

NATIONAL RESEARCH CENTRE FOR CITRUS
(Indian Council of Agricultural Research)
AMRAVATI ROAD, NAGPUR- 440 010
[Postal Address: P.B.No.464, P.O. Shankarnagar, Nagpur-440010 (MS)]
Locaton: Opposite to National Bureau of Soil Survey and Land use planning (NBSS & LUP) Amravati Road, Nagpur

TENDER NOTICE

The Director, NRC for Citrus, Amravati Road, Nagpur invites sealed tenders from the approved eligible reputed / registered / licensed (CPWD / PWD / DOT / MES) / experienced **Electrical Contractors** for the Operation and Routine Maintenance of the Electrical Installations of NRC for Citrus, Nagpur for a period of one year.

1. Nature of 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 NRC for Citrus, Nagpur during 2011-12.	EMD Rs. 25,000/-
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2. The tender document, terms and conditions may be obtained by the reputed registered experienced contractors/parties/firm from the Director, NRCC, Nagpur on payment of Rs. 500/- (non refundable) by cash or by way of demand draft in favour of ICAR Unit, NRCC, Nagpur. If anybody wants to obtain the tender document by speed post, they will have to Pay additional Rs. 50/- for the same. The tender has also been uploaded at Web site on www.nrccitrus.nic.in who wants to download the tender from web site should enclose the cost of tender by means of D.D. for Rs. 500/- in favour of ICAR unit, NRCC, Nagpur without cost of tender will not be entertained.
3. All the applicants should have the PAN, Registration and valid IT Clearance Certificate. The contractor should have executed successfully at least two works Electrical Maintenance of similar nature in the past (at least for six months) in C.P.W.D./ P.W.D./ PSU's.
 - **Last date of Sale of the Tender documents** : 08-08-2011 up to 2.00 PM
 - **Last date of submission of filled tenders** : 08-08-2011 up to 4.00 PM
 - **Date and time of opening of tender** : 09-08-2011 at 11.00 AM
4. The tenderer is required to furnish EMD in the form of DD for Rs. 25,000/- of the annual bid amount. No cheques will be entertained, DD should be drawn in favour of ICAR unit, NRCC, Nagpur (A/C payee). The EMD if any pending in this office cannot be accounted to this bid.
5. NRCC takes no responsibility for delay, loss or non-receipts of the tenders documents sent by post and reserves the right to accept or reject any of the tenders or all the tenders without assigning any reason thereof. In the event of holiday on account of any reason, the tenders shall be opened on the next working day. The quantity of the tendered items may be increased or decreased or deferred at the sole discretion of the Competent Authority. NRCC reserves the right to reject any or all applications for issue of tender papers without assessing any reason even though the firms primarily satisfy the above condition. Late received applications will not be entertained.

ADMINISVRATIVE OFFICER

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 NRC for Citrus campus, Amravati Road, Nagpur during the year 2009-2010.

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-Residl. Bldgs.

Item No.	Sub Heads & Items of maintenance work
1.	<p>Sub Head I: MOEI & Fans & OH lines, Sub-station, HT/LT distributions, W/S pump sets, Street lights, Ambazari Pump House, Farm Section, Nursery Section etc. in Non-residential Buildings.</p> <p>Manpower</p> <p>1. Electrician cum wireman for 12 months - 1 No. 2. Khallasi for 12 months - 1 No.</p> <p>Repaired/replacement</p> <p>Elect. switch, sockets, fan bearing, power plugs, MCB;s HPSV 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,W/S Pump sets & OH lines in Residential Bldgs.</p> <p>Manpower</p> <p>1. Electrician cum Wireman for 12 months - 1 No.</p> <p>Repair/replacement</p> <p>1. Repairs/replacement of switch, sockets motor/fan bearing Power plugs, industrial socket outlet, MCBs HPSV 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.</p>
3.	<p>Sub-head III O & R/M of 62.5/125 KVA D.G.Set in Non-Residl. Bldgs</p> <p>Repairs/Replacement</p> <p>1. Repairs/Serviceing to 62.5/125 KVA D.G. Set. Diesel Engine, alternator, AMF Panel and spares etc.</p>

Name of the Work

Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH lines, Street light fittings, Pumps, Sub-station, Ambazari Pump Station, and DG sets in Non-residential as well as Residential buildings of NRCC campus, Amravati Road, Nagpur during the year 2011-2012.

Main specifications

1.1 Scope of work

It is proposed to provide maintenance and operational services in respect of the electrical installations located in N.R.C for Citrus, Nagpur from 9.00 AM to 6.00 PM hrs at 6 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 through out 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 NRCC, Nagpur.

The following installations are included in the contracts -

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

- | | |
|---|-------------|
| 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) | - 73 Poles |
| 4. Street light poles with U. G. cable | - 111 Nos. |
| 5. Halogen fittings for flood lights | - 11 Nos. |
| 6. Centrifugal pumps/submersible /VT pumps motor sets | - 14 Nos. |
| 7. 315 KVA Transformer outdoor sub-station | - 1 No. |
| 8. 2 Nos switch room with LT distribution panels | - 6 Nos. |
| 9. Capactor P.F. improvement panel | - 1 No. |
| 10. 62.5 KVADG Set and 125 KVA DG Set | -2 No. |

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 ó 6 No.

- | | |
|--|------------|
| 1. Light point, Plug points, Fan & Ex. Fan points | - 450 Pts. |
| 2. Street light poles with O/H lines and 70 W HPSV fitting | - 18 Nos. |
| 3. Maintaining the energy meters and Pumps and W/S systems. | - 3 Nos |
| 4. LT distribution panels ó 2Nos., UG cables/OH lines | |
| 5. Centrifugal pumps/Submercible pump at Residential pump House- | 3 Nos. |

TERMS AND CONDITIONS

- 2.0 The contractor is required to render services through his staff, tools and plants and consumables like cotton wastes, dusters, soaps, gloves, fuse wires to operate and efficiently maintain the installations.
- 2.1 All the materials required for carrying out operation and maintenance services will be supplied by the department (NRCC) except as stated in item 2.0. on demand, through demand register with reference to complaint number of the complaint register.
- 2.2 The contractor should take over the electrical and related mechanical installations before commencement of the work and hand over the same at the time of completion of contract in the original condition. However, normal wear and tear will not be the responsibility of the contractor.
- 2.3 The contractor will arrange the requirement of the materials for preventative maintenance and breakdown and intimate the Officer incharge from the department well in advance for taking procurement action by the department.
- 2.4 The dismantled/ unservicable/ unrepairable material should be returned to the department by the contractor.
- 3.0 Maintenance of electrical installations is required to be for 24 hours. Maintenance of Water Supply Pump Sets 24 hours a day on all days excluding Sundays. However, the contractor will keep skeleton staff on holidays for the maintenance of lights and to take care of breakdowns, if any.
- 3.1 The contractor shall provide **Two Electrician cum Wireman and One Khalishi (Attendent) from 9.00 AM to 6.00 PM** for above said work.
- 3.2 The timing of the shifts will be **9.00 AM to 6.00 PM.** However he has to ensure the Electrical Power Supply from 6.00 PM to 9.00 AM.
- 3.3 The contractor will furnish bio-data to the Officer-in-Charge alongwith testimonials of the Staff proposed to be engaged in the work and at least a week before proposed date of employment and will engage such a staff after obtaining clearance from Officer -in-Charge. The clearance issued by the Officer -in-Charge will not absolve the responsibility of the contractor for misconduct of his staff members. During the period of contract the Officer -in-Charge will have authority to ask the contractor to remove/replace any staff members in the event of any misconduct of the later. For this purpose decision of Officer -in-Charge will be final. The contractor shall furnish the present and permanent home address and along with one passport size photograph of his each workman to the Officer -in-Charge and also issue a photo identity card of his firm to his workers.

- 3.4** The staff engaged by the contractor shall possess qualifications as per relevant rules of the state qualified in a particular trade required for which certificate is issued by Government / Govt. aided Institution.
- 4.0** Complaint register, demand register, workman's diaries log books for transformers, D.G. Set, pumps and trip supply battery unit, periodical inspection books, insulation and earth test registers and history books will be maintained by the contractor as per the proforma decided by the Officer -in-Charge. All registers and books will be provided departmentally.
- 5.0** The contractor will carry out preventative maintenance / checks as per the need.
- 5.1** Normally information of breakdown, faults, defects etc. notified by the contractor's, workman shall be recorded by them in these Report Register promptly with date and time and the same shall also be brought to the notice of the representative of the Officer -in-Charge immediately, whose signature will be obtained in the report register as a proof of intimation. However, in case such occurrences take place after office hours or holidays, the intimation will be furnished to the Officer -in-Charge at his residence.
- 5.2** The contractor shall have required number of caution boards such as Man on Line, Don't switch on for displaying them on the controlling switch gear, while undergoing repair work.
- 6.0** The contractor shall follow proper safety rules as per tender documents and also required safety precautions while during work on the equipment's.
- 7.0** Local security rules shall be observed by the contractor and his staff during the duty.
- 8.0** It will be the responsibility of the contractor to keep the electrical installations neat and clean.
- 9.0** The services etc. be maintained to have uninterrupted power supply, upon receipt from MSEB immediately on failure of supply the staff of contractor should maintain the essential power supply by operating the stand by Diesel generating sets. The complaint of failure of LT should be immediately brought to the notice of MSEB and suitable log entry shall be made in the log book complaint register.
- 9.1** The contract includes the following aspects apart from day-to-day operations of the installation / equipment. Appropriate entries shall be recorded in the proper registers. Nothing extra will be paid for such work.
- 9.2** Checking LT Switch gear once in three months
- 9.3** Cleaning of the contact points of LT Switch gears, starters with the help of CTC every three months.

9.4 Proper preventive maintenance of electrical installations particularly for the following items of work shall be carried out as per period stated against them

- a) Earth testing -- once in a year
- b) Insulation test -- once in six months
- c) Cleaning of G.I. -- once in six months
- d) Checking of split pin -- once in six months
in position, tightening
of check nut on ceiling
fan down rod
- e) Oiling and greasing -- once in a year of ceiling fans
- f) Transformer oil testing/filtering/Top up --- Once in a year

NOTE : Take corrective steps if required

Servicing of Window type AC's installed at various sections should be attended once in a month and signature of the concerned unit head should be made in the service report. In emergency call the contractor should depute his service man for attending the complaint.

9.5 For D.G. Set the following work should be attended as per period stated against them

- a. Checking Lub. oil/ water/ tightening of nut and bolts/ Battery condition/ AMF panel etc.: Daily
- b. Servicing like cleaning air filters/ Changing Lub. oil/ filters, Diesel filters replacement/ clening of AMF panel and contactors etc. : once in 12 months
- c. No extra remuneration/ charges shall be claimed by the contractor for the experts called by him for attending the complaint reg. AC's, D.G.Sets, AMF panel or any other fittings/ installations as included in the shedule of work.

9.6 The contractor shall arrange to render efficient service as outlined in this specifications. However, in case he fails to maintain the service to the satisfaction of the Engineer-in-charge and the department has to incur expenditure to maintain the installation by alternate arrangement, the expenditure thus incurred will be recovered from the contractor.

9.7 The contractor and or his representative, labour should not remove, disturb, dislocate the existing equipment and its parts from its position until and unless it is authorised by the Officer in-Charge in writing. The entire installation should be intact at any time of inspection and as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling etc. The contractor shall be responsible for any damage or theft and shall have to make good to its original shape and description as and when damage / theft etc. is noticed or taken place due to the wrong operation of the equipment or negligence of the contractor's staff. The decision of the Competent Authority (Director, NRCC) will be final and binding.

10.0 The right to discontinue the contract at any time is reserved with the Director NRCC without assigning any reason.

11.0 The Officer in-Charge will have the right to utilize the services of the contractor's staff for getting any other required work done at the above site

12.0 This contract includes the following --

- 1) Lubricating / greasing the bearings of motors, pumps and fans.
- 2) Replacement of material other consumables and or non consumables, Accessories, fixtures, equipment, fluorescent tubes, bearing gland packing hardware etc.
- 3) Operation of valves, switch gears, starters, D.G. Sets and pumps.
- 4) Cleaning of installation including general cleaning of sub-station and pump house.
- 5) Check indication lamps.
- 6) Consumption like electrolyte, distilled water and jelly.

Note : The department will supply all the material for item (b) above and the contractor will have to make his arrangement for supply of material for item (f) above.

13.0 This contract does not include the following

- a) Spare parts for repairs
- b) Consumables like HRC fuses, fuel oil, lubricant oil, engine oil, transformer oil.
- c) Overhauling of machinery's and equipment. In the event of failure of pumps an services like loading, unloading, fitting etc. should be made available by the contractor.

14.0 The operation shall be Maintained as under :

(I) Maintenance of Electrical installations 24 hours/day through the week.

(II) Authorised representative from the NRCC department

- (a) Works Committee, NRCC
- (b) In charge Estate and Electrical maintenance
- (c) Technical officer Estate and Electrical maintenance

15.0. The payment will be made after the receipt of satisfactory service rendering certificate recorded by the authorised representative. Payments will be made monthly for which contractor will have to submit pre-receipted bill within seven days on the completion of month for which the claim pertains, for arranging payment by this office. No advance payment will be made, however the payment of the bill is assured within 10 days after receiving duly verified bill from the Incharge. In addition to the above, penalty shall be imposed in the event of failure in deploying stipulated minimum number of working staff and double the amount will be deducted from the daily wages of each absentee staff. The amount will be subjected to the prevailing rate.

16.0 The successful contractor should enclose **Security Deposit of Rs. 1,00,000/- up to one year** before undertaking the electrical maintenance contract with NRCC.

17.0 Statutory liabilities

The contractor should enclose the following certificates alongwith tender :

17.1 Registration under contract labour act (Regulation and abolition) 1971.

17.2 Certificate of Employees Provident Fund Registration

17.3 Certificate of State Employee Insurance Registration number shall be submitted by the successful tender before execution of the contract agreement within 15 days of the acceptance of his tender failing which his tender will be cancelled.

Additional Terms and Conditions / Specifications

1. The prospective tenderer should visit the site and inspect himself of the conditions working hours / security aspects conditions of the equipment's / installations to be maintained before quoting for the job. No complaints of loss of labour, items of works not included, scope of work variation etc. will be entertained at a later date. The prospective tenderer should have adequate past experience in handling similar works and should attach at least two cases of similar nature handled by them alongwith performance certificate.
2. The contractor shall strictly provide the qualified manpower for manning the installation as per the requirement and shall possess qualifications as under --
 - (a) A supervisor having passed Diploma in Electrical Engineering
 - (b) Operator / Wireman / Asstt. Wireman shall have adequate licenses by State Govt. and shall be able to read and write log-books.
3. The contractor shall do the quick repair / replacement works and shall ensure proper operation maintenance of equipments entrusted to him. The Officer in-Charge shall have the right to provide the consumables / spares at times.
4. As the operation/maintenance has to be carried out with least down time of the equipment the Officer in-Charge shall have the right to get the equipment operated / maintained by other persons departmentally. In such an event no deduction for operation will be made if it is only for a short period in a month. For longer periods 1/30 the of the monthly contract amount shall be deducted for over day of default of operation. The work being such no notice is possible to be given before hand. The decision of the Officer in-Charge whether any situation warrants such action and to be considered as -Emergencyø is final and binding on the contractor.
5. No advance payment of any kind shall be made. However monthly payment shall be arranged on receipt of verified bill from the Engineer I/C.
6. In case of any accident during the operation / maintenance of equipment leading to injuries / damage to human beings / equipments and / or loss of life, the contractor shall be fully responsible for settling all claims arising out of such accidents.
7. This contract can be terminated by the Officer in-Charge without assigning any reason by giving a notice of 30 days at any time during the period of contract. No claim for any compensation will, however, entertained due to such termination prior to the expiry of stipulated period of contract.

8. Though there is one shift for deploy the staff but the overall maintenance is for 24 hours as and when required.
9. The personnel engaged by the agency for this jon contract will not be an employee of the Council and there will be no employer-employee relationship between the N.R.C. for Citrus, Nagpur and the personnel so engaged by the Contractor.
10. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and the N.R.C. for Citrus, Nagpur shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.
11. The N.R.C. for Citrus, Nagpur shall not directly or indirectly engage any personnel of the agency during the period of contract.

NATIONAL RESEARCH CENTRE FOR CITRUS
(INDIAN COUNCIL OF AGRICULTURE RESEARCH)
POST BOX NO. 464, SHANKARNAGAR, POST OFFICE, NAGPUR 6 440 010
Location-Opposite to National Bureau of Soil Survey and Land use planning (NBSS & LUP)
Amravti Road, Nagpur

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING ALLIED SERVICES (Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH line, Sub-station, Fans Street Lights, Lawn Lights, Electricals Pumps, Ambazari Pump Station and 62,5/125 KVA DG sets in non-residential as well as Residential buildings of NRCC for Citrus Campus Amravati Road, Nagpur during the year 2011-12)

- A . Cost of Tender Form Rs. 500/-(Rupees Five Hundred only)
- B. Last date of receipt of Tenders in Office is 08.08.2011 upto 4.00 p.m.
- C. Tenders (technical bids) to be opened at 09.08.2011 at 11.00 A.M.
- D. Tender to remain open for acceptance up to 90 days from the date of opening.
- E. The Tender document is also available at our web-site **www.nrccitrus.nic.in**

Note :

1. The Director, (*National Research Centre for Citrus*) may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.

NATIONAL RESEARCH CENTRE FOR CITRUS
(INDIAN COUNCIL OF AGRICULTURE RESEARCH)
POST BOX NO. 464, SHANKARNAGAR, POST OFFICE, NAGPUR 6 440 010
Location-Opposite to National Bureau of Soil Survey and Land use planning (NBSS & LUP)
Amravti Road, Nagpur

Note : All communications must be addressed to (The Director, National Research Centre for Citrus, Nagpur)

To

Dear Sir(s),

1. Sealed tenders are hereby invited on behalf of the Director, (NATIONAL RESEARCH CENTRE FOR CITRUS) for contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES (**Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH line, Sub-station, Fans Street Lights, Lawn Lights, Electricals Pumps, Ambazari Pump Station and 62,5/125 KVA DG sets in non-residential as well as Residential buildings of NRCC for Citrus Campus Amravati Road, Nagpur during the year 2011-12**). The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of (Rs. 25,000/-) (Rupees Twenty Five Thousand only) must be deposited in the form of demand draft /pay order payable to Director of concerned institute. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Centre. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Centre.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is 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 sale 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 the Centre within 15 days, the offer made shall be deemed to be withdrawn without. any notice & earnest money will 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 tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty 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 / Centre. 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, if any, should be signed by the tenderer.
 8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed" **THE JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES (Operation and Routine Maintenance of Electrical Installations)**, at (National Research Centre for Citrus, Nagpur) with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the Office of the (National Research Centre for Citrus, Nagpur) not later than **11.00 a.m. 09.08.2011 (time/date/month/year)**.
 9. The rates quoted by each firm for job/service security contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
 10. The Centre 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.
 11. An amount of (Rs. 1,00,000/-) (Rs. One lakh only) as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
 12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
 13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and N.R.C for Citrus, Nagpur will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
 14. Director, 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.

15. Decision of Director, Institute shall be final for any aspect of the contract and binding to a" 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, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the Institute will be communicated by FAX/Telegram, Express 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 FAX/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document :
 - a) Registration certificate of the firm under the work contract of the Govt. /State govt.
 - b) Minimum turnover of the firm not less than Rs. 10,00,000/- (Rupees Ten Lakhs) during the last financial year.
 - c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments /Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.
 - d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - f) Employee EPF registration certificate issued by local govt. etc.
 - g) Employee ESI registration certificate issued by local govt. etc.
 - h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
 - i) Nos. of staff/supervisors registered under ESI & EPF separately. Documentary proof of vouchers to be required and may be attached.
 - j) Service tax registration certificate issued by Govt. etc.
 - k) Successful Tenderer will have to enter into a detailed contract agreement with ICAR/NRCC on non-judicial stamp paper of Rs. (100/-)(One Hundred only) for each work.
 - l) Only those firms will be considered for financial bid who will qualify in the technical bid.

Note : The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,

For and on behalf of the Director
(National Research Centre for Citrus,
Amravati Road, Nagpur)

Note : The technical bid and financial bid may be submitted in separate envelopes to be sealed and put in a main cover.

TENDERS FOR THE CONTRACT FOR

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office
Telephone No.
Telegraphic Address/FAX/Cellular No.:
E-Mail address

From

To
Director,
(National Research Centre for Citrus, Amravati Road, Nagpur)

1. I / we have read all the particulars regarding the General information and other terms and conditions of the contract for **(Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH line, Sub-station, Fans Street Lights, Lawn Lights, Electricals Pumps, Ambazari Pump Station and 62,5/125 KVA DG sets in non-residential as well as Residential buildings of NRCC for Citrus Campus Amravati Road, Nagpur during the year 2011-12)** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I / we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender. The Schedules-I & II to accompany this Tender are at pages
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. of Rs. drawn in favour of (Director of the Institute) and payable at is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Witness
Address
Occupation

Signature of witness to contractor's signature
Address:
Name & Signature of Witness :
Address:

SCHEDULE OF 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 partner :
5. Name and Full Address of your Bankerø :
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 N.R.C. for Citrus, Nagpur regarding the contract :

Date :

AUTHORIZED SIGNATORY

Place:

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

SCHEDULE-II

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR
PROVIDING Operation and Routine Maintenance of Electrical Installations**
*(National Research Centre for Citrus, Amravati Road, Nagpur. It occupies ground plus 1(one) floors
having 250 acres of Land, Farm House and 27 (Twenty Seven residential quarters as per requirement)*

Scope of Work I

(Operation and Routine Maintenance of Electrical Installations, HT/LT Distributions, OH line, Substation, Fans Street Lights, Lawn Lights, Electricals Pumps, Ambazari Pump Station and 62,5/125 KVA DG sets in non-residential as well as Residential buildings of NRCC for Citrus Campus Amravati Road, Nagpur during the year 2011-12)

TERMS AND CONDITIONS :

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to the Office of NRCC, Nagpur
3. The Director, N.R.C. for Citrus, Nagpur reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of N.R.C. for Citrus, Nagpur for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by NRC for Citrus, Nagpur should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either Side.
9. The contractor shall not sublet the work without prior written permission of the N.R.C. for Citrus, Nagpur.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
11. The selected agency shall provide the necessary personnels for at N.R.C. for Citrus, Nagpur as per labour acts prevalent in Nagpur/Govt. of Maharashtra. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Council, the Council shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately
12. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the N.R.C. for Citrus, Nagpur shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The N.R.C. for Citrus, Nagpur shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
16. 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 and service

conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the N.R.C. for Citrus, Nagpur from 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, N.R.C. for Citrus, Nagpur shall be final and binding on the contractor.

17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not live their points unless and until the reliever comes for shift duties, supervisor will/maintain all the registers, which are kept at concerned Section.
19. Changing of Supervisor/Staff should be intimated to the Caretaker.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
21. 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.
22. **Risk Clause :** Director, N.R.C. for Citrus, Nagpur reserves the right to discontinue the service at anytime, 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 S.D. or pending bills or by rising a separate claim.

Liquidated Damages Clauses :

1. An amount equivalent to two days of contract amount subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to the notice of the supervisory staff of the firm by N.R.C. for Citrus, 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 the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, N.R.C. for Citrus, Nagpur shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Details of the Minimum 3 years experience / work done

Sr.No.	Name of the Deptt. / Organisation & Name of Contact Person with Ph. No.	Period		No. of Staff Deployed	Remarks
		From	To		

(Authorized Signatory)

TECHNICAL BID SCHEDULE TO TENDER

PART- I

1. Name of the Firm/Agency
2. Constitution of the Firm/ Agency
 - a) Indian Companies Act 1956
 - b) Indian Partnership Act,1932
(please give names of partners)
 - c) Any other Act, if any
3. (i) For partnership firm whether registered under The Indian Act, 1932 please state further whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partner of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
iii) If answer to (i) of (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Name and full Address of their Bankers
5. Registration Number of the firm
6. ESI No. of Firm
7. EPF No. of Firm
8. Service Tax Registration No.
9. Registration No. under Contract Act
10. PAN Number
11. Experience in no. of years (Name and address of client departments may be indicated.)
12. Number of workers registered under ESI & EPF
13. Whether registered with Nagpur Police. (Please attach certificate)\Certified copy of Solvency certificate to be attached.

All the above information of Part I of schedule I must be accompanied with the certified copies of the documents, failing which the tender is liable to be rejected.

PART-II

1. Details of the Earnest Money Deposited :

PART-III

1. Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.

Dated :

Place :

(Authorized Signatory)

(Please add supplementary pages and number needed)

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : (time)
Date of opening of Financial Bid : As per the intimation

To
(National Research Centre for Citrus, Nagpur)

Sir,

I / we wish to submit our Tenders for THE JOB WORK / SERVICE CONTRACT FOR PROVIDING _____
_____ on the following rates.

No.	Particulars	Per Month
	Monthly Consolidated rate offered for THE JOB WORK CONTRACT FOR PROVIDING	

	in accordance with the highest standards of Allide Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all acts and taxes etc. as applicable from time to time.	(Rs. _____ In Figure)

		(Rs. In Word)

I AM / we agree to forfeit of the earnest money if I / we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature :
Name & Address of the Firm
Telephone No.
Mobile No.

SCHEDULE-II**FINANCIAL BID
SCHEDULE OF TENDER**

1. **Last date of receipt of Tender** :
2. **Date of opening of Tender** :

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

To.
The Director,
National Research Centre for Citrus,
Amravati Road,
Nagpur

I / we wish to submit our tender for providing Housekeeping /Sanitation services the following rates :

(In Rupees)

Description	Worker Charges	Services charges all inclusive	Service Tax of Total Cost	Total
Khalishi (Attendent) 1 (one)	1	2	3	(1+2+3)
Total monthly charges for Khalishi (Attendent) Services at N.R.C. For Citrus, Nagpur as per the terms & conditions specified in the tender form, charter & Schedule of Services as mentioned in Annexure-I & II.				

Description	Worker Charges	Services charges all inclusive	Service Tax of Total Cost	Total
Electrician cum Wireman 2(Two)	1	2	3	(1+2+3)
Total monthly charges for Electrician cum Wireman 2 (Two) Services at N.R.C. For Citrus, Nagpur as per the terms & conditions specified in the tender form, charter & Schedule of Services as mentioned in Annexure-I & II.				

I / we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit. Any other items and conditions that the tender(S) would like to specify a part of this schedule only.

Signature
Name and address of the firm with Phone No.

SCHEDULE-III**FINANCIAL BID****No. of manpower offered & break-up of Monthly Charges to be claimed and actual to paid****1. No. of Manpower offered**

- (a) No. of supervisors :
 (b) No. of workers :

2. Break-up of monthly worker charges to be claimed and actual to be paid**(In Rupees)**

Sr. No.	Depression For Electrician cum Wireman 2(Two)	Monthly charges for workers	Actual Amount to be paid to workers
	a. Monthly Rate		
	b. ESI Contribution		
	c. EPR Contribution		
	d. Other Charges including		
A	Total cost per head (a+b+c)		
B	Contribution by the employee for ESI/EPF to be deducted		
C	Other deduction, if any		
D	Actual amount to paid to the employee		

Sr. No.	Depression For Khalishi (Attendent) 1 (one)	Monthly charges for workers	Actual Amount to be paid to workers
	a. Monthly Rate		
	b. ESI Contribution		
	c. EPR Contribution		
	d. Other Charges including		
A	Total cost per head (a+b+c)		
B	Contribution by the employee for ESI/EPF to be deducted		
C	Other deduction, if any		
D	Actual amount to paid to the employee		

(Authorized Signature)