERI.

From:

Price Bid
Performa-A

To,

The Director
CEERI, Pilani

Sir,

Ref: **Your Notice Inviting Tender No.6-25(1)/2017 Manpower**

In response to the above and in full agreement with the terms and conditions as stipulated by you, I/We offer my/our competitive and firm officer as follows:

I/We understand the wages will be required to be paid to the laborers/manpower as applicable in Central Govt. as notified by the Chief Labour Commissioner © from time to time. In addition, I/We also understand that all statutory payments like EPF, ESI, BONUS, Service Charges and other charges also need to be paid, as prescribed under various statues, by me/us.

I/We therefore offer my services on the following rates:

| <u>S.No.</u> | <u>Category</u> | <u>Unskilled</u> | <u>Semi-skilled</u> | <u>Skilled</u> | <u>Highly skilled</u> |
|---------------------|--|--|----------------------------|-----------------------|----------------------------------|
| 1. | Minimum Wages | Rs.373-00 | Rs.437-00 | Rs.527-00 | Rs.617-00 |
| 2 | EPF | 13.15% | As per rule | | |
| 3 | Bonus | 8.33% | As per rule | | |
| 4 | ESI | as per rule% | As per rule | | |
| 5 | CGST/SGST | % | As per rule | | |
| 6 | For drivers only. (Drivers will be under skilled category.) .Their night stay rates/day and rate after 08 th hours/hours may be given as below: | | | | |
| | (i) | Night charges/day Rs. @ 100/- | | | |
| | (ii) | Rate after 08 th hours i.e. (09 am to 06 pm) Proportionate to minimum wage of 08 hours. | | | |
| 7. | Service Charge in percentage | | | <input type="text"/> | % applicable for all categories. |

Quote contractor's Profit (Service Charges) is Sr. No. 07 based on amount of Minimum Wages only (Sr.No.01). The required (Service Charges/contractor's profit) shall be quoted in % at Sr. No 07 and will be applicable uniformly for all categories.

The rates of Variable DA, corresponding to above Minimum Wages, as enhanced from time to time and notified by Govt. of India will also be admitted for payment subject to production of relevant documents by the Contractor.

CSIR-CEERI shall reimburse the amount of GST, EPF & ESI paid by me/us to the authorities on account of the services rendered by me/us. This reimbursement shall be admissible on production of proof of deposit of EPF & ESI in the names of individual workers by me/us and GST to the Tax authorities for the previous month.

Please consider this officer and award the work to me/us at an early date. On receipt of the award of contract. I/we will deposit a sum of Rs.4.00Lakh as Security Deposit by way of Bank Guarantee or Fixed Deposit Receipt/ DD in favor of Director, CEERI Pilani, for a period of more than 24 months from the date of award of work.

Please Note:- The Tender will be decided on S. No 07 only i.e. (Service charges/profit)

Yours faithfully,

Place

Name

Signature

Date

Seal

Note: - All the Contractors Please note that the tender will be cancelled in the event of any of the following:

- (b) If the contractor does not quote rates for all the 07 categories.
- (c) If the contractor gives any conditional bid.
- (d) If any extra remark is made in the schedule page.

