

Phones: 03712 - 268107/268077

Fax: +91 (03712) 268007

Website: neriwalm.gov.in



Dolabari
P.O. Kaliabhomora
Tezpur – 784 027,
Assam (India)



**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT (NERIWALM)**

An Institute under the Ministry of Water Resources, River Development
& Ganga Rejuvenation, Govt. of India
(Registered under the Societies Registration Act, 1860)



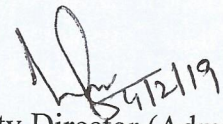
No:NRWM/CONSTN/172/PT-V/2017-18/

Dated 04.02.2019

NOTICE INVITING e-TENDER

Sealed Tenders are invited by the Director, NERIWALM, Tezpur from appropriate registered Firms/Contractors/Individual having experience for Annual Maintenance Contract of electrical, water lifting pump, operation of generator, electrical sub-station, air conditioners in NERIWALM campus at Dolabari, Tezpur. The last date for submission of filled in tenders is **04.03.2019 upto 5.00 PM** and will be opened at **11.00 AM on 05.03.2019**.

The tenders along with terms and condition may be viewed and downloaded from the institute's website. www.neriwalm.gov.in.

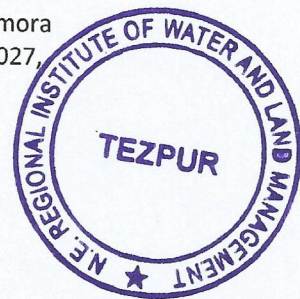

Deputy Director (Admin)
NERIWALM

उप निदेशक (प्रशासन) / Deputy Director (Administration)
पूर्वाञ्चल क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर
North Eastern Regional Institute of
Water and Land Management, Tezpur



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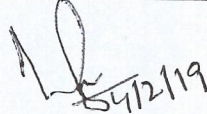
Dated 04.02.2019

NOTICE INVITING e-TENDER

Sealed Tenders are invited by the Director, NERIWALM, Tezpur from appropriate registered Firms/Contractors/Individual having experience in similar nature of work as given below. The last date for submission of filled in tenders is **04.03.2019 upto 5.00 PM** and will be opened at **11.00 AM on 05.03.2019** in the conference room of the institute in presence of the tenderer or their authorized representatives, if any. In the event of 05.03.2019 is declared a holiday, the tenders will be opened on the next working day at the same time and place.

The tenders along with terms and condition may be viewed and downloaded from the institute's website. www.neriwalm.gov.in.

Sl. No	Name of work	Estimated amount	Time of completion	Earnest Money
1.	Contract for Annual Maintenance Contract (AMC) of electrical, water lifting pump, operation of generators, electrical sub-station, air conditioners in NERIWALM Campus at Dolabari, Tezpur, Assam.	₹ 1536507.00 for one year.	Contract period of 2 years.	2% of the estimated amount.


Deputy Director (Admin)
NERIWALM

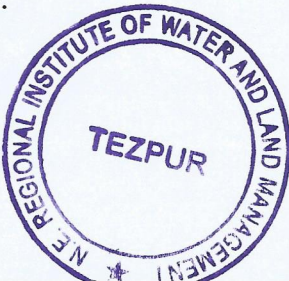
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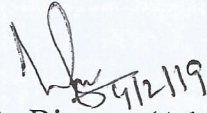
1. PA to Director, NERIWALM
2. Chief Vigilance Officer (CVO), NERIWALM.
3. Assistant Director (Civil), NERIWALM.
4. Accounts Officer, NERIWALM.
5. Assistant Engineer (Civil), NERIWALM.
6. O.C., Library, NERIWALM, Tezpur for information. It is requested to make available the paper cutting of the advertisement for necessary record of the Institute.
7. Notice Board, NERIWALM for wide circulation.
8. NERIWALM website www.neriwalm.gov.in.

उप निदेशक (प्रशासन) / Deputy Director (Administration)
पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर
North Eastern Regional Institute of
Water and Land Management, Tezpur

TERMS & CONDITIONS

1. The Earnest Money in the form of Bank Draft/Banker's Cheque should be drawn in favour of the Director, NERIWALM, Tezpur and the same to be deposited **OFFLINE** before the date of opening of ONLINE tenders. **PASS PHRASE** should also be submitted **OFFLINE**.
2. Self attested up-to-date Contractor's Registration Certificate of appropriate class, Labour Licence, PAN Card, GST Registration, Experience Certificate, etc should be submitted **ONLINE** alongwith the tender documents.
3. The rates should be legibly written both in figure and in words. Any correction should be authenticated with proper initial.
4. No request for change of rates will be entertained after opening of the tender.
5. The bidder should not have been blacklisted from any department or organization and to this effect an undertaking in writing should be given.
6. While quoting the rates, it is necessary for the parties to consider the latest Govt of India approved minimum rate of wages. EPF & ESIC, GST as applicable and Contractor's Profit has to be incorporated with the quoted rate. The persons engaged for this job should invariably be paid at the Govt of India approved rate. No request for enhancement of rate will be entertained over and above the agreed rate during the contract period.
7. The service provider should provide necessary risk to the labours from any type of accident that may arise at the work site or within the campus.
8. The labour engaged by the party will have to be disciplined, gentle, polite, well mannered and should not be alcoholic or drug addict and should not below 14 years of age. The labour should be confined within the place of work and should be available as and when called for.
9. Payment will be made on monthly basis after satisfactory service preferably (before 10th of each month) on submission of bills in duplicate addressed to the Director, NERIWALM, Tezpur. Sometimes some delay may occur due to reasons beyond the control of the institute for which the contractor has to bear with the institute. Irrespective of the delay it is expected that the payment to the labours are made on time.
10. Payment to the workers should be made through DBT only. A payment register should be maintained and should be made available to the office for necessary checking/inspection as and when called for by the concerned officer (s).
11. The contractor will have to enter into an agreement with NERIWALM. The agreement will be valid initially for a period of 02(two) years from the date of signing of the agreement. Depending upon the performance of the contractor, the agreement may be extended for a further period of one year on mutually agreed terms.
12. The Director, NERIWALM reserves the right to accept/reject any or all tenders without assigning any reason thereof and there is no binding on the Director to accept the lowest rate.




Deputy Director (Admin)
NERIWALM

उप निदेशक (प्रशासन) / Deputy Director (Administration)
पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर
North Eastern Regional Institute of

TENDERS FOR THE CONTRACT OF ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, OPERATION OF GENERATORS, ELECTRICAL SUB-STATION, AIR CONDITIONERS IN NERIWALM CAMPUS AT DOLABARI, TEZPUR.

Full Name & Address of the Tenderer :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

From _____

To,
The Director,
North Eastern Regional Institute of Water & Land Management (NERIWALM),
Dolabari, PO: Kaliabhomora, Tezpur – 784027.

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for **ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, OPERATION OF GENERATORS, ELECTRICAL SUB-STATION, AIR CONDITIONERS IN NERIWALM CAMPUS AT DOLABARI, TEZPUR** 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.

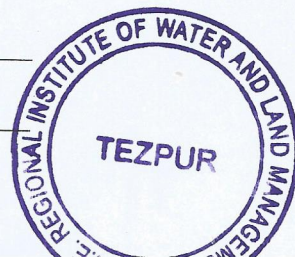
1. I/ We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender. The Schedules I & II to accompany this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD. No. _____ of Rs. _____ drawn in favour of 'Director, NERIWALM, Dolabari, Tezpur' and payable at any Nationalized Bank at Tezpur is enclosed as Earnest Money required.

Yours faithfully

Signature & Seal of the Tenderer : _____

Telephone No. /Mob. No. : _____

Address : _____



SCHEDULE – I
SCHEDULE TO TENDERS
Part - I

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

1. Name and Full Address of your Banker :
2. Your Permanent Income Tax No./Circle/Ward :
3. Your GST Registration No :
4. Any other relevant information :

Signature of the tenderer



PART -II

4. Earnest Money Deposited: Yes/No.

PART - III

5. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders :

Date : _____ Place: _____

AUTHORISED SIGNATORY

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



SCHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE WORK ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, OPERATION OF GENERATORS, ELECTRICAL SUB-STATION, AIR CONDITIONERS IN NERIWALM CAMPUS AT DOLABARI, TEZPUR.

ABSTRACT OF COST OF ORIGINAL ESTIMATE :

Name of works :

Maintenance of electrical installations and fans in residential and non-residential buildings, running, maintenance & operation of water lifting pump, operation of Generator, maintenance of street light, service connection, electrical sub-station, air conditioners, etc. at NERIWALM Campus at Dolabari, Tezpur ----- 01 (ONE) JOB.

01. Labour contract for repair of maintenance of all electrical installations, etc in residential & non-residential buildings as per following detailed for one year

(A) Laboratory Building.

(B) Residential building.

(i) Type IV (Special) quarters - 01 (ONE) block.

Having plinth area & electrical points as per standard yardstick of CPWD.

(ii) Type IV quarter - 01 (ONE) block.

Having plinth area & electrical points as per standard yardstick of CPWD.

(iii) Type III quarters - 02 (TWO) blocks

Having plinth area & electrical points as per standard yardstick of CPWD.

(iv) Type II quarters - 02 (TWO) blocks

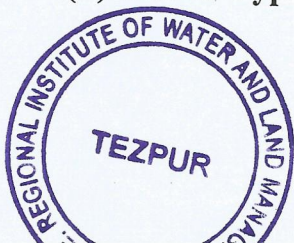
(C) Administrative Building - 01 (ONE) block.

Having plinth area & electrical points as per standard yardstick of CPWD.

(D) Trainees Hostel - 01(ONE) block.

Having plinth area & electrical points as per standard yardstick of CPWD.

(E) Assam Type Guest House - 01(ONE) block.



(F) Street Lighting System of the Campus.

(G) Pumps of Main Pump House, Research Farm, etc .

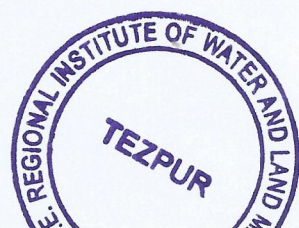
(H) Security Office and any unforeseen item which is not included in this scheduled.

(I) Running and Operation of Diesel Generating Sets .



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 work point is to go on leave under intimation to this office.
2. The Director, NERIWALM reserves the right to reject any or all tenders in whole or in part without assigning any reason therefore. The decision of Director, NERIWALM shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
3. The workers of the contractor/agency should be disciplined in the premises of the Institute.
4. The workers should possess adequate literary knowledge to cope up with the smooth operation of work.
5. The contractor shall keep a Complaint Register at the Control Room, and it shall be open to verification by the authorized officer of NERIWALM for the purpose. All complaints should be immediately attended to by the Agency.
6. The agreement is terminable with one month notice on either side.
7. The contractor shall not sublet the work without prior written permission of the NERIWALM.
8. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
9. The selected agency shall provide the necessary personnel's for NERIWALM as per labour acts of Govt. of India. The agency shall employ good and reliable persons with robust health. In case, any of the personnel so provided is not found suitable by NERIWALM, the NERIWALM 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.
10. The persons so provided by the agency under this contract will not be the employee of NERIWALM and there will be no employer-employee relationship between the NERIWALM and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill.
12. Payment to the contractual staff should be made by the contractor through DBT mode on or before pre assigned date.
13. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing services at NERIWALM, Tezpur 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. No request for alteration/change in the rates once quoted will be permitted within one year.
14. The rates to be quoted should include cost of each and every item including manpower cost, GST, EPF, ESIC, Contractor's Profit, etc. The NERIWALM shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.



15. 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 NERIWALM 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, NERIWALM shall be final and binding on the contractor.
16. Income Tax & GST will be deducted from the payments due for the work done as per rule.
17. The manpower engaged by the contractor/agency should not leave their points unless and until the reliever comes for shift duties.
18. Changing of services provider should be intimated to the nominated person of the institute.
19. The Contractor must comply with child labour provision and failing which leading to the termination of the Contract.
20. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., relating to this contract made applicable from time to time.
21. Risk Clause: NERIWALM reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
22. The Agency shall, within 10 days from the communication of the acceptance of the tender or such extended time as may be specified by the authority at his sole discretion, furnish Security Deposit at the rate not less than 10 percent of total tendered amount under contract in the form of DD valid up to 60 (days) after the date of completion of all contractual obligations by the Agency. In case the Agency fails to deposit the Security Deposit within the aforesaid period, the contract awarded may be cancelled and EMD forfeited.
23. To make proper co-ordination Contractor/Agency authorities will visit the Institute campus minimum once in a month, so that discrepancies/irregularities related to matters may be directly conveyed to the Agency.
24. Initially services for ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, OPERATION OF GENERATORS, ELECTRICAL SUB-STATION, AIR CONDITIONERS IN NERIWALM CAMPUS AT DOLABARI, TEZPUR contract shall be awarded for one year. The period, however, can be increased or decreased depending upon the requirement.
25. The Institute will not be responsible either to the Contractor/Agency or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred.
26. Number of service points can be increased/decreased from time to time as per requirement of the Institute, Budgetary provisions etc.



27. The contractor will be responsible to arrange for maintenance of all electrical installations (both internal and external), operation of the water pump, Diesel Generating Sets, etc for office, laboratory, hostel, residential quarters, guest house, etc. for use of this institute as and when required.
28. The works shall be executed to the entire satisfaction of NERIWALM. The working hours is from 6.00 AM to 11.00 PM on all days. For working beyond 11.00 PM during visit/stay of VVIPs, extra payment as per prevailing wages/rate of Govt. of India will be made by NERIWALM.
29. Payment shall be made after successful completion of each month of Annual Maintenance Contract (AMC).
30. Five per cent (5%) of the quoted amount will be deposited by the contractor before award of the work as Performance Guarantee and the same will be refunded after termination of the AMC period.
31. Any damage due to mishandling of the installation, recovery shall be made from the contractors bill/Performance Guarantee.
32. The contractor will have to make monthly payment to the workers engaged for the AMC works. In case of any complaint for non-payment of wages to the workers the authority has the sole rights to withhold the bill of the contractor until finalization.
33. For any accident/miss-happening at site with the workers' engaged for the AMC will be the liability of the contractor.
34. In case of absence of any skilled or semi-skilled or un-skilled workers in any shift, recovery as per prevailing wages rate per person per shift will be made from the contractor's bill.
35. In case the workers engaged for AMC are not delivering the satisfactory performance, the contractor will have to replace him/them immediately; otherwise such persons will not be allowed to enter in our premises and will be treated as absent and recovery shall be made as per rule.
36. The contractor must have Valid Electrical License, GST Registration, Labour Licence, Experience, etc.
37. The contractor must have all legal documents prescribed by the Central Govt. to undertake such type of AMC works with Central Govt. Organization as per rule.
38. Spares like switch, socket, wires, lamps, tubes, starter, choke, petty materials of genset, pump etc. which are not included in this schedule will be provided departmentally free of cost.
39. The company/ agency will have to pay minimum rates of wages (Govt. of India) prevailing at the time of quoting the rates as per guidelines issued by Govt. of India for the manpower engaged by the agency.



LIQUIDATED DAMAGES CLAUSE

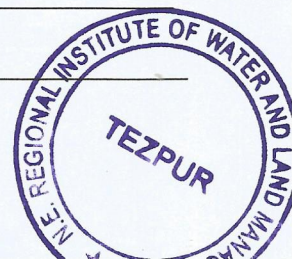
1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/-(Rs five hundred only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the of the Contractor/Agency by NERIWALM and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the contractor/agency will not be tolerated and such person (s) will have to be replaced immediately.

Signature of the tenderer : _____

Name with Seal : _____

Mob No _____

Address : _____



Details of the Minimum 3 years experience/work done.

Sl. No.

Name of the Deptt./ Organisation & Name of contact Person with Ph. No.

Period No. of staff

Remarks

From To

1.

2.

3.

(Authorised Signatory)



FINANCIAL BID

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

Last date for receipt of Tender :

Date of opening of Financial Bid :

To,
The Director
NERIWALM, Tezpur.

Sir,

I/We wish to submit our Tenders for providing two highly skilled & two semi-skilled workers for job contract on the following rates:-

Particulars Rate per month inclusive all taxes & charges Monthly consolidated rate offered for providing ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, OPERATION OF GENERATORS, ELECTRICAL SUB-STATION, AIR CONDITIONERS IN NERIWALM CAMPUS AT DOLABARI, TEZPUR in accordance with scope of work as per work contract details & scope of works given in Schedule-II

Rs (In figure) _____

Rupees (In words) _____



I/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.

The above rates including all liabilities, like EPF, ESI, GST & Minimum wages as prescribed by Ministry of Labour & Employment, Govt. of India for providing services, service tax, service charges etc. If above quoted rates found lower than that the same may not be considered by the Institute for award of the contract.

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 with seal _____

Telephone No (land line). _____

Mobile No. _____

