

TENDER DOCUMENT

2016-2017.



**ADVANCED RESEARCH CENTRE
FOR BAMBOO AND RATTAN**
*(A unit of Rain Forest Research Institute,
Jorhat, Assam)*
**Indian Council of Forestry Research and
Education**
*(An autonomous body under Ministry of
Environment, Forest & Climate Change,
Govt. of India)*
(An ISO 9001:2008 certified organization)
Post Box No. 171, Old Zoo Site,
Bethlehem Vengthlang, Aizawl-796001,
Mizoram.

TENDER FOR PROCUREMENT OF SERVICES

**COST OF TENDER
DOCUMENT: Rs. 250.00/-
(NON-REFUNDABLE &
NON-TRANSFERABLE)**

TENDER DOCUMENT

Name of the work: Supply of various category of manpower for the maintenance and upkeep of ARCBR, Aizawl, Mizoram during 2016-17.

1. Cost of tender document:	250.00 non refundable.
2. Bid security of EMD	Rs.10,000.00 refundable
3. Date of sale of tender document:	10.05.2016 onwards
4. Last date of submission:	09.06.2016 up to 5:30 PM
5. Date of opening:	10.06.2016 at 11:30 AM
6. Issue to:
7. Issue no:
8. Issue by:

Press notice of the Tender.

NOTICE INVITING TENDER

ADVANCED RESEARCH CENTRE FOR BAMBOO AND RATTAN

(A Unit of Rain Forest Research Institute, Jorhat : Assam)

[Indian Council of Forestry and Education, Dehradun]

Old Zoo Site, Bethlehem Vengthlang-Post Box No.171, Aizawl – 796001, Mizoram

Tender No. ARCBR/Admin/outsourcing/2016-17

Sealed Tender is invited from the authorised and eligible service providers for the supply of manpower for various activities at ARCBR, Aizawl. Tender documents with detail can be obtained from the store officer, ARCBR, Aizawl on all working days.

1. Date of sale: 10.05.2016 onwards

For details please visit website www.icfre.org (under option tender)

Director
ARCBR
Ph No. 0389-2301157

ADVANCED RESEARCH CENTRE FOR BAMBOO AND RATTAN
(A Unit of Rain Forest Research Institute, Jorhat : Assam)
(Indian Council of Forestry Research & Education)
Old Zoo Site, Bethlehem Vengthlang-Post Box No.171, Aizawl – 796001, Mizoram

GENERAL INFORMATION

Tender is invited for supply of various categories of manpower to the Advanced Research Centre for Bamboo and Rattan, Aizawl, Mizoram for maintenance and up-keep of office, campus, power house, pump house, guest house etc.

The cost of the Tender document is `Rs.250.00- non refundable. Tender document can be obtained by the eligible **Service Providers** from STORE OFFICER, ARCBR on payment of `250/- (in cash) with the cashier during office hour. Tender can also be down loaded from www.icfre.org under option tender. **Tender shall be opened on 10.06.2016 at 11:30 AM** in the conference hall. If due to unforeseen events or for other official reasons office remains closed, the next working day shall be the opening day.

*The Bid security or EMD of the successful service provider will be discharged upon the bidder's accepting the Work Order and furnishing the Performance Security. **Unsuccessful bidder's bid security will be discharged/returned after finalization of the tender.*** The bid security shall be in the form of original DD, in favour of Director, ARCBR from any scheduled bank payable at Aizawl, Mizoram. The tender document received without Bid Security will be summarily rejected.

The tender documents down loaded should be submitted with tender fee in the form of an original Demand Draft of 250.00 drawn in favor of **Director, ARCBR** from any Scheduled banks payable at Aizawl, Mizoram. The tender documents received without DD will be summarily rejected.

Director, ARCBR also reserves the right to accept or reject any tender/tenders amongst those received without assigning any reasons.

Director
ARCBR, Aizawl, Mizoram

QUALIFICATION CRITERIA FOR THE BIDDERS.

1. License under Contract Labour (R&A) Act
2. EPF registration
3. Latest challan of deposit of deposit of EPF and EDLI
4. PAN card copy
5. Proof of previous experience in supply of workers
6. Proof of address in Mizoram

Terms and Conditions governing this contract:

1. **Period of Contract:** The contract will be initially for a period of one year which may be extended further with mutual consent.
2. **Bid Security or Earnest Money Deposit (EMD):** The bid must be accompanied by a Bid Security of Rs.10,000/- in the form of Demand Draft from any scheduled bank drawn in favour of Director, ARCBR payable at Aizawl, Mizoram (Technical Bid). The Bid Security shall be refunded to unsuccessful tenderer, after finalization of the tender.
The bid security or EMD may be forfeited:
 - a) If a bidder withdraws his bid during the bid validity.
 - b) In the case of a successful bidder, if the bidder fails:
 - i) to accept the Work Order.
 - ii) to furnish Performance Security.
3. **Performance security:** Rs.8000/- (equivalent to 5% of the monthly value of the contract) Within 15 days of the receipt of the Work Order from the ARCBR, the successful bidder shall furnish the Performance Security from any scheduled bank. Performance Security may be furnished in the form of an Account payee Demand Draft in favour of Director, ARCBR payable at Aizawl. **The performance security shall be valid for the period of contract(one year) and two months and shall be released after the successful completion of the contract** not later than 3 months from the date of expiration of the Service Provider's entire obligations, under the CONTRACT.
4. That the successful tenderer hereinafter called as the **service provider** shall perform the works awarded to him hereunder, to the satisfaction of the centre.
5. The service provider shall seek instructions from the Director, ARCBR, or any other officer authorised by the Director, ARCBR, for the purpose, hereinafter referred to as the ARCBR authority.
6. This contract shall not be deemed to be an asset of the Service Provider in any form. No legal proceedings to enforce any claim and no suit arising out of this contract shall be instituted except in a court having jurisdiction over Aizawl.
7. The authority shall verify the facts and only those workers shall be deployed by the service provider on duty in whose case the executor render satisfaction. **The rates**

payable to the service provider will be as per the Minimum Wages Act, 1948 and will be based on the current rates as notified by Govt. of Mizoram. The Skilled Grade-I, Skilled Grade –II, Semiskilled and unskilled will have the meaning as mentioned in the Notification issued by Govt., of Mizoram. Director, ARCBR reserves the right to notify certain category of works which are not notified in the schedule of works. In case of revision of minimum wages by the competent authority, as also the employer's contribution towards EPF and EDLI, the pro-rata increase in the rate will be acceptable to the ARCBR authority. It shall be the responsibility of the service provider to ensure that the workers deployed by him at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. Bill shall be raised by the contractor in accordance with the rates quoted on every last day of the month and submitted for payment to ARCBR authority. The number of workers required as indicated is the maximum requirement and can vary subject to actual requirement. The service provider will also ensure that the personnel engaged by him get the wages/salaries for the previous month on or before the 7th day of the subsequent month, through State Bank of India, Dawrpui Branch, Aizawl.

8. The ARCBR authority shall fix timing of the various duty shifts. A single duty shift will have a normal duration 8(eight) hours with half an hour lunch break. Director, ARCBR reserves the right to notify the working days separately if situation warrants.
- 9. The principle of “No work-No pay” shall be followed while making payment wages /salaries to the personnel deployed by him.**
10. The service provider shall not replace the workers at random. This shall be done with the prior knowledge of the ARCBR authority.
11. No leave of any kind to the workers shall be sanctioned by the ARCBR authority. The service provider shall be liable to make substitute arrangements in case of leave or leaving the job.
- 12. The ARCBR authority reserves the right to change the deployment of workers. The ARCBR also reserves the right to ask for replacement of particular worker or other categories of personnel deployed by the service provider.**
- 13. The personnel deployed by the service provider shall be bound to observe all the instructions issued by ARCBR authority concerning general discipline and behaviour.**
14. That for all intents and purpose the service provider will be “Employer” within the meaning of all the labour legislations in respect of the personnel so deployed by him.
15. The service provider shall be responsible for recruitment of the personnel for the purpose of this contract.

16. In case the worker/workers deployed by the service provider commits/commit any act of omission or commission constituting any misconduct or indiscipline, the service provider will be liable and responsible to take disciplinary action against the person/s including suspension, dismissal from service etc.
17. The service provider will be responsible and liable for the implementation of all the statutory provisions in respect of minimum wages, Employees' Provident Funds, Employees' State Insurance, if applicable, etc., as and when they become applicable under the Law. The service provider shall maintain all the statutory registers under the law and shall produce the same on demand to the ARCBR authority or any other authority under law. The service provider will obtain a license under the Contract Labour (R&A) Act, 1970 and produce a copy of the same to ARCBR authority. In case, the previous month's challan pertain to EDLI and EPF do not accompany the bill as a documentary proof, a requisite portion of amount shall be held up till such proof is produced.
18. In case the service provider fails to comply with statutory obligation under any Labour Laws, and the ARCBR is put to any obligation, monetary or otherwise, the ARCBR will be entitled to get itself reimbursed out of the bill or the security deposit of the service provider or otherwise, to the extent of the obligation in monetary terms.
19. The ARCBR shall not be responsible financially or otherwise for any injury death to the any person in the course of their performing the duties. In case, compensation is awarded by the Court of Law, it shall be the responsibility of the service provider.
20. The service provider shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organisation.
21. The duration for this contract shall be for a period of twelve months from the date of signing the Agreement. The terms shall be extendable for further period after judging the performance of the service provider, as per terms and conditions specified in this document except in the event of earlier termination under these terms. The contract shall automatically expire on completion of 12 months unless extended further by mutual consent of the parties.
22. Director has absolute right to terminate the contract at any time before the due date of expiry specified in clause hereinabove, without assigning any reason by giving one month's notice in advance to the service provider in writing or by making equivalent payment thereof.
23. In the event of the service provider desiring an earlier termination of the contract, he shall have to give three months advance notice to the Director.
24. The service provider is bound by the details and documents as furnished by him to the ARCBR while submitting the tender or at any other time. In case any of the details of such documents furnished by him is found to be false at any stage this would be deemed to be a breach of the terms of contract making him liable for action.

25. In case of breach of any of the terms of agreement, Director reserves the right to terminate this contract and the service provider shall be liable for penalty for an amount which will be worked out by the ARCBR authority. The service provider will also be black listed.
26. It should be ensured that trees, flowers, plants, bamboo, canes and grassy lawns are not damaged by the workers of the service provider.
27. All personnel employed by the service provider shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the ARCBR campus.
28. In the event of any malpractice on the part of the service provider or his employees, vis-à-vis any ARCBR staff or otherwise, the contract shall be liable to be terminated.
29. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the service provider by the ARCBR. The responsibility of paying the Service Tax, if applicable, at the prevailing rate (Govt. levy) will be of the service provider. The service provider will produce the proof of payment of the Service Tax (Govt. levy) of previous month to ARCBR.
30. The service provider will execute an agreement with the Director, ARCBR on a non judicial stamp paper worth Rs 100/- (Rupees One Hundred only) to be provided by the service provider.
31. The service provider if in any manner defaults in the performance or in making good of any losses, damage or expenses or any part thereof, then it shall be lawful for the Institute to recover the loss from running monthly bills towards the liquidation of liability of the service provider in respect of such default.
32. FORCE MAJEURE. Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, Government regulation superimposed after the implementation, communication line failure, earthquakes etc.
33. All disputes which may arise between the service provider and Research Centre will be referred to the arbitrator. Arbitrator will be appointed by the Director General, ICFRE.
34. The applicable Arbitration procedure will be as per **Indian Arbitration and Conciliation Act, 1996**.

SCOPE AND SCHEDULE OF WORK

The workers have to report for duty at 0900 hrs on every day except on Sundays and 3 national holidays (with wages) before the concerned officials of the ARCBR authority or as directed. However, Director ARCBR reserves the right to notify the working days separately if situation warrants. The works include driving of Govt vehicles, office assistance and maintenance works, Watch and ward, working in the field for campus maintenance, research field, nursery, laboratory, water line, electrical line, light machine works or as directed from time to time. The working hours shall be 0900 to 1730 hr with break from 1300 to 1330 hours for lunch. ***The principle of 'No- work, No- pay' shall apply to the contract.*** All the existing Labour Laws shall also apply in this contract. Labour, Employment & Industrial Training Department, Government of Mizoram

CATEGORY OF WORKERS:

1. Driver-must possess valid driving licence and have sufficient experience in driving all categories of vehicles.
2. The Schedule of works mentioned below is as per the latest notification issued by labour, employment and industrial training department Govt., of Mizoram. Authority may categorize special works for which payment will be made as per or schedule of works.

S.N.	Nature of works	Manpower	Schedule & Category of work
1.	Driving of govt. vehicles(valid license holders)	01	Schedule-I: Skilled Grade-II
2.	Data entry operator	01	Schedule-I: Skilled Grade-II
3.	Office Assistant	01	Schedule-I: Skilled Grade-II
4.	Clerk	01	Schedule-I: Skilled Grade-II
5.	Labour	04	Schedule-I: Unskilled
6.	Cook cum Guest house Attendant	01	Schedule-I: Unskilled
7.	Watch and ward; Ex serviceman (without arm)	06	Schedule-I: Semi-Skilled
8.	Sweeping and cleaning (office, laboratories & Guest house)	02	Schedule-I: Unskilled
9.	Peon cum assistant	01	Schedule-I: Unskilled
10.	Lab Assistant (for Tissue culture Lab)	01	Schedule-I: Skilled Grade-II
	Total manpower	19	

SUBMISSION OF BILL:

The Service Provider will submit bill in triplicate on completion of each month, which shall be duly verified by the ARCBR authorities on the basis of the number of manpower supplied and works performed. The payment is subject to TDS as per Income Tax Rules / Laws. The ARCBR shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract as per the agreement. The copy of deposited challans of EPF/ESI should be enclosed along with the bills.

No claim on account of sales tax, service tax, VAT, work contract tax or other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Service Provider himself.

(FINANCIAL BID)

We quote the following rates for providing the services:

Sr. No.	Particulars of works	Number	Wages/day (Rs.)	Service Charge (%)
1	Driver**	01	370.00	% of the wages*
2	Data entry operator	01	370.00	
3	Office Assistant	01	370.00	
4	Clerk	01	370.00	
5.	Labour	04	270.00	
6.	Cook cum Guest house Attendant	01	270.00	
7.	Watch and ward (without arm)	06	300.00	
8.	Sweeping and cleaning (office, laboratories & Guest house)	02	270.00	
9.	Peon cum assistant	01	270.00	
10.	Lab Assistant (for Tissue culture Lab)	01	370.00	
	TOTAL	19		

**The wages rates mentioned is for duty within the headquarters of the research centre. While on tour to outstation they will be reimbursed actual expenditure on food and loading subject to the limit prescribed for government servant of the lower grade pay.

(Signature of the Bidder)
(SEAL)

The following documents are enclosed:-

1. License under contract Labour(R&A) Act
2. EPF registration
3. Latest challan of deposit of EPF and EDLI
4. PAN card copy
5. Proof of previous experience in supply of worker
6. Proof of address of Mizoram

*Note: - The bidder has to quote only the service charges. All other payments are of statutory nature and shall be paid according to the prevailing rules.

(END OF DOCUMENT)
