

Tender Document for Manpower Service Provider (Labour Contract) for the Year 2026-27 in respect of College Of Horticulture, Bermiok, Sikkim.

1. **Introduction:** The college of Horticulture, Bermiok Sikkim has been established in the year 2015 under Central Agricultural University, Imphal, Manipur. For the smooth functioning and maintenance of various college building, compound, various labs, Hostels and farms etc. It has been decided to get the work of maintenance, cleanliness and cook in Guest House, were done through labour contractor on work contract basis
2. Detail of work to be got done by the work contractor. Maintenance work of the college buildings including hostels and farms of the college etc. at Bermiok South Sikkim.
3. List of documents required to be submitted by the work contractor along with the tender form.
 - i) Valid Government registration certificate for supply of contractual labour Manpower.
 - ii) Income tax return clearance for last three years.
 - iii) GST Clearance for last three years.
 - iv) Copies of certificate of depositing ESI and EPF from concerned departments for the last three years.
 - v) Copy of GST certificate from the GST department.
 - vi) Copy of PAN card of the agency.
 - vii) Name and the organization where such services have been provided by the contractor in last three years with certificate of performance.
 - viii) Demand draft in favour of the Dean, COH of Rs. 30,000/- as EMD payable at SBI, Singtam Branch No interest will be payable on EMD to the Contractors.
 - ix) Service provider office within 2 km around the College of Horticulture will be preferred.
4. **Term and condition of the Tender.**
 - i) The rate quoted should mention of the wages per worker per day. Service tax, EPF and ESI charges and the service charge should be clearly mentioned in percentage.
 - ii) The sale of tender is from 21thFeb. 2026 and last date for receipt of Sealed Tender is 27thFeb. 2026 upto 3:00 and the tender will be opened on 1stMarch. 2026 at 11.30AM in the office of the Dean, College of Horticulture, Bermiok.
 - iii) It should be early mentioned at the top of the envelope containing tender "Tender for Labour Contract for the year 2026-27."
 - iv) The tender received late incomplete and without the Bank Draft of Rs.35000/- as Earnest Money Deposit (EMD) will be rejected.
 - v) The rates per wok should be clearly mentioned by the bidder in the tender and the wages, EPF, ESI charges. Service Tax component should be mentioned as per rates fixed by the State Union Govt. But the service charges to be received by the bidder should be mentioned in percentage

(%). The service charge and the past experience of the bidder will be the important factor to decide the minimum rates quotes by the bidder in the tender.

- vi) The EMD of the unsuccessful bidder will be returned to them within 15(Fifteen) days from the opening of tenders and no interest will be payable on the EMD. The EMD of the successful bidder will be returned after signing of the agreement.
- vii) The successful bidder has to sign an agreement in Non-Judicial paper of Rs.100/- with the Dean of the College before allotment of work to him. After that he will not resale from his offer or modify the terms and conditions thereof.
- viii) The successful bidder has to submit Quarterly Statement of proof of payment of EPE, ESI charges and GST in respect of each labourer and further payment will be released to the contractor only after receipt of such statements by the office.
- ix) A list showing the jobs to be carried out by the contractor should be with the labour deployed by the contractor. However, it is indicative only and additional work can be assigned to them.
- x) Full particulars of the labourers should have to be given to the office by the contractor for security purpose.
- xi) The provision of Child labour Act and Bonded labour Act shall have to be taken care of by the contractor while deploying workers at college. He personally will be responsible for the breach of these Acts.
- xii) The minimum wages fixed by the government of India should have to paid to the workers deployed in the college by the contractor.
- xiii) The payment of the contractor will be made on monthly basis and he will have to submit monthly bill to the concerned department., Section and get it verified from the officer i/c of the section.
- xiv) In case the work is not found satisfactory by the concerned section I/C the deduction will be made from the bill keeping in view the report of the section in-charge. In case of gross negligence, the performance security deposited by the contractor will be forfeited.
- xv) Three months prior notice is required from either side to terminate the work without contract within the tender period of 1 year. In case the work contractor stops the work without above notice no payment for that month will be made and performance security deposited will be forfeited.
- xvi) Overwriting / erasing in rates to be quoted by the bidder will not be allowed, otherwise the tender will be rejected.
- xvii) Tenderer should give his signature in the bottom on each and every page of the bid including the schedules and annexure submitted by him.
- xviii) The rates quoted by the bidder in words and figure failing which the tender is liable to be rejected. The tenderer is at liberty to be present at the time of opening of the tender.
- xix) The institute is not bound to accept or reject the lowest quotes or any other tender and also reserve to itself the right to accept or reject the tenders in whole or in part.

- xx) An amount of 5% of the monthly contract rate or Rs. 25000/- whichever is higher as Performance Security to be deposited by the selected contractor, which will be refunded on after completion of the contract period, if there is no penalty for violation of terms and conditions. In the event of non deposition of the same, the EMD will be forfeited. No interest will be paid on Performance Security.
- xxi) The normal period of the contract will be one year from the date of acceptance of the contract. But the Dean, College of Horticulture reserves the right to reduce or terminate the period of contractor to extend its duration in the interest of the institution.
- xxii) Decision of the Dean of the College shall be final for any aspect of the contract and binding to all parties.
- xxiii) The contractor will discharge all his legal obligations in respect of the workers/ supervisor to be employed / deployed by him for the execution of the work in respect of their wages and service conditions and the institute shall be free from any claims, loss or damages that may cause to it on account of any failure to comply with the obligations under any laws.
- xxiv) The contractor or workers shall not misuse the premises or damage, loss any valuables of the institute. Appropriate amount will be deducted from the security deposit for any such damage/ loss.
- xxv) Any misconduct/ misbehavior on the part of manpower deposited by the contractor will not be tolerated and such person will have to be replaced immediately.

Liquidated Damage Clause:

An amount two days of contract amount subject to a minimum of Rs. 500/- will be levied as liquidated per day, whichever and wherever and whenever it is found that the work is not up to the mark in any department or section.

Certified that I have gone through all the above-mentioned terms and conditions carefully and these are acceptable to me.

Sign and Seal of the work contractor

Tender form for Labour contract of College of Horticulture, Bermiok.

- 1 Name of Contractor :-
- 2 Permanent address :-
- 3 Correspondence address
- 4 EMD Details D D No. Dated :-
Name of Bank
- 5 Registration No. :-
- 6 Rate Quotations

Nature of labour	Wages Per day	EPF %	ESI %	GST	Service charges of wages (%) (to be quoted by contractors in %) (max. 10%)
Highly Skilled Labour	562.00	13%	3.25%	18%	
Skilled Labour	515.00	13%	3.25%	18%	
Semi skilled Labour	475.00	13%	3.25%	18%	
Unskilled Labour	465.00	13%	3.25%	18%	

(The rates of the service charges will be mentioned in percent of the wages only (excluding EPF, ESI charges and other charges). The other charges viz. EPF, Goods and Service tax, ESI charges and wages should be quote as fixed by the government from time to time.)

Sign and seal of Contractor