

सीएसआईआर केन्द्रीय खनन एवं ईंधन अनुसंधान संस्थान –
बरवा रोड धनबाद, झारखण्ड –826 015

संक्षिप्त निविदा सूचना

सं : CIMFR/W&S/Sampling/Ranchi/19

दिनांक : 15-03-2019

कार्य का नाम :कोयला नमूनाकरण एवं कार्यालय सम्बंधित कार्य

कार्य का स्थान :सीएसआईआर सिम्फर, राँची इकाई

निविदा प्रपत्र का मूल्य रुपये :1000/= मात्र

अग्र धन राशि रुपये :1,69,154/=मात्र

कार्य की प्राकलित राशि रुपये :84,57,689/=(वार्षिक)

कार्य की अवधि एक वर्ष :

निविदा डाउनलोड करने की तिथि: 15/03/2019 से 26/03/2019 (कार्यदिवस में)

निविदा जमा करने की अंतिम तिथि व समय :26/03/2019 दोपहर 3.00 बजे तक

निविदा खुलने की तिथि व समय :27/03/2019दोपहर 3.00 बजे

निविदा का विस्तृत विवरणनियम व शर्ते संस्थान के वेबसाईट ,www.cimfr.nic.inएवं <https://etenders.gov.in/eprocure/app>पर उपलब्ध हैंऔर जिसेडाउन लोड कर भरा जा सकता है.

ह०
प्रशासनिक अधिकारी
सीएसआईआर-सिम्फर, धनबाद

CSIR-CIMFR
CIMFR/W&S/Sampling/Ranchi/19

TENDER DOCUMENTS
FOR
COAL SAMPLE PREPARATION AND OTHER OFFICE RELATED WORK
AT CSIR-CIMFR, REGIONAL CENTRE,RANCHI



CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH (Council of Scientific & Industrial Research) BARWA ROAD, DHANBAD-826015 Telephone : 0326-2296023,2296042, Fax- 2296025

Website Address www.cimfr.nic.in

Signature & Seal of the Contractor

To,

Date:- 15/03 /2019

The Director
CSIR-Central Institute of Mining and Fuel Research
Barwa Road,
P.O+Dist.-Dhanbad
Jharkhand-826015,

Ref: Notice Inviting Tender No. CIMFR/W&S/Sampling/Ranchi/19 dated:15/03/2019

Sir,

I/We hereby submit my/our Tender for executing job “Coal Sampling And Allied Work at Ranchi Unit of CSIR-CIMFR, Barwa Road, Dhanbad against the above NIT in prescribed Performa marked ANNEXURES.

I/we certify that the quoted rates will remain valid for a contract period depending upon the performance of the Contractor. The contract will start from the date of commencement of the Contract/Agreement and in no case, I/We demand any increase of rate of Service Charge, on any ground except enhancement of minimum wages of Labourers as per order by GOI. The terms and conditions as detailed in the ‘Instructions to Tenderers’ are unconditionally acceptable to me/us. Demand Draft/Bankers Cheque No..... dated.../...../2019 drawn on State Bank of India, only for ₹ 1,69,154/= (Rupees one lac sixty nine thousand one hundred fifty fouronly) in favour of ‘Director, CSIR-CIMFR’ payable at State Bank of India, Hirapur branch (Code no. 1670), Dhanbad towards earnest money should be put in a separate sealed envelope **Superscripted with the name of the work and EMD for the same, address of firm** and should be submitted to A.O/S.O(W&S) of this institute before last date and time of uploading the tender document.. (No Cheque will be accepted.)

Yours faithfully,

Signature of the Tenderer Dated:

Seal :

Name :

Position:

Address:

Enclosure:

1. Demand Draft No..... dated / /2019 for Rs1,69,154/=
2. ANNEXURE duly filled, signed and stamped,
3. Affidavit(Annexure-III) on Non-Judicial Stamp,
4. Instruction to Tenderers duly signed and stamped
5. A copy of Registration Certificate of the contractor
6. Other Credentials.

CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH



Hq-. Barwa Road
P.O-CMRI, Jharkhand, Pin-826015

NOTICE INVITING TENDER

No. CIMFR/W&S/Sampling/Ranchi/19

Dated:15-03-2019

E- tenders in two bid system (part-A Technical Bid & EMD and Part –B Price Bid) are invited for the job **“Coal Sampling and allied work”** at Ranchi unit of CSIR-CIMFR, Dhanbad mentioned in the table from the contractors having valid labour license under Contract Labour (R&A) Act,1970 and knowledge of satisfactorily completion of three similar works for each work separately or work order & completion certificate for combined work having all categories i.e. Coal Sampling, Gardening, Sanitation and providing Highly skilled/ Skilled/ Semi skilled/ unskilled workman for the value of 40% i.e ₹ 33,83,075/- or two similar work for the value of 60% i.e. 50,74,613/-or one work of value of 80% i.e. ₹ 67,66,151/- of the estimated cost during the last five years in any of the Public Sector/Govt./Semi Govt. Organizations/Autonomous Body like CSIR and its Laboratories or Institute. The Contract will be valid for a period of one year initially, which may be extended further for a period of one year or curtailed at the discretion of Competent Authority depending upon the performance of the Contractor.

Sl No	Nature of job	Estimated value of the work Annum(in INR)	Cost of Tender Document (₹)	Earnest Money Deposit (₹)
1.	“Coal Sampling and allied work” at Ranchi unit of CSIR-CIMFR, ,Dhanbad	₹. 84,57,689/=	₹.1,000.00	₹. 1,69,154.00

Tender documents may be downloaded from website of the Institute www.cimfr.nic.in and <https://etenders.gov.in/e procure/app>

Last date of Submission of E-Tender Documents : 26-03-2019 upto 3.00 pm.

Date of opening of Techno-Commercial Bid : 27-03-2019 at 3.00 pm

:

Signature of the Tenderer with date and seal

e-tendering

CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH



Hq. at Barwa Road, P.O+Dist -Dhanbad, Jharkhand, Pin-826015

The following conditions will be applicable:

1. Any contractor(s) blacklisted by erstwhile CMRI/CFRI/CIMFR or any CSIR laboratories or any PSU/Govt. organization/Semi-Govt. organization shall not be eligible to participate in the bid. In this regard an Affidavit as per Annexure III should be submitted by the bidders.
2. The details in this regard are available in the Tender Documents which will also form a part of this NIT.
3. The Tenders should be submitted in two parts Techno-commercial bid along with **Tender CostRs. 1000/- (Rupees one thousand only) through SBI collect having link available on website of Institute www.cimfr.nic.in** and EMD (Part-A) and Price Bid (Part-B). **DD for EMD must have name of firm or proprietor/owner as applicant.**
4. The contractor should clearly mention all the statutory provisions and payments like minimum wages as per Govt. of India notification, EPF, ESI, while quoting the rates. Without keeping the statutory provisions in quoting the rates and not mentioning in their filled Tender Documents will lead to cancellation of quotation.
5. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
6. Overwriting/white fluid in any part of the Tender Document is prohibited and the same will be rejected.
7. Late/delayed Tenders shall be rejected out-rightly.
8. The Conditional tenders and/or tenders without Earnest Money Deposit will be rejected outright. The Director, CIMFR reserves the right to reject any or all the tenders without assigning any reason or whatsoever.
9. Only e-tender will be accepted and no case any hard copy of tender will be entertained.

**Administrative Officer
CSIR-CIMFR,Dhanbad**

**CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH
REGIONAL CENTRE, RANCHI**

**TERMS AND CONDITIONS OF TENDER FOR SELECTION OF AN AGENCY FOR Job contract
for Coal Sampling and Office related work at CSIR-CIMFR, Regional Centre, Ranchi.**

1.0 DEFINITIONS: In this Contract :-

- (a) “CSIR-CIMFR” means CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH, DHANBAD.
- (b) “TENDER” means and includes those persons or firm or company, who have submitted valid tender and includes their authorized representative and person, who can lawfully represent the tenderer.
- (c) “Competent Authority” means Director, CSIR-CIMFR or a committee of CSIR-CIMFR empowered under delegation of power and includes a nominee.
- (d) “Contractor” means the “Successful Tenderer” whose Tender has been accepted and or on whom work – order has been placed.
- (e) “Contract” means the invitation to tender, instruction to Tenderer, general terms & conditions, special terms and conditions, acceptance of tender. Tenders, work order. Contract Agreement together with amendments, modifications, additions, substitutions, if any.
- (f) “Contract Price” means the sum named in the work order, subject to such additions, there to or deduction there from as may be made under the provisions of contract.
- (g) “Approved” means approved in writing including subsequent written confirmation of previous verbal approval and approval means approval in writing.
- (h) “Employer” means the Contractor.
- (i) “Employee” means a workman/labour employed by a Contractor.
- (j) “Duration of Contract” means the period stipulated in the Contract or work order or such extended period if any by written communication after which the contract shall come to an end.

2.0 EXECUTION OF CONTRACT:

2.1 The Contractor shall commence the execution of job Contract. Work Order within the period mentioned in the Contract and shall proceed with expedition and without delay, except as may be expressly sanctioned or ordered by department.

2.2 Subject to any extension or requirement in the contract as to completion of work, the whole of the job shall be completed within the time stated in the contract.

2.3 From commencement to the completion of the contract and so long the work order is in force, the contractor shall take responsibility in case any damage, loss or injury is caused to any person or property of CSIR-CIMFR, the Contractor shall be liable for damage by his activity in course of any operation carried out by him/her for the purpose of complying with his/her obligation under the Contract.

3.0 **OBJECTIVE:**

3.1 CSIR-CIMFR would like to engage a contractor of repute to execute the job contract. Details of work are mentioned in Annexure– I.

4.0 **SCOPE OF WORK:**

4.1 Manpower needed for Sampling and allied work, sweeping & cleaning, open spaces, incl. disposal of rubbishes, removal of garbage, cleaning of drains, cleaning of outlet pipes, up-rooting of unwanted bushes and as and when required, surface dressing, removal of rubbish, maintenance of Garden and shifting outside the periphery of campus, data entry, preparation of reports etc as detailed in Annexure-I.

5.0 **INSTRUCTION TO THE TENDERERS:**

5.1 **Techno-Commercial Bid (Part-A):** comprises of the following signed documents along with the signed tender bid:

- i) Copy of PAN Card,
- ii) Copy of Income Tax Return, for the last three Financial Year
- iii) Copy of Form 26 AS for the last three Financial Year
- iv) Copy of EPF Registration number
- v) Copy of ESI Registration number
- vi) Copy of GST Registration number,
- vii) Valid Labour License to carry out similar work under Contract Labour (R &A) Act,1970
- viii) Power of attorney to sign the tender documents and to conduct negotiation on behalf of the firm/company or ID proof of owner/partner of the firm.
- ix) Self-attested Copy of relevant work order and their work completion certificate of three similar works for each work separately or work order & completion certificate for combined work having all categories i.e. Coal Sampling, Gardening, Sanitation and providing Highly skilled/ Skilled/ Semi skilled/ unskilled workman for the value of 40% i.e ₹ 33,83,075/- or two similar work for the value of 60% i.e. 50,74,613/-or one work of value of 80% i.e. ₹ 67,66,151/- of the estimated cost during the last five years in any of the Public Sector/Govt./Semi Govt. Organizations/Autonomous Body like CSIR and its Laboratories or Institute
- viii) Original DD for EMD, amounting to ₹ 1,69,154/- in separate envelope should be submitted in this office before the date and time of submission of tender.,
- ix) Affidavit as in Annexure-III,
- x) Declaration as in Annexure- IV,

N.B: The tender document can also be downloaded from website <https://etenders.gov.in/eprocure/app> and the same will be accepted along with the tender document fee of Rs. 1000/- (Rupees One Thousand only) as mentioned above through **SBI collect, online payment system**, having link on CIMFR official website and receipt thus generated should be enclosed, with the Tender Document under submission. Offers received through FAX/e-mail/Telegram/Hard copy will be summarily rejected. The **last date for submission of E- Tender is 26/03/2019 by 3.00 pm.**

Offline Earnest Money Deposit (EMD) amounting of ₹ 1,69,154/= (Rupees one lac sixty nine thousand one hundred fifty four Only) in the form of DD may be drawn in favour of Director, CIMFR payable at SBI, Hirapur, Dhanbad (Branch code 01670) should be kept in separate envelope and submit it to Works & Services Section, Administrative Building, Barwa Road, Dhanbad.

- 5.2 The agency should quote composite rates of Service Charge applicable to all the sources. These rates should be indicated in Annexure both in figures and words. For this purpose, tenderers should use a photo copy of Annexure, retaining the original intact in the booklet of tender documents.
- 5.3 Financial bid will be opened only if the committee is satisfied on opening of Techno commercial bid that the required documents have been submitted and the tenderer (s) is/are fulfilling all the terms and conditions.
- 5.4 INTENDING TENDRERS MAY OBTAIN ANY CLARIFICATION IN WRITING BEFORE TENDERING. SUBMISSION OF TENDER IMPLIES THAT THE TENDERER HAS UNDERSTOOD ALL THE CLAUSES AND OBTAINED ALL THE REQUIRED CLARIFICATIONS.
- 5.5 The personnel's deployed by the contractor for the said job shall be duty bound and they have to wear the proper dress, shoes, caps, nose mask, and hand gloves during the duty hour and there will be supplied to the concern by the contractor at their own cost. They will also wear Identity Cards, issued by the Contractor all the time. Failure to wear mentioned items in any reason, whatsoever, will be treated as breach of contract terms and action will be taken.
- 5.6 The tenderer is required to sign on all the pages of the tender document. **Overwriting in quotations is strictly prohibited.**

6.0 **PROVISIONS OF LABOUR LAW:**

- 6.1 In respect of all labour directly or indirectly employed for the contract, by the contractor, the Contractor shall comply with all rules framed from time to time by the Government (Central or state) or other Local authority and registration governing labour for inter-alia the protection of health, sanitary arrangements, wages, welfare and safety of workers. The rules and other statutory obligation in regard to their wages, the welfare measures and safety of labour etc. will also be deemed on the part of the contractor. Besides the contractor shall take responsibility for obtaining necessary labour license from Central /State/Local Authorities as the case may be. The contractor shall also ensure payment of statutory contributions including contribution towards fund, annual bonus. Payment of wages for national holidays with or wages in lieu of leave etc.

- 6.2 The contractor shall confirm in all respects with the provision of any such statute, ordinance of law as aforesaid and the Rules, Regulations and Bye-laws of any local or other duly constituted authority, which may be applicable to the contracts and with such rules and regulations of Public Bodies as aforesaid and shall keep the Company/firm indemnified against all penalties and liability of every kind for breach of any such statute, Ordinance, Law, Rules, Regulations or Bye-laws.
- 6.3 The contractor shall abide by the instructions issued by the Principal Employer from time to time in the connection.
- 6.4 In the event of failing to discharge obligations required to be compiled by the Contractor by or under any statute, the Principal Employer or the Employer will be entitled to rescind the contract at the sole risk and cost of the Contractor and /or recover from him/her, the amount of loss sustained by the Principal Employer on this account.
- 6.5 The Contractor shall be responsible for the good conduct of his/her employees. All payments to his/her employees/workers are required to be made by the Contractor in the first week of the month and notified in advance as required under statute and in the presence of an authorized representative who shall record in the acquaintance roll under his signature a certificate as a token of having witnessed the payment. The payment must be made to the workers through e-payment mode (NEFT/RTGS/ IMPS).
- 6.6 The contractor shall maintain the records and registers in respect of workers employed by him/her as required under various Statutes and/or is instructed by the Principal Employer from time to time and shall produce the same for verification on demand from the any Authorities concerned or his/her authorized representative.
- 6.7 The personnel engaged by the contractor are sole employees of the contractor and they have no right to claim any compensation or regular appointment in CIMFR(CSIR). CIMFR(CSIR) does not own any responsibility what so ever either for their absorption/regularization/continuation of engagement explicitly/implicitly.

7.0 **INDEMNITY**

- 7.1 The contractor shall assume the liabilities for the Principal Employer or Employer and wholly indemnify against all cases of suits, claims, costs, damages, charges and expenses arising out of or in connection with carrying out of the work to which this contract relates whether such cases/suits or claims are brought by the members of public, neighboring owners of any premises or by any other affected party or workmen employed by the contractor on the work by the workmen(s) representative(s).

8.0 **DECISIONS/AWARDS:**

- 8.1 The Contractor shall abide by the decisions/recommendations/awards by the Courts/awards by the Courts/Labour courts/Industrial Tribunal/Wage Board/Commission appointed by the appropriate Government and shall secure implementation from time to time and maintain such relevant records and registers as are to be maintained under these legislation/awards/decisions and produce the same before the authorized agency or representative of the Principal Employer or the Employer as and when required.

9.0 **WAGES:**

- 9.1 The Contractor shall make payment of wages to his/her workers, if any, every month on or before the due date and on a date notified in advance. Wage payment should be made through NEFT/RTGS/IMPS mode and supported by Bank Statement/UTR no. of these transactions.
- 9.2 The Contractor shall make only those deductions from the Wages of the workers, which are authorized by Law/Rules.
- 9.3 The Contractor shall offer payment of all statutory dues payable to his/her workers in presence of the representative of the Principal Employer, on the date of the conclusion of the contract.
- 9.4 The Contractor shall ensure that all payment of minimum wages including V.D.A, EPF, ESI, Bonus etc. to the workers, absolving the Principal Employer in all respect.
- 9.5 GST, as applicable, will be paid extra on reimbursement basis after submission of challan as a proof.

10.0 **TOOLS, TACKES AND EQUIPMENT:**

- 10.1 The contractor is required to provide, tools, tackles, equipment (mentioned in Annexure-II) required in this connection with the execution of his contract during the operation of the contract. The Office will not pay any cost for aforesaid materials. Due to non-availability of tools, tackles, equipment (mentioned in Annexure-II), penal charges will be imposed due to loss of man days for non-execution of desired work in schedule time. The consumable materials for Cleaning and housekeeping will be supplied by contractor as per list in PRICE BID- IV and contractor shall claim this amount as per actual in the monthly bill.

11.0 **SUPERVISION:**

- 11.1 The Contractor has to engage his/her own Supervisors for proper supervision of the job/work and to execute job as per the instructions of the concerned department from time to time.

12.0 **SAFETY:**

- 12.1 The Contractor shall take all safety precautions and provide adequate supervision in order to do the job safely and without any damage.
- 12.2 The Contractor will start the work after Agreement for contract and job instructions from the competent authority of the Institute.
- 12.3 Where there are hazards. The contractors shall ensure that clearance is taken before sending workers in such locations.
- 12.4 In case of injury to persons, the contractor shall first take the injured person to the nearest health center or Registered Medical Practitioner with statutory forms and also maintain First Aid Box for emergency situation at working site.
- 12.5 The contractor after preliminary examination of Occupational Health Center may take his injured workmen to his own Doctor with permission from the Doctor at OHC on his risk giving an undertaking to that effect in writing to the Doctor. He will however have to keep department informed about the nature of the injury and the period for which the injured person is off-duty on account of injury and arrange substitute. In no case, the contractors

are allowed to make any claim on the Principal Employer or Employer towards the expenditure incurred on this account and on account of provisions made in the preceding clause.

12.6 The contractor shall abide by the provisions of Labour related Act, as applicable to respective states, workmen's compensation Act. Payment of wages Act. Inter-State migrant workmen (RECS) Act, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Equal Remuneration Act, Child Labour Act, Maternity Benefit Act, EPF Act, Payment of Bonus Act, Gratuity Act and such other law etc. as may be applicable and the rules framed there under and keep the Company indemnified from any liability under the provisions of the above acts and rules therein.

12.7 The Contractor shall be fully, responsible for accident caused due to his Agent's or workmen's negligence or carelessness in regard to the observance of the Safety requirement in all manner and shall be liable to pay compensation for injuries or deaths with absolutely no liability on the Principal Employer or Employer under workmen compensation act or any other act enacted by Central or State Government.

12.8 The Principal Employer or his/her representative will assess the penalty amount for forced stoppage of work as stated in para having regard to all the circumstances, in particular, the nature are gravity of the violation. After issuing a notice to the Contractor to show why the amount specified therein should not be imposed as penalty and after considering the written cause shown by the Contractor, if any, the Principal Employer shall pass final order which shall then be final and binding on the Contractor. The penalty amount shall be recovered from any bill and/or EMD/SD of the Contractor without any further reference to him/her.

13.0 **TERMINATION :**

13.1 Any unauthorized removal or possessing of any of the Institute properties by the Contractor, its Agent, servants and or employees shall be deemed to be a malpractice. Further, if the contractor or his employee or Agent/representative is found guilty of theft during the course of carrying out of the Contract resulting from the acceptance of his tender, the contract will be terminated without any notice and the Security Deposit will be forfeited without prejudice to any other action which the Company may take under law. Such Contractors are liable to be blacklisted from allotment of work in any other unit of CSIR-CIMFR.

13.2 In case, it is found that the Contractor is not discharging the duties to the satisfaction of the Principal Employer and there is a breach of terms and conditions on part of the contractor, the Principal Employer shall be at liberty to terminate the contract by giving the contractor one month's notice in writing. All expenses incurred by the management in finding out alternative arrangement for execution of the job and execution thereof by new contractor shall be deducted from any amount payable to the contractor or can be recovered from the contractor by any other form. Any advance payment made by the company to the contractor prior to such termination will be refunded by the contractor on termination or else will be adjusted against the Security deposit.

13.3 The Principal Employer reserves the right to terminate the contract in full or part and also to withdraw one or more sources from one party and assign the same to other party at the same rate.

14.0 **FORCE MAJEURE:**

14.1 If at any time during the continuance of the contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war/ Civil commotion/sabotage/floods/explosion or act of God, provided notice of happening of any such event with documentary evidence is given by either party to the other within fifteen days from the date of occurrence thereof, neither party shall be by reason of such events, entitled to terminate the contract nor shall either party have any claims for damages against the other in respect of non-performance or delay in performance and the work/ job under contract shall resumed after such events has ceased to exist.

If the contract is suspended by the occurrence of the event of force majeure for the period of more than 45 days the subject matter shall be mutually discussed by the Principal Employer and contractor. The decision of the Employer in this regards shall be final and binding on the contractor.

General Terms & Conditions for Coal Preparation and other Office related works

(To be signed by the contractor or his/her authorized representative in all the pages as a token of acceptance of the terms and conditions and submitted along with the Tender form):

1. The Tenderer should enter the amount quoted by him/her in figure and words in respective columns of the Tender Paper and should sign at the bottom of all the pages of the Tender Paper. The tender is liable to be rejected, in case of **any wrong entry or overwriting**. The Tender opening committee will open the Earnest money envelop first and in case this is in order, only then the Tender shall be opened.
2. The Tenderer(s) should write required information on appropriate space of Tender Documents.
3. **“Coal Sampling and Office related work” as required by CSIR-CIMFR, Regional Centre, Ranchi is detailed in Annexure-I** supplied with the tender document of which, sample preparation etc. need to be done, by strictly following BIS guidelines (IS-436, IS-6345, IS-4433 or/and other relevant Indian standards).
4. Since the job involves loading, unloading of coal samples, handling of machines for crushing, screening, grinding, Sanitation, Gardening related job and data entries in computer, it needs to be supervised by skilled person.
5. The Tenderer(s) should have completed three similar works i.e. Coal Sampling, Gardening , Sanitation and providing Highly skilled/ Skilled/Semi Skilled/ Unskilled Workmen for the value of 40% i.e ₹ 33,83,075/- or two similar work for the value of 60% i.e. 50,74,613/-or one work of value of 80% i.e. ₹ 67,66,151/- of the estimated cost during the last five years in any of the Public Sector/Govt./Semi Govt. Organizations/Autonomous Body like CSIR and its Laboratories or Institutes.
6. **The Contract will be valid for a period of one year initially, which may be extended further for a period of one year or curtailed at the discretion of Competent Authority depending upon the performance of the Contractor.**
7. No child labour practice is allowed and labours and workers deployed, who are aged between 18 (eighteen) years to 50 (fifty) years, on job.
8. The amount quoted by the bidder should meet the requirement of Minimum Wages Act, 1948 and other applicable Labour Laws and Acts.
9. The personnel deployed by the contractor for the said job shall be duty bound and they have to wear the proper dress, shoes, caps, nose mask, safety goggles and hand gloves during the duty

- hour and there will be supplied to the concern by the contractor at their own cost. Failure to wear the above mentioned in any reason, whatsoever, will be treated as breach of contract terms and action will be taken as per contract agreement.
10. The contractor should submit Monthly bill along with the details of attendance sheet, wage payment (by RTGS/NEFT mode), copy of Electronic Challan cum Receipt, copy of submission challan of EPF, ESI, GST etc. in triplicate, duly certified by the concerned Officers, for payment. **Hand written monthly bills, claimed for reimbursement, will not be accepted.**
 11. That the Contractor 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 for the work under the Agreement.
 12. The contractor shall have to pay wages to the personnel deployed by him/her in accordance with instructions issued under Minimum Wages Act and other Labour Acts and all other dues under various regulations and other statutory provisions, issued by the concerned Authorities from time to time. The payment on account of enhancement/escalation charges on account of revision in wages by the Govt. of India from time to time, shall be payable by the CSIR-CIMFR to the Contractor.
 13. Contractor may facilitate govt. launched pension scheme, insurance scheme for their worker, cost of which will be borne by the workers of contractor after their consent.
 14. The character and antecedents of each and every personnel deployed in CIMFR (Ranchi Campus) should be certified by the firm in writing. The list of all the personnel deployed on job along with their permanent address, recent photographs with signature, UAN must be submitted within 30 (thirty) days from the commencement of the contract, in duplicate.
 15. The Tenderers shall have to submit valid document that their Firm is registered or possess license. They shall also have to submit proof of Income Tax up to date in respect of the latest Assessment Year along with the Tender Document.
 16. The successful bidders will have to submit valid license regarding engagement of labor for Coal Sample Preparation and Other Office related work from the Asst. labor Commissioner, ministry of Labor, Govt. of India, Ranchi, upon award of work under the contract within 30 days. He/ She shall also have to satisfy and comply with any statutory requirements such as insurance, income tax deduction etc. and provide documentary evidence to CSIR-CIMFR authorities when asked for.
 17. Income Tax will be deducted from the Contractor's Bill (at Source) as per modification in Income Tax Rule, time to time and rate must be quoted by keeping view of Income Tax rate, as applicable.
 18. No accommodation will be provided to the Contractor/persons deployed by the contractor in any reason whatsoever. However, a space for keeping their tools and tackles may be provided if requested on rent basis but cannot be guaranteed.
 19. The contractor shall have to enter into a Formal Agreement and the same shall be valid for whole period of contract which is extended or curtailed at the discretion of the Competent Authority, depends upon the need and performance basis. The contractor shall have to abide by the terms and conditions, apart from those given above, which the Competent Authorities decides to enter in the Formal Agreement.
 20. The Management of CIMFR does not bind him/herself to accept the lowest or any tender and reserves to him/herself the right of accepting or rejecting, the whole or any part, of the tender without assigning, any reason thereof and his decision on the Tender, will be final.
 21. Since, the job identified as regular in nature for the said period, the successful contractor is expected to comply the applicable provisions of the Rule like Employees Provident Fund & Miscellaneous Provisions Act, 1952 & Employee State Insurance Act, 1948, without fail.
 22. **The successful Tenderer shall have to furnish Bank Guarantee from Nationalized Scheduled Bank of the Locality of an amount equal to 10% of estimated value of work i.e Rs-8,45,769/- (Rupees Eight lakh forty five thousand seven hundred sixty nine only) or as required by**

CIMFR as Security Deposit within 15 days of the commencement of contract OR a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money.

23. The Tenderer shall not be permitted to tender for the work in the concerned unit of CSIR–CIMFR, in which a relative is posted in the grade between Administrative Officer or equivalent or above and Junior Engineer or equivalent (both inclusive). He shall also intimate the names of persons, who are working with him/her in any capacity or subsequently employed by him/her and who are relatives, as mentioned as under.
24. The Tenderer should provide Monthly Bills along with consumption certificate of raw materials, if any, duly signed by inspecting official(s) in Triplicate, for payment of the previous month, duly signed by him/her and properly certified by the designated/nominated /authorized Officer of CSIR-CIMFR.
25. All disputes arising out of this contract in respect of the personnel deployed by the contractor with regard to their salaries/wages or any other matter connected with their service conditions is solely and wholly the responsibility of the contractor. The CSIR-CIMFR will be free from all encumbrances either from the Govt. or from any other sources.
26. The personnel engaged by the contractor are sole employees of the contractor in all circumstances and they have no right to claim for any compensation or regular appointment in CSIR-CIMFR and CSIR-CIMFR doesn't own any responsibility, what so ever either for their absorption/regularization/continuation of engagement explicitly/ implicitly.
27. In the event of any dispute/differences arising out of this contract or in connection herewith except as to the matters the decision of which is specifically provided under this agreement, the same shall be referred to the sole arbitrator to be appointed by the Director General, CSIR, New Delhi. The award of the arbitrator shall be final and binding on the parties. The venue of the arbitration shall be decided by the arbitrator.
28. The number of persons deployed by the contractor on any day shall not be less than what has been mentioned in the NIT and may be checked by any concerned official(s) on the working site randomly on any day.
29. The successful bidders will have to submit valid license regarding engagement of labour for coal sampling and allied jobs etc. from the Asst. labor Commissioner, Ministry of Labour, Govt. of India, Nagpur, upon award of work under the contract, within 30 days. He/She shall also have to satisfy and comply with any statutory requirements such as insurance, income tax deduction etc. and provide documentary evidence to CSIR-CIMFR authorities, when asked for.

The above terms and conditions are acceptable to me/us and I/we shall abide by the decision taken by the Director, CIMFR on this tender.

Signature of the Tenderer

Name:
Address:

Dated:
SEAL:

ANNEXURE-I

PARTICULARS OF JOB REQUIREMENTS AT CSIR-CIMFR, REGIONAL CENTRE, RANCHI

Sl. No.	Job Detail Description
1.	<p style="text-align: center;">Coal Sampling and Office related work :</p> <p>A Sub-sampling work for coal sample preparation up to 72 /36 /16 /6 mesh B.S. which includes the preparation, labeling of samples, proper storage and retrieval of prepared/reserves samples and their arrangement according to serial number of samples and dates etc.</p> <p>i) Coal Sample preparation (Borehole& Party) as per BIS. Float and Sink test for bore hole coal Cores and marking thereof.</p> <p>ii) Sample preparation for HGI Test (as per BIS).</p> <p>iii) Assistance in sample collection work from collieries and handling of bulk sample to prepare lab scale sample as per IS 436(Part I).</p> <p>B. Preparation of Lab. scale Seam overall coal samples from half reserves of borehole coal core for special test including sorting of half reserves of borehole coal core & arranging according to serial, mixing of half reserves of borehole coal cores, coning & quartering, Sub-sampling work for sample preparation up to 72 mesh, labeling, proper up keeping of reserves as well as prepared samples.</p> <p>C. Handling & Processing of Borehole Coal cores samples for washability test. Crushing of Borehole Coal sample to the desired top size and lab scale head Sample preparation. Screen analysis of Head Coal sample in five size frictions (75-50, 50-25, 25-13, 13-6, 6-3, 3-0.5, &<0.5mm). Full scale washabilitytest(Sp.gr1.30 to 2.0) for Borehole coal cores with gravity increasing of 0.05/0.10 or as per requirement. Lab scale sample preparation from gravity fraction coal samples.</p> <p>D Bulk Sample (ROM) processing (as per BIS 6345) i) Screening (6 to 8 screens of different sizes), ii) Processing, size reduction (up to 100, 75, 50, 25, 13mm etc or as per requirement), iii) Float and sink test (6 to 8 specific gravities), iv) Sample preparation (as per BIS)</p> <p>E. Shifting of borehole coal core boxes for logging and assistance during logging & other related work of logging. Disposal of Sample, up keeping, Cleaning and maintenance of sub sampling section including setting/ resetting of core boxes, sample reserves, etc.</p> <p>F. Sample handling for different experiments (samples are handled multiple times for analysis and processing of the same through different equipments/process routes), cleaning and maintenance of all sophisticated equipments and day to day others official work of the section. Cleaning of glass wares, bringing gas and connecting the gas cylinders, samples collection and up keeping in proper place, execution of all above work as per instruction of HOS of concerned section during office hours.</p> <p>G Samples collection and up keeping in proper place, render assistance to the scientific staffs for</p>

	.	allotments of samples and analysis, operation and control of furnaces, cleaning of discs, cleaning of sophisticated equipments/instruments, execution of all above work as per instruction of HOS, Proximate section during office hours.
Sl. No.	Job Detail Description	
1. contd..	Coal Sampling and Office related work:	
	H.	Computer Input of analytical data & preparation of analytical reports and other related documents when required by trained and experienced person.
	I.	Water supply to office, laboratory and staff quarters by operating the 3 phase electrical pump through control panel and suitably operating the gate valves fitted in line, maintenance of Coal Crushers and Electrical repair & maintenance (internal & external) works, operation of diesel generator set and other similar works, as and when required, within the maximum operating period of 10 hours daily by trained persons.
	J.	Provide assistance in administrative work related to projects, handling and maintenance of documents and file, Good knowledge of computer typing and DTP software, Typing and handling of store and purchase related documents. Execution of all above work as per instruction of HOS, during office hours.
2.	Housekeeping on all working days for office, lab and colony & for transit room on holidays and odd hours also, to keep up-to-date:	
	A.	Sweeping of roads and open spaces and unwanted weed, leaves, waste/garbage and dust shall be collected and removed from road and open spaces and dumped as per direction of I/C Cleaning/Lab. supervisor, on all working days from morning.
	B.	Sweeping and swabbing of floors with detergent and phenyl, Office, Lab. Buildings on all working days from morning & Transit rooms (on holiday and odd hours also) and cleaning windows, working tables, tables and chairs, tools, dustbins, etc,
	C.	Cleaning and sweeping of urinals and toilets including toilet seat, sweeping and cleaning the side walls/floors by detergent, deodorants, phenyl, chemicals etc. required for upkeep of toilet blocks, wiping the floor with rubber wiper to dry the floor and maintain 5-6 naphthalene ball in each urinal, on all working days for laboratory, office buildings and transit room (on holiday and odd hours also).
	D.	Cleaning of wash basins / Sink including looking mirrors and sweeping and cleaning the side walls/floors, on all working days for laboratory, office buildings & transit room(on holiday and odd hours also).
	E.	Cleaning of drains by removing jungles, grasses with roots, mud and their disposal to dumping place, once in a week or as per instruction of HOS.
	F.	Cleaning, dusting, removal of cobwebs and strain removing of entire surface from Window panels, ventilators, doors, photo frames, notice boards and electrical fittings etc. in laboratory, office buildings & transit rooms.
	G.	Cleaning of Rain water pipes, removal of unwanted weed, leaves, waste/garbage and dust from roof, uprooting of unwanted plants (from the roots) from the roof walls and repairing the damaged portions with cement, area of office & lab buildings, transit rooms and staff quarters.

H.	Cleaning of out-let pipes of kitchens, bathrooms and latrines as and when required by providing extra labour including cleaning of related sewerage line (underground) by cleaning two to three man holes and removal of wastes, of office & lab buildings, transit rooms and staff quarters.
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2.	Housekeeping on all working days for office, lab and colony & for transit room on holidays and odd hours also, to keep up-to-date:
I.	Cutting, Cleaning & removal of wild parthenium (from root), grasses and unwanted bushes, trimming of tree branches, leveling and dressing of soil surfaces, removal of the rubbish and shift it up to a 300 meter out-side the periphery of the area. Inside the CIMFR premises (Office & colony) to maintain up-to-date by engaging manpower in all working day as per instructions of HOS. Removal of dead dogs/ animals and buried in soil or as per instruction of HOS, when required.
J.	Spraying of anti termite solution inside and out-side the office & lab buildings, transit rooms and staff quarters wooden fittings & wall, as per requirement & instructions of HOS.
K.	Spraying of mosquito oil, operation of fogging machine, inside and out-side the office & lab buildings, transit rooms and staff quarters, in drain, ditches, septic tanks and places of breeding of mosquito in the office and colony campus as per requirement & instructions of HOS. Once in a week/ as per instruction of the manufacturer.
L.	Upkeep and maintenance of Garden by experienced mali: Upkeep and maintenance of garden, lawns, including cutting, cleaning & removal of wild parthenium (from root), grasses etc., plantation of seasonal plants by rotation, timely sprinkle of water, trimming of hedge edge and ornamental plants, spraying of insecticides/ fungicides/ termicides as and when needed. Plants, seeds, insecticides/ fungicides/termicides etc. will be provided by the Institute.

Note:-

1. The quantum of work may increase or decrease as per the requirements of the Institute.
2. Before submitting the tender papers, the tenderer should inspect the site/location, nature of work, working condition and movement of laborer etc. No claim whatsoever will be entertained for any alleged ignorance or otherwise under any circumstances after the award of the contract.
3. Contractor is required to supply only workmen for specific work as above and will be responsible for any loss due to negligence after engaging manpower or nonavailability of manpower. So, contractor or his representative should be available for prompt action. Materials and tools required will be considered separately.
4. The tentative numbers of workmen engaged daily for the above works are:

Unskilled – 07, Semiskilled – 31, Skilled – 02 and Highly Skilled-01.
5. The monthly bill will be considered for actual numbers of workmen engaged daily for total working days of the office for the month.

Name & Signature with date and seal of the tenderer

ANNEXURE-II

Tools, Tackels and Equipments

Sl. No.	Description of Items	Quantity Required Per Month
1.	Tools & tackle should be available with contractor to execute the mentioned work	
	a) Hoe (Kudal), big size	02 no.
	b) Hoe (Kudal), medium size	01 no.
	c) Hoe (Kudal), small size	01 no.
	d) Shovel (Belacha)	01 no.
	e) Garden Rack	01 no.
	f) Steel Pickaxe with chisel and point end (Gaita)	02 no.
	g) Mosquito oil sprayer Machine	
	a) Hand sprayer with pressure tank, Capacity-03 litre	01 no.
	b) Hand sprayer, capacity- 01 litre	01 no.
	h) Khurpa	02 no.
	i) Hedge shear, 10 inch	01 no.
	j) Pruning Secateurs (self-locking)	01 no.
	k) Grass cutting talwar	02 no.
	l) Quick spin mop dual bucket with wheel, complete set with moping rod, make: Gala/Prince	01 no.
	m) Providing and maintaining to working condition of Handy Thermal Aerosol Fogger Jet Machine, Reputed make, Electronic and manual start, Chemical Tank-6 lit(approx)	01 no.
	n) Hatchet for wood (Kulhaddi), medium size	01 no.

Note –

1. Contractor is responsible for handling and storage of all tools.
2. The Office will not pay any cost for aforesaid materials.
3. **Due to non-availability of above mentioned items, penal charges shall be imposed due to loss of man days for non-execution of desired work in schedule time.**

Name & Signature with date and seal of the tenderer

ANNEXURE-III

AFFIDAVIT

I/We (Name) _____ Cont
ractor/Partner/Sole Proprietor (strike out word which is not applicable) of the (name of Firm)
_____ Address _____ do
hereby solemnly affirm and declare that the individual/partnership firm or company is **never blacklisted**
by the office of Union or State Government/Semi-Govt/PSU/Autonomous Organization.

DEPONENT

Address: _____

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief.
No part of it is false and nothing has been kept concealed therein.

DEPONENT

Place: _____

Dated: ____/____/2017

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

Name & Signature with date and seal of the tenderer

ANNEXURE-IV

DECLARATION OF RELATIONSHIP

I/We (Name)_____ who is working as Contractor/ Partner/ Sole Proprietor (**strike out word which is not applicable**) of the (Firm) name _____Address

do hereby solemnly affirm and declare that **NO** RELATIVE(S) is/are working in any CSIR Laboratories/Institute or CIMFR, Dhanbad.

Signature with date and seal of the tendered

[OR]

I/We (Name)_____ who is working as Contractor/ Partner/ Sole Proprietor (**strike out word which is not applicable**) of the (Firm) do hereby solemnly affirm and declare that Sri/Smt/Dr....., Designation.....at CIMFR, Dhanbad or CSIR employee at Laboratories/Institute located at

Signature with date and seal of the tendered

Relative(s) may be the following list person :

[NOTE : A person shall be deemed to be a relative of another if, and only if,(a) they are members of a Hindu Undivided Family (HUF), 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(s), Grandson'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.]