



# केन्द्रीय रेशम उत्पादन अनुसंधान एवं प्रशिक्षण संस्थान

केन्द्रीय रेशम बोर्ड वस्त्र मंत्रालय, भारत सरकार  
बहरमपुर - ७४२१०१, मुर्शिदाबाद जिला, (पश्चिम बंगाल)

**Central Sericultural Research & Training Institute**  
[ ISO 9001 : 2015 Certified ]

**CENTRAL SILK BOARD** Ministry of Textiles, Govt. of India  
Berhampore – 742101, Murshidabad Dist., West Bengal, India



No: CSB/CSR&TI/E-8[F]/Maint/Cont. Attender & Electrician/2018-19/

Date:26.06.2018

## NOTICE INVITING TENDER

Sub: Inviting tender for engagement of Contract Attender and Electrician at CSR&TI,  
Berhampore – Regarding.

.....  
The Director, Central Sericultural Research & Training Institute, Berhampore, Dist. Murshidabad [West Bengal] invites tender from reputed registered out sourcing Agencies in the field of providing personnel for engagement of 3(three) Attender [unskilled category] and one number Electrician [ skilled category] at CSR&TI, Berhampore on contract basis for a period of one year. The Agencies/ Contractors should have all the following mandatory Registration / Certificates / License etc. and such copies of documents to be attached with the tender.

1	Registration under EPF Act.
2	Registration under ESI Act.
3	GST/Service Tax Registration Number issued by concerned tax circle.
4	Permanent Account Number issued by the Income Tax department.
5	Income Tax Returns for last two financial years.
6	License under Contract Labour Act.
7	In order to claim exemption from furnishing Earnest Money Deposit, the agency should submit a copy of exemption certificate from the concerned authorities.
8	Minimum Wages notification issued by the Chief Labour Commissioner[C], Ministry of Labour & Employment, Government of India, New Delhi Agriculture Sector Area “C”[ applicable as on date of opening of tender].
9	The bidder must enclose the experience certificate issued by clients.
10	Volume of Annual Transaction with other parties.

Interested agencies /Contractors are requested to obtain the tender documents on any working days between 10 a.m. and 4.00 p.m. on or before **24.07.2018** from the office of the Director, CSR&TI, Berhampore against payment of Rs.500/- in cash or demand draft [not refundable] drawn in favour of the Director, CSR&TI, payable at any nationalized bank at Berhampore (West Bengal). The tender document is also available on website [www.csrtiber.res.in.](http://www.csrtiber.res.in) and [www.eprocure.gov.in.](http://www.eprocure.gov.in) Those who download the tender document from the website have to bear the cost of tender documents of Rs.500/-and enclosed with the tender in the form of demand draft (as above).

1. Last date for submission of tender : 25.07.2018(up to 2.00 pm)
2. Date of opening : 25.07.2018(at 3.00 pm)
3. Earnest money deposit : 2 % on total quoted sum of one year.
4. Cost of tender document : Rs.500/-

Yours faithfully,

DIRECTOR

To

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P.T.O.

Copy to :

1. The Member Secretary, Central Silk Board, Bangalore for kind information. This has a reference to Central Office Letter No. CSB-48(4)/90-ES-II(Vol.IV) dated 10.01.2018.
2. The Scientist-D, Chairman, PSC, CSR&TI, Berhampore for kind information.
3. The Asstt. Director(Comp.), Computer section, CSR&TI, Berhampore for publishing/displaying the tender in the Institute's website and also e-procurement.
4. The Asstt. Director (OL), Hindi Section, CSR&TI, Berhampore for Hindi conversion.
5. Notice Board.

Director

Serial No.....

**CENTRAL SERICULTURAL RESEARCH & TRAINING INSTITUTE  
CENTRAL SILK BOARD  
MINISTRY OF TEXTILES, GOVT. OF INDIA  
P.O. BERHAMPORE, DIST. MURSHIDABAD  
TELEPHONE NO. 03482-2511046/253962-64**

**TENDER DOCUMENT  
FOR  
ENGAGEMENT OF ATTENDER AND ELECTRICIAN ON CONTRACT BASIS**

**DATE & TIME FOR  
SUBMISSION OF TENDER** : 25.07.2018 (up to 2.00 pm)

**DATE & TIME FOR OPENING  
OF TENDER** : 25.07.2018 (at 3.00 pm)

**COST OF TENDER DOCUMENT** : Rs.500/-(Rupees Five Hundred Only)

**TENDER DOCUMENT ISSUED TO SHRI/**

**M/s** .....

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# केन्द्रीय रेशम उत्पादन अनुसंधान एवं प्रशिक्षण संस्थान

केन्द्रीय रेशम बोर्ड वस्त्र मंत्रालय, भारत सरकार  
बहरमपुर - ७४२१०१, मुर्शिदाबाद जिला, (पश्चिम बंगाल)

## Central Sericultural Research & Training Institute

[ ISO 9001 : 2015 Certified ]

CENTRAL SILK BOARD Ministry of Textiles, Govt. of India  
Berhampore – 742101, Murshidabad Dist., West Bengal, India



No.CSB/CSR&TI/E-8[F]Maint/Cont.Attender & Electrician/2018-19 /

Date:26.06.2018

### NOTICE INVITING TENDER FOR ANNUAL CONTRACT OF ATTENDER & ELECTRICIAN

- 1) The Director, Central Sericultural Research & Training Institute, Berhampore, West Bengal invites sealed quotations / tenders completed in all respects from qualified registered contractors for providing the services of Attender & Electrician on contract basis.

Last date for submission of Bid : 25.07.2018 (up to 2.00 p.m.)  
Date of opening of quotation : 25.07.2018 (at 3.00 p.m.)  
Earnest Money to be deposited : 2 % on the total quoted sum of one year.

- 2) Interested contractors or agencies may obtain further information and visit the Institute on any working days between 10.00 am and 4.00 pm up to 24.07.2018 or visit website [www.csrtiber.res.in](http://www.csrtiber.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidding documents may be obtained from the above address against payment of Rs.500/- in cash or demand draft drawn in favour of Director, CSR&TI, payable at any nationalized bank at Berhampore. Those who download the tender documents from the website may submit the cost of tender documents of Rs.500/- with the tender in the form of demand draft (as above).
- 3) The quotations shall be duly filled in and signed by the bidder and shall be sent in sealed cover super scribed as “Bid for Attender & Electrician” to the Director, Central Sericultural Research & Training Institute, Berhampore -742101 (Murshidabad) so as to reach before the date and time specified above or may be dropped in the tender box kept in the ground floor of the Institute.
- 4) All quotations must be accompanied by E.M.D. as indicated above in the form of Demand Draft drawn in favour of Director, CSR&TI payable at any nationalized bank at Berhampore, Dist. Murshidabad. The quotations which are not accompanied by the requisite E.M.D. and / or in the form as indicated above will be rejected.
- 5) The quotations will be opened on the same day (if possible) i.e. on the date and time specified above, in the presence of those bidders or their representatives who choose to attend the bid opening at the office of the Director, Central Sericultural Research & Training Institute, Berhampore, Dist. Murshidabad (West Bengal).
- 6) The quotations shall remain valid for a period of 120 days from the date of opening of the tender and extendable up to a period of 180 days from the date of opening of the offer as mentioned above. **The bid valid for shorter duration will be rejected.**
- 7) **The bidding documents are not transferable.**
- 8) The bidders who desires to obtain the bid document by post may send a self addressed and stamped envelope[s] of the value of Rs. Speed Post. The document will be forwarded at the risk and cost of the bidder and the Director, CSR&TI, Berhampore will not be responsible either for delay or loss of document in transit.
- 9) The bids received after the time & date specified above will be treated as late bids and will not be considered. The late bids will be kept unopened and the bidders may collect the late bids at their own cost within 15 days after the bid opening.
- 10) As per Rule 160(ii) of the GFR, the interested bidder can make question for the bidding conditions, bidding process and or rejection of its bid to the undersigned
- 11) The rates quoted should be for the un-skilled(for Attender) and skilled(for Electrician) worker category in **Agriculture Sector in “Area C.”**

**Director**

## **INSTRUCTION TO BIDDERS**

### **1.0 INTRODUCTION**

Central Sericultural Research & Training Institute, Berhampore, Dist. Murshidabad (West Bengal) is a premier Sericultural Research Station functioning under the administrative control of Director, CSR&TI, Berhampore, West Bengal. It is located at S.N.Bagchi Road, adjacent to Berhampore Court Railway Station and by the side of N.H.34. The Institute is spread over on an area of 63 acres. The Institute is interested in engaging 3 (Three) Attender and 1 no. Electrician on contract basis. Accordingly, sealed tenders are invited from the reputed and registered Contractors/Agencies subject to the following terms and conditions:

### **2.0 TERMS AND CONDITIONS**

- 2.1 The contractor shall provide well-disciplined assist and work under the guidance and supervision of the Head of the Department/Section Heads and broadly perform the **following duties** as assigned to him from time to time during office hours. The agency should deploy effective, submissive and obedient Attenders and Electrician.

#### **ATTENDER[ un-skilled]**

a ] To take charge of movement of official Dak like letters, office orders, notifications etc. within the Institute and outside the Institute; to clean tables/rack, chairs, cleaning etc. and fetch drinking water etc required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and uploading of such items from vehicles, carrying luggage's/baggages of the office, to help keep files/office record in a tidy conditions; to render assistance for all kinds of dispatch work; to lock and open rooms. He is required to perform any other duties in the guest house, gardening, watch and ward, operation of photocopier machine and typing work on computer etc.

b ] In addition to their responsibilities in the concerned unit/department, the appointees will be required to perform other duties as when assigned by the Institute administration from time to time. He should come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hours of the closure of the office or after all the officials leave the office.

#### **ELECTRICIAN[ Skilled]**

c ] **The Electrical person** employed must have completed ITI [ Electrician Trade] or equivalent with wiremen license issued by Government of India/State Government. An Electrician must be attended to perform the jobs of a pump operator, repair and maintenance of electrical installation including replacement of main switches, holders, switches plug and sockets, bulbs, tubes, ceiling fans, regulators etc. Maintenance & testing of all types of wiring in big and small buildings, main switch boards, sub-distribution boards, electric meters and starters including their wiring, earthing etc. call bells, heaters and room heaters operation of diesel generator sets etc.

- 2.2 The contractor/agency should have a minimum experience of one year in providing Electrician & Attender out of which at least for one year they should have handled the entire system required by a manpower agency in deploying Electrician/Attender to Government Organization and a reputed Public Sector Company.
- 2.3 The contractor shall arrange to provide the 3 [three] numbers Attender and 1[one] no Electrician in such a manner so as to ensure the following
- a) The agency shall provide the services of Attender/Electrician who shall observe discipline, decency, decorum and code of conduct and mannerism befitting of such personnel, punctual, dutiful and ready to perform duties whenever they are so advised
  - b) They should not refuse to attend the above works, if they are so advised.

- 2.4 The Attender/Electrician employed by the contractor shall be above 18 years and below 45

years of age. The minimum qualification for the Attender/Electrician:-

a) 8<sup>th</sup> Pass/standard or equivalent for Attender and be able to read English, Hindi & Bengali and must possess good health and physique and ITI [ Electrician Trade] or equivalent with wiremen license issued by Government of India/State Government for Electrician  
The contractor shall supply Uniform (Grey shirt & Grey pant). The Contractor shall ensure that the 3 nos Attenders & 1 no.Electrician on duty are in uniform and adequately equipped to discharge their duties effectively.

- 2.5 The agency shall be responsible to provide immediate replacement in place of any staff who is not available for duty due to leave or for any reason whatsoever.
- 2.6 The lowest rate for a period of one month may be quoted. The rate should be quoted both in words and figures. The rate quoted shall be valid at least for a period of 1 (One) year from the date of commencement of contract. The Attenders and Electrician contract will be for a period of 1 (One) year.
- 2.7 The contract if awarded, a Security Deposit equivalent to 10% on annual contract value either in the form, of Bank Guarantee or Demand Draft drawn in favour of Director, CSR&TI, Berhampore should be furnished before commencement of the contract. The Security Deposit will be refunded only after satisfactory completion of contract period, without any interest thereon.
- 2.8 The payment will be made on monthly basis on receipt of bill in triplicate, which shall be Certified by concerned official / officer of the Institute for satisfactory performance of the contract during the period after deducting TDS as per Income Tax Rules. No advance payment will be made to the Contractor under any circumstances.
- 2.9 An agreement incorporating the terms & conditions which forms part & parcel of this Bid documents shall be signed by the contractor on a non-judicial stamp paper not less than the value of Rs.50/- before commencement of contract.
- 2.10 The Agency/ Contractor should pay the wages in cash to the Attenders and Electrician who will be on duty in this Institute.
- 2.11 The names and the Bio-data of the Attenders and Electrician placed on duty in CSR&TI, Berhampore should be made available to the Institute. As and when they are replaced, permission of the Head of the Institute should be taken and names & Bio-data of the new Attenders and Electrician should be made available to the Institute. This is to facilitate the contractor to fix the liability accountability in case of any misconduct or theft takes place for their lapse.
- 2.12 The date stipulated in the tender notice regarding issue of application schedules are firm. Under no circumstances they will be relaxed unless officially extended.

### **3.0 GUIDELINES FOR PREPARATION AND SUBMISSION OF THE QUOTATION.**

#### **A. PREPARATION OF BID**

- 3.1 The bidder is advised to visit the Institute and examine the work requirements thoroughly and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into a contract. The cost of visiting the site and preparation of bid shall be at bidder's own expense.
- 3.2 The bidder is expected to examine carefully all instructions, terms and conditions of the agreement form and bidding documents Failure to comply with the requirement responsive to the requirements of the bidding documents, will be rejected.
- 3.3. To be eligible for award of contract, bidders shall provide evidence satisfactory to the

Director, CSR&TI, Berhampore of their eligibility, capability and adequacy of resources to carry out the contract effectively. To this end, all bids submitted shall include the following information

- a.] Copies of original documents, b] Certificate of Registration of the firm under Contract Labour Act. Place of registration and principal places of business of the Company or firm of partnership thereto constituting the bidders. c] The copies of receipts of the payments received by the party from different organizations for carrying out similar works will be preferred over other documents and certificates.
- 3.4 Bid from a joint venture will not be acceptable.
  - 3.5 The bid prepared by the bidder and all correspondence and documents relating to the Bid shall be written in the English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language provided they are accompanied by an appropriate translation of pertinent passages in the English language shall prevail.
  - 3.6 The contract shall be for the whole works based on the schedule of unit rates and prices submitted by the bidder.
  - 3.7 The bidder shall fill the rates for providing Attender and Electrician personnel and works described in the bill of quantities (BOQ) on monthly basis for a period of one year.
  - 3.8 All kinds of duties, taxes Service Tax as applicable and any other Govt. levies payable by the contractor under the contract or for any other cause shall be specified and included in the rates. Subsequent claims for any tax/duties will not be entertained, unless there is change in the Central/State Government announcements by way of notification issued from time to time.
  - 3.9 The Bid must be valid for a period of 120 days from the last date of submission of the tenders. Beyond this period, the validity of bid may be extended up to 180 days after the date of bid opening.
  - 3.10 The bidder shall furnish, as a part of his bid, an EMD @ 2 % of the total value/sum of a year. The EMD shall be submitted only in the form of Demand Draft drawn in favour of the Director, CSR&TI, payable at any nationalized bank, Berhampore. The EMD in any other form other than Demand Draft will not be accepted. Any bid not accompanied by an acceptable EMD will be rejected by the authority. EMD of unsuccessful bidders will be refunded as quickly as possible without interest only after finalization of award of the contract. The EMD will be forfeited if a bidder withdraws or modifies his bid during the period of bid validity or in the case of a successful bidder, if he fails within the specified time limit to sign the agreement, and / or commence performance of his obligations as specified thereon.
  - 3.11 The bidder shall submit his offer only in the bid document issued to him by the Director, CSR&TI, Berhampore. The bidder may for his reference keep a copy of the bid document.
  - 3.12 The document shall be typed or written in indelible ink without any correction, over writing etc., and shall be signed by a person or persons duly authorized to sign the bidder to the contract.
  - 3.13 All pages of the bid including where entries or amendments have been made shall be initialed by the person or persons signing the bid.
  - 3.14 The complete bid shall be without alterations/corrections, over writings interlineations or erasures, except those to accord with instruction issued by the Director, CSR&TI, Berhampore or as necessary to correct errors made by the bidders in which case such corrections shall be initialed by the person or persons signing the bid.
  - 3.15 Only one bid may be submitted by each bidder. No bidder may participate in the bid of another for the same contract in any relation whatsoever.

## **B. SUBMISSION OF BIDS**

3.16 The bidder shall seal the bid documents in an envelope and this should be addressed to:

**The Director,  
Central Sericultural Research & Training Institute,  
Central Silk Board,  
Ministry of Textiles, Govt. of India,  
Berhampore – 742 101,  
Dist. Murshidabad (West Bengal)**  
and the envelop shall bear the following identifications:

- a. **“BID FOR “3 nos Attender and 1 no. Electrician”**
- b. **Name and address of the bidder**

3.17 If the envelop[s] is not sealed and marked as instructed above, the bid will be rejected by the Director, CSR&TI, Berhampore.

3.18 The last date for receipt of quotation/bid is up to 2.00 P.M. on **25.07.2018**. Bids must be received in the office of the Director, CSR&TI, Berhampore at the address specified above. Any bid received after the due date and time shall be rejected. Bids should be dropped only in the tender box and should not be delivered at other places.

## **4.0 OPENING OF QUOTATIONS AND AWARD OF THE CONTRACT**

### **A. OPENING OF QUOTATIONS / BID**

4.1 The quotations will be opened at 3.00 P.M. on **25.07.2018** in the presence of the bidders or their authorized representatives who choose to be present at the Central Sericultural Research & Training Institute, Berhampore, Dist. Murshidabad [West Bengal].

4.2 Bids determined to be substantially responsive, will be checked by the authority, for any arithmetic errors in computation and submission. Errors will be correct as follows:

- a. In case, the rate in words and figures differs, the lower rate shall be taken as correct.
- b. All errors in total in the amount column and carrying forward, totals shall be corrected.
- c. In case of discrepancy between the rates quoted in words & figures, the rates quoted in words will be taken as correct.

4.3 The amount stated in the bid form will be adjusted by the Director, CSR&TI, Berhampore in accordance with the above procedure for the correction of errors and shall be binding upon the bidder. If the bidder does not accept the corrected amount of the bid, his bid will be rejected and the EMD will be forfeited.

4.4 The Director, CST&TI, Berhampore (West Bengal) reserves the right to accept or reject any or all bids/offer without assigning any reason or cancel the process at any time.

4.5 All disputes arising out of the above shall be mutually settled and the decision of the Director, CSR&TI, Berhampore on all matters shall be final and binding on the bidder.

### **B. AWARD OR CONTRACT**

4.6 The Director, CSR&TI, Berhampore will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated bid price, provided further that the bidder has the capacity and resources carry out the contract effectively.



SCHEDULE OF WORK FOR ENGAGEMENT OF 3 nos ATTENDER AND 1 no. ELECTRICIAN ON  
CONTRACT BASIS AT CSR&TI, BERHAMPORE

Item No.	Type of Category
1.	3 nos Attender [ Un-skilled]
2	1 no. Electrician[Skilled]

Cost of reliever has to be borne by the contractor. This should be clearly indicated in the quotation.

Signature and seal of the  
Contractor/Company of the bidder.

Date:  
Place:

TO BE FILLED AND SUBMITTED TO THE DIRECTOR, CSR&TI, BERHAMPORE IN A SEALED COVER ALONG WITH BID LETTER AND EMD.

The rates must be quoted on monthly basis in respect of Attender and Electrician in the following tabular form.

Item No.	Type of Category.	Number of person required.	Rate per person	Total Amount[Rs]
1	Attender[ Un-skilled]	3 nos		
2	Electrician[ Skilled]	1 No.		

Total cost per month in figures = Rs.

Total cost per month in words [Rupees \_\_\_\_\_]

Signature & Seal of the  
Contractor/Agency or the bidder.

STATEMENT INDICATING THE MANNER IN WHICH  
THE RATE IS TO BE COMPUTED

**A. Attender:**

Sl. No	Particulars	Attender [Agriculture Sector area-C [un-skilled]	Total 3(three) heads.
1	<b>Basic Rs. + VDA* Rs. =Total</b>		
2	PF @ 13.15% on (1) above i.e. <b>Basic + VDA</b>		
3	ESI @ 4.75% on (1) above i.e. <b>Basic + VDA</b>		
4	<b>Service Charges of the Agency</b>		
5	<b>Sub-Total (1+2+3+4)</b>		
6	<b>GST/Service Tax as applicable</b>		
	<b>Grand Total:</b>		

**B. Electrician**

Sl. No	Particulars	Electrician (Agriculture Sector area C(Skilled)	Total 1(one) head.
1	<b>Basic Rs. + VDA* Rs. =Total</b>		
2	PF @ 13.15% on (1) above i.e. <b>Basic + VDA</b>		
3	ESI @ 4.75% on (1) above i.e. <b>Basic + VDA</b>		
4	<b>Service Charges of the Agency</b>		
5	<b>Sub-Total (1+2+3+4)</b>		
6	<b>GST/Service Tax as applicable</b>		
	<b>Grand Total:</b>		

\* The wages should not be less than the minimum wages notified by Chief Labour Commissioner(C). Area of Berhampore comes under applicable for unskilled/skilled worker category employed in Agriculture Sector in Area "C". The tenders should specifically indicate the rates in the above format only.

\*\* GST/Service Tax, actual rate, may be considered subject to submission of Govt. notification.

**Signature & seal of the firms/agencies.**

To,  
The Director,  
Central Sericultural Research & Training Institute,  
Central Silk Board,  
Ministry of Textiles, Govt. of India,  
Berhampore – 742 101  
**Dist. Murshidabad (West Bengal)**

Date:

Sir/Madam,

**Sub:** Service Contract for engagement of Attender & Electrician – Regarding.  
**Ref:** Tender Notice No.CSB/CSR&TI/E-8[F]Maint/Cont.Attender and Electrician/18-19/  
Dated :  
\*\*\*\*\*

Having inspected the site and having examined the terms and conditions of contract, and schedule for the above mentioned work, I, the undersigned office to undertake the arrangements of providing Attender & Electrician to CSR&TI, Berhampore at a total cost of Rs.....per month (Rupees..... Per month) on the items rate basis mentioned in the schedule of work.

My bid is accompanied with EMD of 2 % on total sum of a year. (as per the condition). I undertake, if my bid is accepted to commence the work and complete the same within the time stipulated on the conditions attached to it.

Signature & Seal of the contractor/company of the bidder

Date:

Place:

## SPECIAL TERMS AND CONDITIONS

1. The party / Agency should be prepared to make the payment of monthly wages to the contract workers to their respective Bank Accounts through NEFT by 10<sup>th</sup> of every month and the report and Bank Statement should be submitted immediately to the Principal Employer i.e. The Director, CSR&TI, Berhampore.
2. Relevant certificates like Turnover Certificate, balance sheet, IT returns etc. to ascertain / determine the financial soundness should be enclosed with the tender.
3. Certificates from the Private Individuals / Partnership firms will not be accepted.
4. The Director, CSR&TI, Berhampore reserves the right to split the work and award in case of exceptional situations.
5. In case all the successful Tenders are found to be having quoted the same rate the evaluation will be done on the following criteria and therefore the parties should enclose the relevant certificates to this effect.
  - i. Annual turnover of the Agency for the last 5 years.
  - ii. Previous performance of the Agency for the last 5 years.
  - iii. Experience in the similar field and the period in the last 5 years.
  - iv. Total value of similar contracts in the last 5 years to be indicated & relevant documents to be enclosed.
  - v. No. of Arbitration cases to be indicated for the last 5 years.
  - vi. Solvency Certificate issued from the concerned Authority to be enclosed.

## AGREEMENT

THIS AGREEMENT made on this.....day of..... Two thousand Eighteen BETWEEN The DIRECTOR, CENTRAL SERICULTURAL RESEARCH & TRAINING INSTITUTE, BERHAMPORE DIST. MURSHIDABAD (WEST BENGAL).

AND

M/s.....

..... (hereinafter referred to as Contractor) of the OTHER PART WHEREAS the Institute is desirous of giving a job contract for providing the Attender & Electrician to Central Sericultural Research & Training Institute, Berhampore – 742 101 is a unit of CSB, a Statutory Body created by an Act of parliament Viz., Central Silk Board Act, 1948, Under Ministry of Textiles, Government of India, (hereinafter referred to as the Institute). Whereas the Contractor has offered to provide the 3 nos Attender and 1 No Electrician at Central Sericultural Research & Training Institute, Berhampore on the terms and conditions hereinafter stated.

AND WHEREAS the Contractor has represented that he has registered as Contractor and has obtained license under the provisions of contract Labour (Regulation and Abolition) Act 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect.

NOW, THEREFORE, BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed as follows:

1. CONTRACTOR'S OBLIGATIONS.

A) That the Contractor shall provide the following services.

A.1) The Service of Attender and Electrician as mentioned in the Terms and Condition to this Tender.

2. That providing satisfactory services as per para 1 above under this Contract the Contractor has agreed to deploy a total of Three Attender & 1 nos Electrician for CSR&TI, Berhampore. In addition an Officer-in-charge is also to be deployed for over all Supervision of Attender & Electrician duty time to time.
3. That for performing Attender & Electrician duties, as indicated in Annexure 1 (a) the Contractor shall deploy persons for cleaning the office building and premises during office hours (9.30 am to 5.30 pm) That the Contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duties. It is further agreed that the Contractor shall engage physically fit persons above 18 and below the age of 45 years for above duties. They should be literate, able to read and write English, Hindi/Bengali.
4. That the Contractor shall communicate the names, parentage, residential address, age, etc. of the persons deployed to this Institute, and as and when they are replaced, permission of the Head of the office (CSR&TI, Berhampore) should be taken and names of the new Attender & Electrician should be made available to the CSR&TI, Berhampore. This is only to facilitate the contractor to fix the liability accountability in case of any misconduct or theft.
5. That for the purpose of proper identification of these employees of the Contractor deployed at the Institute. They shall be issued with identity cards/Identification document and they shall be duty bound to display the identity cards at the time of duty.
6. That the Director of the Institute or any other person authorized by the Director shall be at liberty to question those Attender & Electrician provided by the Agency, if there is any lapses on their part.
7. That the Contractor shall ensure that the Attender/Electrician must not take out the premises/ campus

from the Institute at his own unless he is specially advised to go out for official duties.

- 8 That on taking over the responsibility of providing Attender & Electrician the Contractor shall formulate the mechanism and duty assignment of Attender & Electrician in consultation with Officer-In-Charge of the institute. The contractor shall further be bound by and carry out the Director's instruction given to him by the officer in charge of the Institute or the officer designated by him in this respect from time to time.
- B.1 That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the work as per Para I above shall be the employees of the Contractor for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the(Central Silk Board)( CSB ) or its units shall accrue implicitly or explicitly.
2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions through cash. The details of payment, date, amount of wages, etc. made to the concerned should be made available by the contractor to the Director, Central Sericultural Research & Training Institute, Berhampore on or before 15<sup>th</sup> of the succeeding month.
  3. That the Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour laws. The Contractor shall provide full information in respect of the wages etc. paid to its employees deployed in conformity with the provisions of contractor Labour (Regulation and Abolition) Act, 1970.
  4. That the Contractor shall be responsible for fulfilling all his obligations under law towards the persons deployed, namely under the Minimum Wages Act, P A Act ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time.
  5. That the contractor shall conform to the provisions of Central / state Act(s) or the Regulations on the subject as well as terms and conditions of this Agreement.
  6. That the Contractor shall make payment of wages etc., to the persons so deployed in the presence of representative of the Institute and shall on demand furnish copies of wage register muster roll etc., to the Institute for having paid all the dues to the persons deployed by the contractor for the work agreed under the agreement. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed, under various provisions of Labour Laws, having regard to the duties of the CSB 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 with regard to payment of wages, wage period and deductions made, maintenance of wage book, wages slips, publication of scale of wages and terms of employment, inspection and submission of periodical returns, remittance of ESI, EPF & Service tax and other Statutory contributions to respective Organizations within stipulated periods. The Agency/Contractor shall pay the wages in cash to the Attender & Electrician placed on duty in the Central Sericultural Research & Training Institute, Berhampore as the contractor has represented that he is already registered under the Contract Labour (Regulation and Abolition) Act, 1970 as amended and has obtained required license under the said Act. Any obligations and / or formalities which are required to be fulfilled under the said Act or any other Act of the purpose of entering into and / or execution of this contract shall be carried out by the contractor at his own expenses and the Contractor shall report the compliance thereof to the Director, Central Sericultural Research & Training Institute, Berhampore. The Contractor shall be solely liable for any violation of provisions of the said Act or any other Acts.
  7. That the Uniforms supplied by the Contractor at his own cost to the persons deployed for this work shall include White bush-shirt and Grey Pant (with baton strap). The seasonal equipments such as Jerseys, woolen coats in winter and rain costs/umbrella in monsoon shall also be provided by the
  8. contractor at his own cost and the CSB shall have no liability whatsoever on this account. The uniform shall be approved by the Officer-in-charge of the Institute.

9. The Contractor shall take all the reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and for the preservations of peace of the Institute.
  10. That in case any of the person so deployed by the contractor does not come up to the mark or perform his duties properly or indulges in any unlawful riots or disorderly conduct, or is not desired by the Director, CSR&TI, Berhampore the contractor shall at once remove him from the premises and put some other guard in the place. The Contractor shall immediately replace the particulars person so deployed on the demand of the Director, CSR&TI, Berhampore in writing.
  10. That the contractor shall deploy his persons in such way that the persons get weekly rest, the working hours / leave for which the work is taken from them, under relevant provisions or shops and Establishment Act / Minimum wages Act. The Contractor shall in all dealings with persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. The contractor shall also be responsible for replacement of any member of the Attender & Electrician falling sick, proceeding on leave or otherwise absent at no additional cost to the Institute. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filling any forms, returns etc. under the provision of the said regulations and rule which is materially incorrect, they shall without prejudice to any other liability, pay to the Officer-in-charge or Institute, a sum not exceeding a day's salary for every default, breach or furnishing/making/submitting/filling such materially incorrect statement and in the event of the Contractor defaulting continuously in this respect, he shall be liable to pay, a days salary multiplied by number of defaults for each default in respect of each category
  11. The Contractor shall be solely responsible for all the injuries to the Attender & Electrician employed by them in the Institute, first aid facilities will be provided by the contractor at his own cost Institute will not be liable for any disability claim or loss of life due to such accident or injury.
- C. 1. That the Contractor shall keep the Institute indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the prior responsibility of the contractor to contest the same. In case Institute is made party and it supposed to contest the cases, the Institute will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the contractor to Institute on demand. Further, the contractor shall ensure that no financial or any other liability comes on Institute in this respect of any nature whatsoever and shall keep Institute indemnified in this respect. In the event of any financial liability comes on the Institute on account of default of the Contractor and such financial liability will have to be discharged to avoid any statutory implication, in which event, the contractor is liable to reimburse to the Director of the Institute, failing which, same will be recovered in the manner indicated under clause A 8 of these presents.
2. The Contractor shall further keep the CSB indemnified against any loss to the CSB property and assets i.e. movable and immovable as mentioned in para A above.
  3. The Institute shall have further right to adjust and /or deduct any of the amounts as aforesaid from the payments made to the Contractor under this contract for providing Attender and Electrician.
  4. That the Contractor shall furnish an indemnity bonk from the General Insurance corporation at his own cost to indemnify CSB against any claim arising out of or connected with this agreement.



## II – OBLIGATIONS OF THE RESEARCH INSTITUTE

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid as; under on monthly basis:

<u>Designation</u>	<u>Number</u>	<u>Rate</u>	<u>Total Amount</u>		
a) Attender[unskilled]	03 (Three)	Rs.	pm.	Rs.	Per annum.
b) Electrician [Skilled]	01[one]	Rs.	Pm	Rs.	Per annum.

Such payment shall be made on the basis of the bills raised by the contractor and duly certified by the Officer designated by Research Institution in this regard.

2. That the aforesaid lump sum amount has been agreed to be paid by CSB to the Contractor. The Contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

## III – COMMENCEMENT AND TERMINATION

1. That this agreement will come into force with effect from..... and shall remain in force for a period of 1 (One) year. The agreement maybe extended on such terms and conditions as are mutually agreed upon.
2. That this agreement may be terminated on any of the following contingency: -
  - a) On the expiry of the contract period as stated above.
  - b) By giving one month's notice by Central Sericultural Research & Training Institute, Berhampore (west Bengal) on account of
    - i) Losses suffered by CSB due to lapse of Attender and Electrician.
    - ii) For committing breach by the Contractor of any of the terms and conditions of this agreement.
    - iii) On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting whole or part of the contract to any third person.
  - c) On contractor being declared insolvent by competent court of Law. During the notice period for termination of the Contract in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.  
It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption / hindrance /problem of any nature to Central Sericultural Research & Training Institute, Central Silk Board, Berhampore (Murshidabad).
1. In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) or under contract Labour Act, the same shall be referred to the Sole Arbitration nominated by the Director, CSR&TI, Berhampore, Murshidabad (W.B.).
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, Central Sericultural Research & Training Institute, Central Silk Board, Berhampore – 742 101 shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The Arbitrator may from time to time, with the consent of all the parties enlarge the time for

- making and publishing the award.
4. The Arbitrator may give interim award(s) and / or directions, as may be required.
  5. Subject to the aforesaid provisions, the Arbitration and conciliation Act, 1996 and the rules made there under and any modification thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
  6. The venue of the arbitration shall be Berhampore, Dist. Murshidabad (West Bengal)

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

SIGNED, SEALED AND DELIVERED  
FOR FIRST PARTY

SIGNED, SEALED AND DELIVERED  
FOR SECOND PARTY

BY.....

BY .....

WITNESSES

WITNESSES

1.

1.

2.

2.

CENTRAL SERICULTURAL RESEARCH & TRAINING INSTITUTE  
BERHAMPORE – 742 101 (W.B.)

ANNEXURE - I

Sl.No	Types of Personnel	No. of person engaged	Points / Location
1	Attender	1 X 3	Establishment/Account / Stores Section.
2	Electrician	1 x 1	Electric Section

**Total** -----

**ANNEXURE - II**

**Pro-forma suggested for an Undertaking by a Contractor for Compliance of the Provisions of Contract Labour (Regulation and Abolition) Act, Rules and other laws as applicable.**

I, ..... S/o ..... Proprietor / Partner / Director of ....., do hereby declare and undertake as under –

1. That in the capacity of independent contractor by M/s. ....  
.....(description of Principal Employer) I have complied with the provisions of Contract Labour (Regulation and Abolition) Act, 1970 in holding a valid license under the Act and the Rules thereto. I have paid the wages for the month of ..... to all my employees and no dues are payable to any employee.
  
1. That I have covered all the eligible employees under Employees Provident Fund and Miscellaneous Provisions Act and the Employees' State Insurance Act and deposited the contributions under our code numbers for the following month and as such no amount whatsoever is payable.
  
2. I further declare and undertake that in case any liability pertaining to my employees is to be discharged by the principal employer for my lapse, I undertake to reimburse the same or the principal employer is authorized to deduct the same from my dues as payable.

Second Party/Contractor

