

INSTITUTE OF MATHEMATICAL SCIENCES

TENDER NO: II OF NIT DATED 22/11/2012

Maintenance and repair works relating to Electrical, Civil, Plumbing & Carpentry works and their supervision for the Year 2013[01.01.2013 to 31.12.2013] at IMSc [C.I.T. Campus], Guest House-cum-Students' Hostel Complex, Residential Staff Quarters located at Tiruvanmiyur and hired accommodation



The Institute of Mathematical Sciences

(An autonomous Institute under Dept. of Atomic Energy, Govt. of India)
C.I.T. Campus, Taramani, Chennai 600 113

NOTICE INVITING TENDERS

Director, Institute of Mathematical Sciences, Chennai invites sealed tenders for the following works from the firm who had carried out similar works during the past three years.

Sl.No.	Name of Work	Cost of Tender Document (Rs.) [including VAT]	Earnest Money Deposit (Rs.)
1	Maintenance and repair works relating to Electrical, Civil, Plumbing & Carpentry works and their supervision for the year 2013[01.01.2013 – 31.12.2013] at IMSc [C.I.T Campus], Guest house-cum- Students hostel Complex , Residential Staff Quarters located at Tiruvanmiyur and hired accommodations.	520/- (By Cash)	Rs.33,000/-

The tender documents can be obtained in person from the Accounts Officer on all working days between 1400 hrs and 1600 hrs. The Last date for sale of tender is 24/12/2012. In case tender documents are sought by post, a requisition indicating the details of tender documents along with demand draft for tender fee payable at Chennai drawn in favour of "Institute of Mathematical Sciences" to be forwarded to the Registrar at the above address well in advance. The Institute is not responsible for any postal delay.

The Registrar or an Officer authorized by him may be contacted between 1000 hrs and 1600 hrs on any working day for further clarifications if any.

The Tender bid should be quoted in the prescribed proforma as given in the Annexure 'B' of Tender Document. Any Tenderer who wants to submit quotations for more than one work, has to purchase prescribed Tender document for each work separately.

EMD to be submitted in the form of demand draft/bankers cheque payable at Chennai, drawn in favour of "Institute of Mathematical Sciences" from any one of the scheduled bank. Please note that tenders received without EMD will be summarily rejected. EMD in any other form will not be accepted.

The tenders are to be submitted in sealed envelope super-scribing the name of the work clearly so as to reach **on or before 26/12/12 at 1500 hrs** to the undersigned and the same will be opened at 1530 hrs on the same day in the presence of tenderers or their authorized representatives, who would like to be present. Late and delayed tenders will not be opened and will be summarily rejected.

Canvassing in connection with tender/quotation is strictly prohibited. The Director, IMSc reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason therefore.

Sd/-
REGISTRAR
 For and on behalf of Director
 Institute of Mathematical Sciences, Chennai

TENDER AGREEMENT

Date: 22/11/2011

To,
The Director
The Institute of Mathematical Sciences
C.I.T. Campus, Taramani, Chennai 600 113.

Tender No. IMSc/Tender Documents/2012

Name of Work: Maintenance and repair works relating to Electrical, Civil, Plumbing & Carpentry works and their supervision for the year 2013[01.01.2013 – 31.12.2013] at IMSc [C.I.T Campus], Guest house-cum- Students hostel Complex , Residential Staff Quarters located at Tiruvanmiyur and hired accommodations.

Sir,

I/We read the various conditions to tender including general conditions and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of **60 (Sixty)** days from the date fixed for opening the same and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We will be liable for forfeiture of my/our "Earnest Money Deposit" submitted along with the tender to Director, Institute of Mathematical Sciences. I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the IMSc general conditions of the contract as amended from time to time and to carryout the work according to the drawings, specifications and special conditions of the contract laid down by IMSc.

A sum of Rs.33,000/- is hereby forwarded as Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of Institute of Mathematical Sciences and payable at Chennai from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- A) I /We do not execute the contract documents immediately after getting information from IMSc.
- B) I / We do not commence the work within 15 days after issue of the letter including contract to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer with Stamp

ADDRESS:

**THE INSTITUTE OF MATHEMATICAL SCIENCES,
TARAMANI, CHENNAI 600 113.**

- Tender No. : TENDER NO: II OF NIT DATED 22/11/2012
- Name of work : **Maintenance and repair works relating to Electrical, Civil, Plumbing & Carpentry works and their supervision for the year 2013 [01.01.2013 – 31.12.2013] at IMSc [C.I.T Campus], Guest house -cum- Students Hostel Complex , Residential Staff Quarters located at Tiruvanmiyur and hired accommodations.**
- Sale of tender document : **26/11/12 to 24/12/12 from 1400 hrs to 1600 hrs during working days**
- Submission of tender : **Up to 1500 hrs on 24/12/12. Tender should be submitted to Registrar, Institute of Mathematical Sciences. Tenders submitted after the due date and time will be treated as delayed / late tender and will be summarily rejected**
- Tender Opening date and time : **On 24/12/12 at 1530 hrs in the Office of the Registrar, Institute of Mathematical Sciences, Chennai 600 113**

INSTRUCTIONS TO TENDERERS

Tender should be submitted in two parts. Part I(Techno Commercial) should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained manpower to be provided for each work, details of their qualification and experience etc and other commercial points. Part II(Price) should contain only the charges. Signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super scribed as "Tender for Maintenance works relating to Electrical, Civil, Plumbing & Carpentry works" Part I (Techno-commercial) and the cover for Part II should be super scribed as "Tender for Maintenance works relating to Electrical, Civil, Plumbing & Carpentry works" Part II (Price). EMD should be kept in a separate sealed cover super scribed as "EMD – Maintenance works relating to Electrical, Civil, Plumbing & Carpentry works" and all the three covers should be kept in a big single sealed cover super scribed as "Tender for Maintenance works relating to Electrical, Civil, Plumbing & Carpentry works"

- a. Submission of EMD of Rs. 33,000/- of the tendered value is a must and should

be submitted along with the tender. The EMD is to be furnished in the form of DD/Banker's cheque from any schedule bank drawn in favour of "Institute of Mathematical Sciences" payable at Chennai. In respect of the successful bidder, this EMD will be adjusted as part of security deposit. EMD submitted by other bidders will be returned after finalization of the contract.

- b. For due performance of his obligations under the contract, during the validity the successful tenderers shall have to deposit 10% of the contract value as Security Deposit which will be, free of interest immediately after conclusion of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalised Banks or SBI or in the form of DD from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded after adjusting any dues to the Institute from the Contractor.
- c. The tenderer should read the '**General Terms and Conditions**' & '**Note**' of the Institute annexed hereto and give their acceptance at the end.
- d. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- e. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- f. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- g. The Director, IMSc does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

PART - I

TECHNICAL DETAILS

Technical Details should be provided in the prescribed format i.e. Annexure "A" which should inter alia contain the following:

- a. The tenderer should furnish the proof of his experience of providing manpower to large or reputed organization or research institute. The contractor should furnish the details of their staff strength, qualification & experience of the technicians and supervisory staff, office address for correspondence, contact telephone numbers etc. The details of the supervisory staff and number of field workers with their qualification and experience for each work to be deployed for this contract should be indicated separately.
- b. Tenderer should supply the list & quantity of necessary equipment, tools and

implements, he possesses for the use of his labourers and the details of such items which can be exclusively deployed for this work.

- c. An Earnest Money Deposit of Rs. 33,000/- will have to be furnished along with tender documents in the form of DD / Bankers cheque from any one of the Scheduled bank drawn in favour of "The Institute of Mathematical Sciences", payable at Chennai, which will be adjusted towards the Security Deposit, if the contract is awarded to him/her/firm.
- d. Tenderer should furnish the proof of financial status from his Bankers to undertake the job of this size and any other relevant documents.
- e. PAN details of the firm has to be indicated along with a certified copy.
- f. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be has never been black listed or changed the name of the firm. The persons deployed for work should not be involved in any police case or any case should be pending against them. Documents to that effect to be furnished.
- g. An affidavit duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be and that has never been punished by any Hon'ble Court.
- h. Names/address of two persons who can vouch for the credentials of the contractor and stand surety.
- i. The entire tender document should be duly signed & sealed by the tenderer.
- j. The tenderer shall submit the information regarding his firm in the format placed an Annexure "A" as part of Technical bid along with terms & conditions (duly signed) for maintenance and repair works relating to electrical, civil, plumbing and carpentry works
- k. The Tenderer must have E.P.F. /E.S.I.S Registration number.
- l. The persons deployed for work should not involved in any police case of any case is pending against them. Documents to that effect to be furnished.

PART – II

PRICE-BID

- a. Price bid should be in the format enclosed with tender at Annexure “B” (Schedule of quantities) in a separate sealed cover. Failure to provide price bid in sealed separate cover will result in invalidation of the offer.
- b. Tender envelope should be sealed by sealing wax. The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.**
- c. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
- d. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- f. As a proof of having used the procured Consumables and Non-Consumables, bills of the items with appropriate certificate from the Officer-in-Charge concerned should be submitted along with monthly bills. However, cost of all the items used will not be paid separately. The Contractor should include all such costs in the lumpsum rates while quoting the price bid.

Annexure "A"**TECHNICAL DETAILS**

Sl. No.	Particulars	
1.	Name of Firm/Tenderer/Company (in block letters)	
2.	Permanent Address & Telephone No.	
3.	Year of incorporation of the Firm/Company	
4.	Full Postal Address: Telephone/Fax No./E-mail:	
5.	Details of experience for Maintenance and repair works relating to Electrical, Civil, Plumbing & Carpentry works to reputed organizations for the last five years (separate sheet may be attached). Names of the major clients with their addresses, telephone numbers(enclose certificates/credentials issued by such clients)	
6.	Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet)	
7	Tender Fee Rs: (If tender document is downloaded) Bank Draft No. & Date: Banker's Name & Branch:	
8	Earnest Money Rs. Bank Draft No & Date Banker's Name	
9	Details of equipments, tools, implements which can be exclusively deployed for this work(attach separate sheet).	
10	Details of Supervisors, Plumbers, Carpenters, Helpers to be employed for this work and the details of their qualification and experience(attach separate sheet).	
11	Proof of Financial Capacity from his bankers	
12	An affidavit duly certified by a Notary that the Partners of the firm sole Proprietor or Company has never been black listed/ not involved in any Police Case/ Vigilance enquiry pending or ever been punished by the Honorable Court.	
13	Latest Income Tax (with TAN/PAN No.) Professional Tax, Sales Tax, Service Tax registration details	
14	Details of establishment Registration with date obtained from the various authorities (enclose photo copies)	
15	Details of E.S.I.S. Registration with Date	
16	Details of E.P.F. Registration with date	
17	Audited balance sheet and Profit/Loss A/c for the last 3 years (enclose photo copies)	
18	Any other information relevant to the contract	

Date:**Signature of Tenderer
Seal & address**

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end)

GENERAL INSTRUCTIONS

1. The contractor must have at least 3 (three) running contracts for providing such manpower the annual value of which should not be less than Rs. 5 lakh each. Copies of agreement/work order from client as documentary evidence should be provided.
2. The contractor must be registered under PF Act, ESI Act and Shops & Establishments Act. Copy of registration papers along with code numbers attached to the agency/company should be provided.
3. The contractor should have valid VAT and Service tax registration numbers and documentary evidence for the same should be provided.
4. The tenderer should ensure that they have rendered satisfactory performance during the last 3 years and the order/orders placed subsequently should not have been cancelled and closed by any department of Govt. of India or Public sector undertakings / reputed organisations in the last 3 years due to unsatisfactory performance and such persons whose orders/contracts have been closed or cancelled need not apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender.
5. Tender received after the closing date and time and without EMD will be summarily rejected.
6. No Sub-contracting of any job or part of a job would be allowed.
7. No escalation in rates due to any reasons, statutory or otherwise shall be allowed.
8. No Labour below the age of 18 years shall be employed on work by the contractor.
9. The contractor shall arrange to provide alternate staff in case of absence of the regular staff.
10. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left and postponed to next day.
11. The persons employed should be qualified to do the work and possess the necessary license / certificates to carry out the Electrical work.
12. The Service report containing nature of the complaints, nature of the fault and attended, parts replaced and customer remarks/signature should be prepared by the contractor. The cost of printing of the booklet will be borne by the contractor. The office should approve the model of service report. The contractor shall provide daily/weekly/monthly report stating the nature of complaints/work done at the end. The model of the format will be given by IMSc.
13. The Contractor shall not allow or permit their employees to participate in any trade union activities or organized agitation within the premises of IMSc and IMSc Staff Quarters/hired accommodations.

14. Travelling/daily allowances shall not be payable to the contractor/supervisor/labourer engaged by it for their visit to offices of local authorities, Employers office or any other locations.
15. No responsibility will be taken by IMSc for delay, loss or non-receipt of tenders sent by post.
16. **The tenderers are advised to inspect and survey the Institute Premises, Guest-House-Students Hostel Complex [CIT Campus], Taramani & IMSc Staff Quarters, Tiruvanmiyur and its surroundings/hired accommodations and satisfy themselves before submitting their tenders as to the form and nature of the Site. A tenderer shall be deemed to have full knowledge of the premises of the Institute and Staff Quarters, and the quantum of work to be carried out. Whether he/she inspects it or not, no extra claims due to any misunderstanding or otherwise shall be allowed.**
17. The tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender. Submission of a tender by a tenderer implies that he/she has, read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done.
18. The Institute reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons.
19. Any action on the part of the tenderer to influence any officer of the Institute or canvassing in any form shall make the tender liable for rejection.
20. The contract will be for a period of one year initially, which can be extended for a further period on satisfactory performance of the initial period of the contract. The IMSc may renew /extend the contract to such further period (s) as it may deem proper, having regard to the quality and manner of the contractor's performance/and market conditions. However, it shall be with consent/written request by the contractor in this regard.
21. All works shall be executed as per detailed specifications at IMSc, C.I.T. Campus, Taramani, Chennai and as directed by an officer/official nominated by the Director.
22. The areas of work indicated are purely approximate and likely to vary on either side up to any limit.
23. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the IMSc shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
24. The Contractor will be required to bring all minimum Tools and Labour required for execution of work.
25. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time and shall indemnify the IMSc from any claims in this regard.
26. The Contractor will be required to post skilled manpower as may be needed to carry out the work and to supervise and guide the workers - skilled as well as unskilled for proper execution of the work as per directions of the Officer-in-charge nominated by

Director of the Institute to administer the contract.

27. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
28. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims whatsoever on IMSc.
29. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by the Institute and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute if the contractor fails to repay the amount.
30. Water and Electricity required for the work may be used free of cost from IMSc after obtaining written approval from the Officer In-charge.
31. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IMSc from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.
32. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 - a. Employment of Children Act
 - b. Workmen compensation Act
 - c. Employment of Labour/Contract Labour Act
 - d. Industrial Employment Act
 - e. Contract Labour Abolition & Regulation Act 1970.
 - f. Minimum Wages Act
 - g. Employee Provident Fund Act
 - h. Any other act or legislation, which may govern the nature of the contract.
33. Any liability arising on the IMSc shall be deducted from the bills of the contractor/security deposit and if the full amount is not recovered then the same shall be recovered from the contractor. There would be no liabilities towards the workers of the contractor by IMSc.
34. The IMSc through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
35. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Director of IMSc) from time to time. All such instructions received by the authorized

representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

36. In the event of the contractor failing to execute the maintenance and repair works relating to electrical, civil, plumbing and carpentry works and their supervision for the year 2012- 2013 [01.01.2012 to 31.12.2012] at IMSc [C.I.T. Campus], Guest House-cum- Students' Hostel Complex & Residential Staff Quarters located at Tiruvanmiyur /hired accommodations under contract in whole or in part an alternative arrangement will be made by the IMSc totally at the cost & risk of contractor besides any suitable fine /penalty.

37. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the IMSc or its Staff Members/Students/Visitors by the contractor or his workers.

38. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff, the contractor will be under obligation to change the worker concerned within 24 hours when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The IMSc will not and cannot hold any responsibility with regard to staff on the role of the contractor what so ever.

39. The contractor & his/her staff shall follow the rules & regulations of the IMSc in force and instructions issued from time-to-time. IMSc will be free to take action against the contractor for violating the same.

40. The IMSc reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of 3 months, if he wishes to terminate the contract.

41. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or there after the matter shall be referred to the Director, IMSc or any other officer nominated by the Director, IMSc for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration and Conciliation Act 1996.

42. The personnel of Contractor should observe only 7 closed holidays in a calendar year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. The 7 closed holidays normally cover Pongal, Republic Day, Tamil New Year's Day, Independence Day, Gandhi Jayanthi, Deepavali & Christmas.

43. The services of employees of Contractor should be made available on six day week basis in a month irrespective of holidays except on Sundays.

44. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute

along with photo and thumb impression should be handed over to the Officer-in-Charge of the Institute. Any changes should be informed immediately.

45. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.

46. The contractor shall pay his workers the minimum wages fixed by the Central Govt. which will include Basic Pay, Special Allowance, EPF, Bonus, M.L. Welfare charges, paid Holidays, etc. for unskilled/Semi-skilled/Skilled workers from time-to-time, through out the tenure of contract in the presence of the representative of the Director of the Institute. The contractor shall pay wages to multitask workers employed by him not less than the minimum wages on 7th of every month by along with payment slip as per Central Labour Enforcement Authority.

47. In the event of local problems arising while discharging the functions at IMSc the contractor will deal with them appropriately and he will not bring IMSc on the scene for such matters. The Registrar should be kept informed of any such occurrence and the solution found.

48. The workers will be given one paid holiday for every six days of working.

B. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER

1. No party shall be allowed to be represented by a lawyer during any investigation, enquiry, appeal or any other proceedings.
2. The Institute with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

C. INSTITUTE'S OBLIGATIONS

1. The Institute shall not be responsible for any loss, breakage or theft of contractor's material for which he has to make his own arrangements for storage.

The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the contractor. It will be the sole responsibility of the contractor.

2. The Institute will not charge any amount from the contractor for water or/and electricity supplied for executing this contract.

D. CONTRACTOR'S OBLIGATIONS

Civil Maintenance of Building

a) The Contractor shall be in the business of providing civil works related to building maintenance service for the past three years continuously. Documentary evidence in support of this should be provided.

Electrical day-to-day operations and Maintenance:

a. The Contractor shall be in the business of operation and maintenance of 11 KV/433 KV Electrical substation equipments, Transformers, DG sets, lifts and other electrical repairing works including fire fighting equipments for the past three years continuously. Documentary evidence in support of this should be provided.

b. Contractor holding an "A" grade/ESB grade and registered with State Public Works Department/Central Public Works Department, Military Engineering Service/Public Sector Organization set up by the Central or State Government is preferable. Documentary evidence should be provided. They will be preferred if other parameters are equal.

c. The contractor shall pay his workers the minimum wages fixed by the Central Govt./State Govt. which will include Basic Pay, Special Allowance, EPF, Bonus, M.L. Welfare charges, paid Holidays, etc. for unskilled/Semi-skilled/Skilled workers from time-to-time, through out the tenure of contract in the presence of the representative of the Director of the Institute. The contractor shall pay wages to multitask workers employed by him not less than the minimum wages on 7th of every month by along with payment slip as per Central Labour Enforcement Authority.

In the event of local problems arising while discharging the functions at IMSc the contractor will deal with them appropriately and he will not bring IMSc on the scene for such matters.

E. THE CONTRACTOR WILL PROVIDE:

1.) Uniforms: Contractors should provide minimum Two Sets of Uniforms to his/her workers as approved by the authority (Both Male & Female) while on duty. Sufficient number of uniforms would have to be provided so that the worker is never without neat and tidy uniform. It will be strictly monitored & severe fine will be imposed and deducted from the bill if the worker is found without uniform. The workers should be provided with all safety equipments which are necessary for carrying out the work and to safeguard themselves.

2.) Identity Cards: The contractor will issue identity cards to his/her workers/supervisors after getting them verified by IMSc. Any worker found without identity card will be fined. He/She will post a supervisor at a specific point to receive & manage / complaints & instructions.

3.) Minimum tools : The contractor should provide the workers/electricians with minimum tools for carrying out their work.

F. REPORT

1. The contractor or his representative shall daily report to Officers-in-charge, IMSc to supervise the work under the contract and take instructions every day from such Officers for the work on a Book/Register maintained by the contractor exclusively for the purpose.

He/She shall preserve the said book and produce the same if and when required.

2. The contractor will prepare a schedule on the works to be carried out in the areas of works allotted before commencement of actual works.
3. The contractor will prepare a list of protocol and daily check's for maintenance works and displaying the same all areas of work to be carried out.
 4. The contractor/his/her representative should approach the supervisor/in-charge, if he/she needs any instructions help or has any difficulties.
 5. The contractor/his representative/Supervisors should all the time be available at work site during the course of his/her work.

G. SCOPE OF WORK

i) Civil Maintenance of Buildings (Wood Work, Aluminium work, Water Supply, Sanitation, etc.):

- a. The work involves maintenance work at the office premises such as any kind of minor civil maintenance work of the building which includes earth work, carpentry works, painting, repairing etc.
- b. Maintenance of water tank, water pipe lines, drainage lines, toilet and washbasins, urinals, W/C, choke up of flushing tanks and flush lines, alteration of components, rectification of leakage, and repair of entire water supply/sewage system of the building, etc. These works are to be carried out by Plumbers.
- c. Check the availability of water in the water tanks and fill the tanks (Including air conditioner water reservoir) as and when required.
- d. Cleaning of overhead tanks/sumps to be carried out as per the instructions of the Officer-in-charge.
- e. Check the pressure of water supply in sanitation areas.
- f. Check all the area for damaged false ceiling, floor carpet tiles, glazing and refix wherever necessary.
- g. Check the door and window closers for its functional aspect and change or re-fix the closers when required.
- h. Proper maintenance of all furniture/compactors/bureaus/workstations.
- i. Cleaning of water cooler at regular intervals, ensuring cleaning and maintenance of water purifier.
- j. The Contractor has also to supply **four skilled Plumbers, one civil helper and one skilled Carpenter** who has experience in minor aluminium works. All the Plumbers shall have working experience in plumbing works. The duties for plumbers will be allocated as per the work request from time to time which may include round the

clock shift duties. The duties for carpenter will be allotted which will mostly be on general shift.

k. **Before appointment the contractor has to submit the Bio-data of these employees to Officer-in-charge for selection and they should be selected for appointment by the Officer-in-charge after checking their suitability. Overall one Supervisor [Civil] with minimum qualification of Diploma in Civil Engineering shall be deployed on full time basis on general shift [0930 to 1800 hrs] for supervision and report to the Civil Engineer of the Institute.**

l. The supervisor should arrange round the clock shift/general shift duties of Plumbers & Carpenter. The shift duty chart shall be made before 25th of every month and shall be got approved by Civil Engineer. No crew members are allowed to continue more than two shifts. The next crew member should report at least 30 minutes before commencement of shift. No crew member is allowed to leave the shift until the next crew member reports for duty.

m. Any other related works as and when required as directed by the officer in charge (like water cooler, etc.)

All tools, implements, equipment and any other required accessories shall be brought and utilized by the contractor. However a set of above equipments already available with the Institute may be used by the contractor. For this purpose the contractor may take note of the equipment available with the Institute before he/she brings additional equipment if any, list of which is to be provided to the Officer-in-Charge for records.

The rates quoted should include wages towards Supervisor and labourers employed.

a. The rate to be quoted per month basis. Payment will be made monthly.

b. The contractor has to adopt the procedures as laid down by the Officer-in-Charge.

ii) Electrical Works:

- a) Day-to-day operation and maintenance of various electrical installations in accordance with Manufacture's specifications, instruction Manuals, IE rules and other rules as specified by CEA and Electricity Board (without necessary spare parts).
- b) Checking all the meters, indicating lamps, batteries, control, lubricant system, air pressure, air filter system, radiator, etc.
- c) Checking of various earth electrodes system includes preventive maintenance and maintaining log books.
- d) Attending fuse of calls/ power supply fault in all places at IMSc and its residential Staff Quarters/hired accommodations.
- e) Attending day-to-day fault of light fittings, water pumps, motors starters, UPS systems, substation equipment, cables, LT Panel, HT Panel, Transformers etc (Necessary spare parts will be supplied by IMSc).
- f) Attending fault in main switches, distribution boards, MCBs, MCCBs, panel board and AMF panel etc. In case of major breakdown, the employees of contractor should cooperate with the in-charge/department staff till the rectification of the defects.

- g) Attending cable faults, termination of cable, re-termination if required. The contractor shall arrange to give temporary connection if the cable fault could not be rectified within a day (Necessary spare parts will be supplied by IMSc).
- h) Maintaining necessary record books suitable for 11 KV/ 433 V electrical substation and its related equipments.
- i) Routine day-to-day operations like switch on and off of all the electrical equipments, AC units, lifts, etc. as directed.
- j) Maintaining of required power factor as directed by Officer-in-charge.
- k) All the removed materials for routine maintenance works should be brought to the office for accountability and no materials should be left anywhere in and outside the building.

l) The Contractor has to provide one Electrician in each shift to carry out the above works. However, the contractor is to supply a total of 5 electricians apart from the supervisor as mentioned in the Price Bid [Annexure – “B”]. The shift will be round the clock. The shift timings will be 0600 to 1400 hrs, 1400 hrs to 2200 hrs and 2200 to 0600 hrs. All the Electricians shall have a minimum qualification of ITI in Electrical Trade with wireman ‘B’ license issued by CEIG. Before appointment the contractor has to submit the Bio-data of these electricians to Officer-in-charge for selection to assess the suitability and can be employed only after his clearance.

m) Overall one Supervisor [Electrical] with minimum qualification of Diploma in Electrical Engineering shall be deployed on full time basis on general shift [0930 to 1800 hrs] for supervision and assisting the Electrical Engineer of the Institute. The supervisor should arrange round the clock shift duties of electricians. The shift duty chart shall be made before 25th of every month and shall be got approved by Officer-In-Charge. No crew members are allowed to continue more than two shifts. The next crew member should report at least 30 minutes before commencement of shift. No crew member is allowed to leave the shift until the next crew member reports for duty.

- n) Any other related works as and when required as directed by the officer in charge should be completed.
- o) Cleaning of all electrical appliances such as light fittings, fans, switchboard, distribution boards, panel boards, cable trays, cable boxes, meters, etc. All panel board should be kept clean. The cleaning process should be done as directed.

H. ELIGIBILITY CONDITIONS:

1. The Agency/Company shall be in the business of providing Electrical, Civil, Plumbing & Carpentry service for at least past three years continuously. Documentary evidence in support of this should be provided.
2. The contractor must be registered with Labour Commissioner of the respective city and have a service base in respective city with enough manpower.

As and when required:

The contractor shall supply manpower for rearranging of the department material or furniture during working hours for which no extra payment shall be made.

SUPERVISING :

1. The Supervisors shall be responsible to extract the work. The Supervisors shall be fluent in English and Tamil Language for writing and spoken. Knowledge of Hindi is preferred. Hence the contractor shall ensure the above requirements while selecting the supervisors and should get the approval from the Officer-in-charge at IMSc.
2. **The service of the workers deployed is required on all days in a month irrespective of holidays and they should be prepared to work on shifts as indicated earlier. The Contractor has to ensure proper attendance of the personnel deployed and should produce Character and antecedent's verification reports of the persons engaged by the Contractor.**
3. **The contract personnel should wear prescribed uniform while on duty, which shall be supplied by the Contractor at his cost. The employee should be provided with all safety equipments needed while carrying out the work as per the instructions of the Officer-in-charge.**
4. The persons deployed for maintenance should be most reliable, trust worthy, alert and efficient.
5. The contract personnel should be well disciplined, polite with good behaviour.
6. The contract personnel shall undergo medical examinations to ensure that they are free any communicable diseases and medical examination certificate to be furnished as and when called for by the Institute at the cost of the contractor.
7. No food/breweries, accommodation, transport will be provided to the labourers at Guest House or else where free of cost or even on payment. The contractor has to make his own arrangements for this.

I. PAYMENT CONDITIONS

1. The Contractor will submit the monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata for payment. The officer on the receipt of the bill, will check the work record and there after process for payment.
2. All bills should be submitted on printed forms, duly signed and pre-receipted.
3. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the certificate of satisfactory performance of work from the concerned officer of the IMSc. A certificate to the effect that all labour laws including EPF, ESIS payments, etc., are being followed has to be furnished along with the bill for payment.
4. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor for which certificate can be issued by the Institute on request.

5. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the Institute.

J. COMMENCEMENT OF WORK

1. The Contractor is required to start the above mentioned day-to-day operation & maintenance works with effect from the date indicated in the contract. In case it is found that the work has not been taken up from the above date, the IMSc at its sole discretion may cancel the work order and the Security Deposit shall be forfeited without any further reference to the Contractor.

K. CANCELLATION OF CONTRACT

1. Notwithstanding any other provisions made in the contract, the IMSc reserves the absolute right to terminate the contract after giving three months notice in writing, without assigning any reasons. The Contractor shall raise no compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be canceled and Security Deposit issued to the IMSc shall be forfeited without any claim whatsoever on IMSc and the contractor is liable for action as appropriate under the extant laws.

LETTER OF ACCEPTANCE

I have read the General Terms and Conditions of the contract given above. I agree to abide by them:

Signature of the Contractor & Seal:

Name of authorized person: -----

Name of the firm: ..-----

Address for Correspondence: -----

Date: _____

Contractor's Seal & Signature

PART – II - PRICE BID

Group Description of work	No. of required employees	No. of employees proposed to be engaged	Category wise wages per man day Rs.	Amount per month (*all inclusive) Rs.	Amount per ann. (*all inclusive) Rs.
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A) Electrical day-to-day Maintenance:

- i) Supervisor [Electrical] 01
- ii) Electricians** 05
- iii) Electrical Helper 01

B) Civil Maintenance

- i) Supervisor: [Civil] 01
- ii) Skilled Plumbers: 04
- iii) Civil helper 01
- iv) Skilled Carpenter 01

C) Any other item :

TOTAL = = = =

Per Annum Quote: Rs. [In words Rupees]

* enclose sheet showing break up of the amounts.

** I shift – 1
 II shift – 1
 III shift - 1
 General shift - 1
 Reliever - 1

Date:

Signature of Tenderer
 Seal & address

NOTE:

1. The rates shall be inclusive of all taxes and duties and VAT, etc. However the taxes and duties included should be indicated separately.
2. Manpower should be engaged on daily basis.
3. The firms are requested to make site visit in order to evaluate their level of services to be rendered and should quote accordingly.
4. The bidder is required to specify the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at IMSc (if different from the indicated number).
5. The contractor has to pay minimum wages as per Labour Enforcement Authority.
6. The holiday list of the labourers should be approved by the Competent Authority..
7. The agency should pay minimum wages as per the Labor Enforcement Authority + PF + ESIC + BONUS + Paid Holidays
8. Payment should be made on 7th day of every month.
9. Substitute should be available as and when required.
10. Minimum Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes and other safety materials should be given within 15 days of award of work.

Date:

Contractor's Seal & Signature