

Phones: 03712 - 268107/268077  
Fax: +91 (03712) 268007  
Website: neriwalm.gov.in



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



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

An Institute under the Ministry of Jal Shakti, Govt. of India.  
(Registered under the Societies Registration Act, 1860)


No: NRWM/CONSTN/285/2019-20/

Dated 09.07.2020

### **NOTICE INVITING TENDER**

Sealed tenders are invited by the Director, NERIWALM, Tezpur from appropriate registered contractors / firms for "**Supply of Labour**" in NERIWALM. The last date for submission of filled in tender by "**REGISTERED POST**" or by dropping in the **TENDER BOX** kept in the lounge of Administrative Building (superscribing the name of the work on the top of the envelope) is **30.07.2020 upto 5.00 PM** and will be opened at **1100 hrs of 31.07.2020** in the conference room of the institute in presence of the tenderer or their authorized representatives, if any. The tender documents posted by "**REGISTERED POST**" should reach the office of the Director, NERIWALM before the closing date and time. In the event of **31.07.2020** being declared a holiday, the tender will be opened on the next working day at the same time and place.

Interested bidders may visit the institute's website [www.neriwalm.gov.in](http://www.neriwalm.gov.in) and download the Tender Documents alongwith terms and conditions for taking part in the tender process.

  
Deputy Director (Admin)

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

An Institute under the Ministry of Jal Shakti, Govt. of India.  
(Registered under the Societies Registration Act, 1860)

No: NRW/CONSTN/285/2019-20/

8694.

Dated 09.07.2020

### NOTICE INVITING TENDER

1. Sealed tenders are invited by the Director, NERIWALM, Tezpur from appropriate registered contractor/firms of repute for "Supply of Labours" as mentioned below at NERIWALM, Dolabari, Tezpur.
2. The last date for submission of filled in tender by "REGISTERED POST" or by dropping in the TENDER BOX kept in the lounge of Administrative Building (super scribing the name of the work on the top of the envelope) is 30.07.2020 upto 5.00 PM, and will be opened at 1100 hrs of 31.07.2020 in the Conference Room of the institute in presence of the tenderer or their authorized representatives, if any. The tender documents posted by "REGISTERED POST" should reach the office of the Director, NERIWALM before the closing date and time.
3. In the event of 31.07.2020 being declared a holiday, the tender will be opened on the next working day at the same time and place.
4. Interested bidders may view and download detailed tender documents along with terms and conditions from the website of NERIWALM [www.neriwalm.gov.in](http://www.neriwalm.gov.in).

Sl. No.	Category of Labour	Earnest Money
1.	Supply of labour of the following category for general/electrical purpose works. (i) Highly Skilled (ii) Skilled (iii) Semi-skilled (iv) Unskilled	Lumsum amount of Rs. 20,000.00 (Rupees twenty thousand) only
2.	Supply of labour of the following category for agriculture related works. (i) Highly Skilled (ii) Skilled (iii) Semi-skilled (iv) Unskilled	

*B. K. Barman*  
09/07/2020  
Deputy Director (Admin)

#### Copy to:

1. PS to Director for kind information of Director, NERIWALM
2. Professor (WRE) & CVO, NERIWALM for kind information.
3. Assistant Director (Civil), NERIWALM, Tezpur for information and necessary action.
4. Accounts Officer, NERIWALM, for information & necessary action.
5. Assistant Engineer (C), NERIWALM, for information and necessary action.
6. O.C., Library, NERIWALM for information and necessary action.
7. Assistant Library and Information Officer, NERIWALM for information and requested to make available copy of the advertisement published in the Newspaper for record of the Maintenance Section.
8. Notice Board, NERIWALM, Tezpur for wide circulation.
9. NERIWALM website: [www.neriwalm.gov.in](http://www.neriwalm.gov.in).

**TENDER DOCUMENT**

**TENDER FOR SUPPLY OF MANPOWER**

**For General/Electrical and Agriculture related works  
(Highly-skilled, Skilled, Semi-skilled and Un-skilled)**

**To**



**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT**

Department of Water Resources, River Development & Ganga Rejuvenation,

Ministry of Jal Shakti, Govt. of India

(Registered under the Societies Registration Act, 1860)

Dolabari, P.O. Kaliabhomora

Tezpur – 784 027, Assam (India)

website: [www.neriwalm.gov.in](http://www.neriwalm.gov.in)

Phones: 03712 - 268107/268077

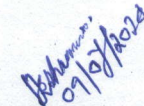
Fax: +91 (03712) 268007

Total no. of pages is 08 (eight)

The NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM), Tezpur invites Sealed Tender in single envelope from the qualified firms as per the below mentioned schedule:-

**SCHEDULE TO TENDER**

S. No.	Particulars	Date/Remarks
01	Tender for Supply of Man Power (Highly-skilled, Skilled, Semi-skilled, Un-skilled) for A) General/Electrical works & B) Agriculture related works.	
02	Time and last date of depositing Tender	5:00 PM of 30.07.2020
03	Time and Date of opening of Tender	11:00 A.M of 31.07.2020
04	Minimum Validity of tender offer	180 Days
05	Amount of EMD to be deposited (Demand Draft/ Banker's Cheque from any Nationalized Bank in favour of Director, NERIWALM, Tezpur)	INR 20,000/- (Lumsum)
06	Duration of Contract	Initially for One year from the date of award of contract. However, the same may be further extended for next one year or part thereof on mutual acceptance.

  
(A K Sharma)  
Deputy Director (Admin)

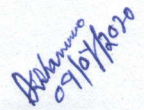
Signature of the authorized person:

Name: \_\_\_\_\_ Seal: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**ELIGIBILITY CRITERIA OF THE BIDDER:**

1. The Service Provider should be approved/recognized/registered by State/Central Govt. for providing Manpower Services. Copy of relevant certificate should be attached.
2. Service Provider should have a valid license from competent license authority.
3. The Service Provider must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc. and submit proofs thereof.
4. The Agency/Contractor should not have been blacklisted at any time by any Govt., Semi-Govt. Deptt., or any other organization. An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm along with the EMD.
5. Each Agency/Contractor shall submit only one Tender for the entire scope of each work. Agency/Contractor who submits more than one tender or part tender will be treated as nonresponsive & summarily rejected.

  
(A K Sharma)  
Deputy Director (Admin)

Signature of the authorized person:

Name: \_\_\_\_\_ Seal: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

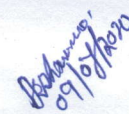
FORM - 1  
**TECHNICAL DETAILS**

1. For providing of Man Power (Highly-skilled, Skilled, Semi-skilled and Unskilled manpower) for General/Electrical and Agriculture related works (Strike off whichever is not applicable)
2. Name of the Tendering Company/Firm/Agency (Attach certificate of registration):
  
3. Name of the Proprietor /Director of Company/Firm/Agency:
4. Full address of the Registered Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ FAX No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
5. Full address of Branch offices \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ FAX No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
  
6. PAN No. \_\_\_\_\_ (Attach attested copy)
7. GST Registration No. \_\_\_\_\_ (Attach attested copy)
8. E.P.F. registration Number \_\_\_\_\_ (Attach attested copy)
9. Labour license Number & Issuing Authority \_\_\_\_\_  
\_\_\_\_\_  
(Attach attested copy)
10. E.S.I. Registration Number \_\_\_\_\_ (Attach attested copy)
11. Additional information, if any (Attach separate sheet, if required)

Signature of the authorized person:

Name: \_\_\_\_\_ Seal: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

  
(A K Sharma)  
Deputy Director (Admin)

FORM - 2  
**FINANCIAL DETAILS**

Name of Work: FOR SUPPLY OF MANPOWER (Highly Skilled, Skilled, Semi-skilled and unskilled) for General/Electrical and Agriculture related works

**A) Tender for Supply of Man Power (Highly-skilled, Skilled, Semi-skilled, Un-skilled) for General/Electrical works.**

Sl. No.	Manpower Description	Amount (Rs.) for Highly Skilled Employee	Amount (Rs.) for Skilled Employee	Amount (Rs.) for Semi Skilled Employee	Amount (Rs.) for unskilled Employee
		Daily Minimum Wages Rate (as per the approved rate of Govt. of India, Ministry of Labour and Employment)			
01	Daily Minimum Wages Rate (as per the approved rate of Govt. of India, Ministry of Labour and Employment)				
02	Employees Provident Fund (as applicable in percentage %)				
03	Employees State Insurance (as applicable in percentage %)				
04	Contractor's Service Charge (in percentage %)				
05	Total				
06	GST (as applicable in percentage %)				
07	Grand Total				

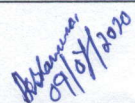
**Declaration by the contractor**

This is to certify that I/We before signing this tender have read and fully understood all terms and conditions and instructions contained herein and attached herewith. I /We undertake myself/ourselves to abide by the said terms and conditions.

Signature of the authorized person:

Name: \_\_\_\_\_ Seal: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

  
 (A K Sharma)  
 Deputy Director (Admin)

B) Tender for Supply of Man Power (Highly-skilled, Skilled, Semi-skilled, Un-skilled) for Agriculture related works.

Sl. No.	Manpower Description	Amount (Rs.) for Highly Skilled Employee	Amount (Rs.) for Skilled Employee	Amount (Rs.) for Semi Skilled Employee	Amount (Rs.) for unskilled Employee
		Daily Minimum Wages Rate (as per the approved rate of Govt. of India, Ministry of Labour and Employment)			
01	Daily Minimum Wages Rate (as per the approved rate of Govt. of India, Ministry of Labour and Employment)				
02	Employees Provident Fund (as applicable in percentage %)				
03	Employees State Insurance (as applicable in percentage %)				
04	Contractor's Service Charge (in percentage %)				
05	Total				
06	GST (as applicable in percentage %)				
07	Grand Total				

**Note:**

1. The rates quoted by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on completion of the work only on the basis of number of working days for which duty has been actually performed by the staff deployed.
3. Each bill should be duly supported with proof of deposit of PF/ESI/GST etc. of the previous bill.

**Declaration by the contractor**

This is to certify that I/We before signing this tender have read and fully understood all terms and conditions and instructions contained herein and attached herewith. I /We undertake myself/ourselves to abide by the said terms and conditions.

Signature of the authorized person :

Name of the party: \_\_\_\_\_ Seal: \_\_\_\_\_  
Date: \_\_\_\_\_ Place: \_\_\_\_\_

*(Handwritten Signature)*  
09/07/2020  
(A K Sharma)  
Deputy Director (Admin)



**Terms & Conditions:**

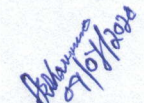
1. The Director, NERIWALM reserves the right to accept/reject any or all the offers received without assigning any reason whatsoever. The offer, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected.
2. Earnest Money of the successful bidder will not be released and the same amount will be transferred as Performance Security.
3. In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, NERIWALM shall make alternative arrangement to do it and the difference of cost incurred by NERIWALM thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by NERIWALM shall also be levied and recovered.
4. All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of offer shall be borne by the Agency/Contractor.
5. The rates to be offered/ given to the workers of different category should be as per the approved rate of Govt. of India, Ministry of Labour and Employment prevailing at that particular time. Payment should invariably be made under DBT mode.
6. Revision of Minimum Wages as per Govt. notification will be considered with its retrospective effect subject to submission of application along with notification by the Agency/Contractor.
7. If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or theft and is rendered undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of NERIWALM.
8. Labour supplied by the contractor will be engaged at any level above and below ground level.
9. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws and fulfilling the requirements of all statutory provisions of relevant enactments namely Minimum Wages Act, Workmen Compensation Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, or other labor rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The contractor will be responsible for opening individual PF account of the employee. The contractor shall be responsible for linking of UAN's for all the person deployed and complete all the necessary formalities as required under EPF/ESI act.
10. The working time is preferably from 8.00AM to 1.00 PM and from 2.00 PM to 5.00 PM or as directed by the institute.

Continued

*Handwritten signature and date: 09/10/2020*

Continued

11. The implements required for carrying out different nature of works by the labours are to be arranged by the labour supplier at his own risk and cost. NERIWALM will not make any payment whatsoever against procurement of implements, etc.
12. In the event of the Agency/Contractor's failure to meet the obligations of NERIWALM, the Director, NERIWALM reserves the right to cancel the tender agreement without assigning any reason whatsoever. The Agency/Contractor's security deposit may be forfeited and may be debarred from participating in future tenders of NERIWALM .
13. Institute has no limit of minimum/maximum number of labours meant to be engaged by the labour supplier. Labours will be engaged as per actual requirement of NERIWALM as on when requirement occurs.

  
(A K Sharma)  
Deputy Director (Admin)

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Signature of the authorized person

Name of the party: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place: