

# **CRRI**

## **TENDER DOCUMENT**

<b>SERVICES</b>
<b>Tender No. 1-3(Labour)/2009 /E-II</b>
<b>Annual Contract for Providing Manpower – Skilled, Semi-skilled and Un-skilled for Laboratory Testing &amp; Other related Work, Data Punching/ Compilation, Clerical Work by Using Computer, Field/Traffic Survey Work, Topographical and Mapping Survey Work etc. and Manpower for Clerical &amp; Non-technical Supervisory Work</b>



**CENTRAL ROAD RESEARCH INSTITUTE**  
**(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)**  
Delhi - Mathura Road, P.O. CRRI, New Delhi – 110 20 (INDIA)  
Telephone 91-011-26310530, 26832173,  
Fax No: 26310530, 26845943, 26830480

**NOTICE INVITING TENDER**

**Advt. No. 1-3(Labour)/2009-EII**

**Dated : 28.10.2009**

Sealed Tenders are invited on behalf of Director, CRRI from the reputed firms for entering into the Annual Contract for Providing Manpower – Skilled, Semi-skilled and Un-skilled for Laboratory Testing & Other related Work, Data Punching/ Compilation, Clerical Work by Using Computer, Field/Traffic Survey Work, Topographical and Mapping Survey Work etc. and Manpower for Clerical & Non-technical Supervisory Work as specified below:

<b>Name of the Work</b>	<b>Tender Fee</b>	<b>EMD</b>	<b>Period of Contract</b>
Annual Contract for Providing Manpower – Skilled, Semi-skilled and Un-skilled for Laboratory Testing & Other related Work, Data Punching/Compilation, Clerical Work by Using Computer, Field/ Traffic Survey Work, Topographical and Mapping Survey Work etc. and Manpower for Clerical & Non-technical Supervisory Work	Rs. 300/-	Rs. 50,000/-	12 Months

Sale of Tender Documents : 30.10.2009 to 20.11.2009  
Last date of submission of Tenders : 23.11.2009 up to 2.30 PM  
Date & Time of Opening of Tenders : 23.11.2009 at 3.00 PM

Complete details of Scope of Work and Terms & Conditions are available on CRRI Website : [www.crridom.gov.in](http://www.crridom.gov.in)

ADMINISTRATIVE OFFICER



**CENTRAL ROAD RESEARCH INSTITUTE**  
**(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)**  
Delhi - Mathura Road, P.O. CRRI, New Delhi – 110 20 (INDIA)  
Tel. 91-011-26310530, 26832173, Fax No: 26310530, 26845943, 26830480

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Annual Contract for Providing Manpower – Skilled, Semi-skilled and Un-skilled for Laboratory Testing & Other related Work, Data Punching/Compilation, Clerical Work by Using Computer, Field/Traffic Survey Work, Topographical and Mapping Survey Work etc. and Manpower for Clerical & Non-technical Supervisory Work**

<b>1.</b>	<b>Date of Submission of Bid</b>	<b>Date : 23-11-2009 Time : 02.30 PM</b>
<b>2.</b>	<b>Date of Opening of Bid</b>	<b>Date : 23-11-2009 Time : 03.00 PM</b>



**CENTRAL ROAD RESEARCH INSTITUTE  
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)  
Delhi - Mathura Road, P.O. CRRI, New Delhi – 110 20 (INDIA)  
Tel. 91-011-26310530, 26832173, Fax No: 26310530,  
26845943, 26830480**

**No. I-3(Labour)/2009-EII**

Dated: 28.10.2009

**TENDER DOCUMENT**

1. Tender document for inviting eligible contractors holding valid licence under Contract Labour (R&A) Act, 1970, registered with ESIC, EPF and Service Tax Authority for empanelment for a period of one year to provide skilled, semi-skilled, unskilled, Clerical & Non-technical Supervisory manpower of 50 and above for laboratory testing and other related work, computer data punching work, field traffic survey work and topographical and mapping survey work, etc. The skilled manpower may be utilized to carry out data entry/data compilation, clerical work by using computer and traffic survey, topographic and mapping work, etc.
2. The Tenderers are required to produce proof of fulfilling these conditions alongwith copies of Service Tax registration, valid labour licence issued by appropriate authority under Contract Labour (Regulation & Abolition) Act, 1970, ESIC, EPF and Service Tax registration while making request for issue of tender document.
3. The tenure of the contract will be for a period of twelve (12) months which may be extended for maximum of another one year subject to satisfactory services and mutual agreement.
4. The tender document should be on the specified form (Non-transferable) which may be obtained from the office of Section Officer (EII), CRRI, New Delhi, during the office hours on payment of Rs. 300/- (Rupees Three hundred only) (Non-refundable) in the shape of Pay Order of a scheduled Bank drawn in favour of the Director, CRRI, payable at New Delhi. The Tender Document can be obtained from the Office on any working day from 30.10.2009 to 20.11.2009.
5. The tenders should be submitted in sealed cover super-scribed with the name of the work, Date & Time of Opening. Duly completed tenders will be received by 2.30 PM on 23.11.2009 and will be opened on the same day at 3.00 PM in the office of the Section Officer (EII), CRRI, New Delhi-110020. The tenders should be handed over to Section Officer (EII) well before the date and time

indicated above. In case the tenders are sent by Post these should be sent by Regd. Post/Speed Post addressed to the Director, CRRI, New Delhi-110020. The tenderers are to ensure that the posted tender should reach well in advance so as to reach before the closing date and time indicated above. CRRI will not be responsible for any postal delay. The late/delayed tenders whether sent by post or delivered in person will be rejected.

6. The Earnest Money Deposit amounting to Rs.50,000/- (Rupees fifty thousand only) in the shape of Demand Draft or Pay Order issued by a scheduled Bank and drawn in favour of Director, CRRI should accompany with the tender. The tenders received without earnest money will be invalid and rejected. The EMD shall be forfeited if any tenderer withdraws his offer before finalization of the tender or fails to submit work order acceptance within 15 days from the date of work order.
7. The Employer does not bind himself to accept the lowest or any tender and reserves the right to himself of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
8. Canvassing in connection with the tenders is strictly prohibited and the tenderer resorting to canvassing will be liable for rejection on that ground alone.
9. The tenderer shall not be permitted to tender for work in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relative as mentioned above.
10. A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; (b) they are husband & 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 son's son, Son's son's wife, Son's daughter, son's daughter's son's wife, daughter's daughter, daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister) and Sister's husband.
11. The 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.
12. The tenderer shall quote rates both in figures and words failing which tender is liable to be rejected. He shall also work out the amount for each item of work and write in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in

figures or in the amount worked out by him, the following procedure shall be followed:

- a. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.
  - b. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
  - c. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
13. That the persons deployed by the contractor under the contract shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall be a relationship of employer and employee between the said persons and the CSIR/CRRRI shall accrue/arise implicitly or explicitly.
  14. The Earnest Money will be forfeited if the contractor fails to commence the work as per the letter of award.
  15. The agency selected for award or work shall have to comply with the provisions of Contract Labour (R&A) Act, 1970 and rules there under with regard to payment of Minimum Wages, ESIC & EPF, etc. in respect of skilled and unskilled workers to be provided by him under the contract and submit proof of the same.
  16. That the contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CRRRI in their respective names. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.
  17. That in consideration of the services rendered by the Contractor as stated above, shall be paid in lump-sum on monthly basis. Such payment shall be on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Institute in the regard.
  18. It is the responsibility of the contractor to make payment to his workers latest by 7<sup>th</sup> of every calendar month and claim reimbursement thereafter. The contractor, in the presence of the Indenting Officer of the this institute, shall make payment to his workers. Wages shall not be less than the

minimum wages under the minimum wages Act applicable for Delhi/Central Government, whichever is higher. CRRI reserves the right to check periodically payment of wages made by the contractor to his workers.

19. That the contractor shall be required to maintain permanent attendance register/roll within CRRI premises which will be open for inspection and checking by the authorized officer of CRRI.
20. That the Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CRRI indemnified from all acts or omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any byelaws or rules framed under or any of these, the CRRI shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payments.
21. That the number of unskilled, semi-skilled and skilled manpower will be purely need based. Therefore, the number of Contractor's worker may be increased or decreased as per requirement. The Director, CRRI will be under no obligation to engage any specific number of Contractor's worker during the period of contract.
22. The CRRI shall reimburse the amount of service tax deposited by the contractor with the appropriate authorities. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.
23. The payment of enhancement/escalation on account of revision in Minimum Wages by the appropriate Govt. from time to time shall be payable by CRRI to the contractor.
24. That the contractor shall make payment of wages, etc., to the persons so deployed in the presence of representative of the CRRI and shall on demand furnish copies of wage register etc. to CRRI for having paid all the dues to the persons deployed by him for the work under the contract. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regards to the duties of CRRI in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wage slip, publications of

scale of wages, and terms of employment, inspection and submission of periodical returns.

25. The Contractors taking part in this tender process must be registered with the EPF & ESIC authorities. In support of this a copy of the EPF and ESIC registration Certificate be submitted alongwith the Tender without which the tender/offer will not be considered. It shall be the responsibility of the contractor to deposit the amount of ESI & EPF contributions towards the persons deployed at CRRRI under the contract to the concerned authorities on regular/monthly basis in the local bank authorized for the purpose, with the stipulated time as prescribed time as prescribed under the rule. In addition to this the contractor shall produce EPF/ESIC individual account Nos. of its persons deployed under the contract within one month from the date of commencement of the contract, failing which appropriate action will be initiated by the Laboratory and no claim for reimbursement of payment shall be entertained.
26. Deduction of Income Tax/Tax Deduction at Source and any other Govt. Taxes, as applicable from time to time, shall be deducted from monthly bills of the Contractor.
27. The contractor shall issue Photo ID cards to every worker deployed under the contract and the workers would be required to display them on their persons while they are in the premises of CRRRI.
28. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CRRRI and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or statutes that may be applicable to them.
29. Any compensation for disengagement on account of death, disability of any worker deployed at CRRRI, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability.
30. The contractor shall not sublet the contract or any part thereof to any other party.
31. The contractor or workers engaged by him will not be on the pay roll of CRRRI/Council and will not be entitled to any benefit as applicable to the employees of CRRRI/CSIR.

32. The Director, CRRI, New Delhi reserves the right to cancel/terminate the contract at any time during the currency of the contract after giving one months notice to the contractor. The contractor on his part will have to give two months notice.
33. The Security Money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage, if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
34. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Lab/Institute and ensure that no such person shall create any disruption/hindrance/problem of any nature in Lab./Institute either explicitly or implicitly.
35. The agency selected for award of work shall have to deposit within 10 days a sum of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) towards security deposit in the shape of Bank Guarantee/Fixed Deposit receipt drawn in favour of Director, CRRI, New Delhi with validity of 13 months and sign agreement on non-judicial stamp paper for the work. The Security Deposit shall be in addition to Earnest Money deposited alongwith the tender.
36. As other factors like, ESIC, EPF, Service Tax, Minimum Wages are constant as per Govt. rates, the contract will be finalized on the basis of least Service Charges quoted by the Contractors.

SIGNATURE OF THE CONTRACTOR  
(with seal & date)



**CENTRAL ROAD RESEARCH INSTITUTE**  
**(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)**  
Delhi - Mathura Road, P.O. CRRI, New Delhi – 110 20 (INDIA)  
Tel. 91-011-26310530, 26832173, Fax No: 26310530, 26845943,  
26830480

No. I-3(Labour)/2009-EII

Dated: 28.10.2009

Name of Work : Annual Contract for Providing Manpower – Skilled, Semi-skilled and Un-skilled for Laboratory Testing & Other related Work, Data Punching/Compilation, Clerical Work by Using Computer, Field/Traffic Survey Work, Topographical and Mapping Survey Work etc. and Manpower for Clerical & Non-technical Supervisory Work

Minimum Wages	Skilled Worker	Semi-skilled Worker	Un-skilled Worker	Clerical/Non-technical Worker
				----- Non- Matric Graduate Matric (Not &Above Graduate)
Minimum Wages				
ESIC @ %				
EPF, Administrative Charges @ %				
Service charges in % (on minimum wages)				
Total				
Service Tax (at prevailing Govt. rates)				
Total: (Per persons)				

**Per Month Rates**

Skilled worker	Rs. _____	Clerical/Not-technical Supervisory	
Semi-Skilled Worker	Rs. _____	Non-Matric	Rs. _____
Unskilled Worker	Rs. _____	Matric (Not Graduate)	Rs. _____
		Graduate & Above	Rs. _____

SIGNATURE OF THE CONTRACTOR  
(with seal & date)



**CENTRAL ROAD RESEARCH INSTITUTE  
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)  
Delhi - Mathura Road, P.O. CRRI, New Delhi-110020  
(INDIA)**

**Tel. 91-011-26310530, 26832173, Fax No: 26310530,  
26845943, 26830480**

**No. I-3(Labour)/2009-EII**

**Dated: 28.10.2009**

Name of Work: Annual Contract for Providing Manpower – Skilled, Semi-skilled and Un-skilled for Laboratory Testing & Other related Work, Data Punching/Compilation, Clerical Work by Using Computer, Field/Traffic Survey Work, Topographical and Mapping Survey Work etc. and Manpower for Clerical & Non-technical Supervisory Work

**DETAILED STATUS OF THE FIRM**

1. Name of the firm:
2. Address of the firm:
3. Licence No. issued by Office of the Labour Commissioner:
4. EPF Account No.:
5. ESI Registration No.:
6. Annual Turnover:
7. Proof of Annual turnover:
8. Experience (in years):

**SIGNATURE OF THE CONTRACTOR  
(with seal & date)**