



**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**  
(An Autonomous Institute under Department of Science and Technology, Govt. of India)  
PaschimBoragaon, Vigyan Path, Garchuk, Guwahati-781035  
**NOTICE INVITING QUOTATION (NIQ)**

**Advt. No: 151 (NIQ)**

Date: 10/07/2018

Sealed quotations are invited in two BID systems ( Technical and Price BID) from reputed and eligible contractors engaged in the business of providing manpower supply services for "Providing daily wage labour of different category at the Institute of Advanced Study in Science & Technology (IASST), Paschim Boragaon, Vigyan Path, Guwahati-781035".

<b>Sl. No.</b>	<b>Bid fee-DD (non - refundable)</b>	<b>Last Date and Time for submission of bids</b>	<b>Venue for submission &amp; Opening of Technical Bids</b>
1	Rs. 1000.00	Dt:02/08/2018 by 5PM	Office of the Registrar, IASST, Guwahati – 781035 Dt: 03/08/2018 at 11A.M

The detailed NIQ document is available in IASST website [www.iasst.gov.in](http://www.iasst.gov.in). Participating firms may attend at the time of opening of the quotations as per date and time mentioned above.

**There will not be any separate notice for participation of bidder in the bid opening time.**

Registrar  
IASST, Guwahati

## **1. GENERAL TERMS AND CONDITIONS:**

The contractors/manpower service provider/agencies should meet the following minimum terms & conditions and criteria:-

- 1) Bidder/s providing similar service to other Government Departments will be given preference.
- 2) Bidder shall be duly registered with ESIC, Provident Fund, Goods & Service Tax and other relevant statutory authorities dealing with employment/supply of workers/labour/ manpower.

All existing statutory regulations of both the State as well as the Central Government shall be adhered to by the contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. Contractors not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.

- 3) Bidder should be paying minimum wages/other benefits and allowances to his personnel as prescribed by the Central Government. The institute shall have no liability whatsoever in this regard and the Contractor shall indemnify the Department against any / all claims which may arise under the provisions of various Acts, Government Orders etc.
- 4) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- 5) Notwithstanding anything contained herein, the Institute reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason.
- 6) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him. The service recipient shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on department, the same shall be reimbursed / indemnified by the Contractor.
- 7) There will be NIQ application fee (non-refundable) of an amount of Rs.1000.00 (Rupees one thousand) only to be submitted along with the quotation. The abovementioned fee can be deposited through Demand Draft/Bankers Cheque drawn in favour of 'The Director, IASST' payable at Guwahati
- 8) The NIQ documents may be obtained from the Registrar office, Administrative Building of IASST or may be downloaded from the official website [www.iasst.gov.in](http://www.iasst.gov.in).

- 9) Successful vendor will have to deposit a security money (refundable) of an amount of Rs. 50,000.00 (Fifty Thousand) only through Bank Draft/ Fixed Deposit Receipt/Bank Guarantee drawn in favour of 'The Director, IASST' payable at Guwahati.
- 10) As this is a regular and contingent labour supply work as and when required by the institute, participating firm must have an office at Guwahati.
- 11) Person to be engaged for the institute work (electrician and plumber) must have ITI electrical licence /Certificate.
- 12) The sealed envelope containing the quotation should super-scribed on the top as **"APPLICATION FOR PROVIDING DAILY WAGE LABOUR"** and submit to Registrar, IASST, Guwahati. The Technical bid will be opened on the 03/08/2018 participating firms may be present at the time of bid opening.
- 13) IASST reserves the right to accept or reject any application without assigning any reason thereof. The decision of IASST in respect of scrutiny and selection of parties will be intimated by the office and shall be final.
- 14) Any disputes in this connection shall be settled in Kamrup Metropolitan district jurisdiction only.
- 15) Non-conformity of any of the terms and conditions along with non-submission of any of the documents mentioned above will disqualify the applicant and price bid will not be considered.

## **2. MODE OF SUBMISSION OF BIDS:**

The sealed quotation should be addressed to “**The Registrar, Institute of Advanced Study in Science & Technology (IASST), Paschim Boragaon, Vigyan Path, Guwahati-781035**” :-

The following Documents/testimonials must be submitted along with the quotation:-

- i) Forwarding letter from the authorised person of the Firm.
- ii) Photo copy of PAN card, Goods & Service Tax registration certificate, ESIC registration certificate, PF documents and other relevant documents.
- iii) Copy of IT returns acknowledgement for the last two years.
- iv) Up-dated Labour License.
- v) Details of experience in the field and in the other organizations where he is providing such services.
- vi) The Technical and Price BID should be put in two separate envelops which will have to be again put in a common envelop.

## **3. TERMS OF PAYMENT:**

- i. The Contractor will submit the monthly bill in triplicate for reimbursement along with certificate of completion of works by the officer-in-charge. The bill will be paid after making statutory and other necessary recoveries, if any.
- ii. The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.

## **4. PENALTIES:**

The Contractor will attract a penalty of an amount of Rs 1,000/- in case a person fails to carry out the services assigned / asked for due to his absence or any other reason which shall be recovered from the bills or otherwise.

FOR ANY CLARIFICATION IN THE MATTER AND / OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH THE REGISTRAR, INSTITUTE OF ADVANCED STUDY IN SCIENCE & TECHNOLOGY (IASST), PASCHIM BORAGAON, VIGYAN PATH, GUWAHATI-781035”.

Sd/-  
Registrar, IASST



## PROFORMA FOR TECHNICAL ASPECT

1	Name of the Organization / Firm	
2	Name(s) of Proprietors / Directors	
3	Registered Address	
4	Telephone No.: Fax No.: Mobile No.: Email address (if any):	
5	Whether the firm is Registered and License holder under Contract Labour (Regulations and Abolition) Act, 1970	
6	Registration No. of the Firm (Copy to be enclosed)	
7	Permanent Account No. of the firm (PAN) (Copy to be enclosed)	
8	Provident Fund Number / ESIC Registration No. allotted by Regional Provident Fund Office, if any (Copy to be enclosed)	
9	Total Staff / Workers of the firm	
10	No. of years of experience in providing similar kind of manpower	
11	Name(s) of Public Sector / Govt. Organization to whom similar services have been provided by the firm during last three years.	

**Signature of the bidder with Name  
Office Seal**

**PROFORMA FOR PRICE BID**

<b>Sl. No.</b>	<b>Category</b>	<b>Unit</b>	<b>Rate Per day including all applicable taxes</b>
1	Carpenter	01	
2	Mason	01	
3	Labour	01	
4	Plumber	01	
5	Electrician capable of working 230/415 volt)	01	
6	Electrician capable of working 11/33 kva)	01	
7	Driller	01	
8	Painter	01	
9	Mosaic Polisher	01	
10	Fitter	01	
11	Welder	01	
12	Driver	01	

Certified that the above quoted rate complies with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rate is inclusive of Goods & Service Tax or any other Tax payable to Government.

**Signature of the bidder with name  
Office Seal**