



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
 (केंद्रीय विश्वविद्यालय / A Central University)
 कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR



कृषि पट्टक
 ONE EARTH - ONE FAMILY - ONE FUTURE

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ़ भारत रैंकिंग 05: 2016 और नाक द्वारा 'ए+' ग्रेड प्राप्त
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**EXPRESSION OF INTEREST (EOI)
 FOR EMPANELMENT / ENLISHMENT OF VENDORS**

FOR "Annual Maintenance Contract (AMC) for Repair and Maintenance Services related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works) at Tezpur University Campus, Napaam."

Ref. No.: EOIEC/2026/4651

Date: 07.05.2026

GENERAL INFORMATION ABOUT THE EOI

Mode of Publishing	Online (Through CPPP)	
To be Submitted	Online (Through CPPP)	
Published date	07.05.2026 (18:00 Hrs.)	
Bid Document download start date	07.05.2026 (18:15 Hrs.)	
Bid Document submission start date	07.05.2026 (18:30 Hrs.)	
Bid submission closing date	22.05.2026 (15:00 Hrs.)	
Opening date of Technical Bid	23.05.2026 (15:00 Hrs.)	
Opening date of Price Bid	Will be informed later on through CPP Portal.	
Earnest Money Deposit	Rs. 5,000/- in the form of Demand Draft to be drawn in favour of "The Registrar, Tezpur University" payable at Tezpur. The sealed envelope containing EMD should be addressed to, "The Registrar, Tezpur University"	This is refundable.
Performance Guarantee	Rs. 1,00,000/- to be submitted by the empanelled vendor in the form of Demand Draft to be drawn in favour of "The Registrar, Tezpur University" payable at Tezpur in sealed envelope addressed to, "The Registrar, Tezpur University". No interest shall be payable on the amount by the University.	This would be retained by the University for the entire period of empanelment, i.e., 01 (One) year. If Empanelment is not continued after 01 (One) year, for any reason, the amount will be returned.
Duration of Empanelment	One (01) year	To be renewed on yearly basis, the rate shall be obtained separately for each year.



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DISCLAIMER

This Expression of Interest (EOI) is not an offer by Tezpur University (hereinafter referred to as TU), but an invitation to receive a proposal from eligible vendors for the Annual Maintenance Contract (AMC) for Repair and Maintenance Services related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works) at Tezpur University Campus, Napaam.

This document should be read in its entirety. While all reasonable care has been taken in compiling this EOI, the figures, documents and details are presented in good faith; and no warranty or guarantee (express or implied) is given by TU as to the completeness or accuracy of this EOI or any information provided in or in connection with it.

The full and final authority to cancel the EOI vests with the management of the TU.

Tezpur University is planning to hire a vendor for the Annual Maintenance Contract (AMC) for Repair and Maintenance Services related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works) at Tezpur University Campus, Napaam.

As per the aforementioned details, the bidders shall submit the quotation in the below-prescribed format only.

Qualifying criteria for interested contractor / bidder

1. The bidder must be registered in any Govt./Semi Govt. Departments/Autonomous Bodies who award works to the contractors.
2. Average Annual Turnover along with Audited balance sheet and Income Statement certified by a Chartered Accountant for any 3 consecutive financial years during last 04 years starting from financial year 2022-2023 shall not be less than **10.0 lakhs**.
3. Should have **completed** satisfactorily the **Repair and Maintenance works related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works)** of (i) *one work* of value **not less than 14.0 lakhs against single work order** OR (ii) *two works* of value **not less than 9.00 lakhs each** against *two separate work orders* OR (iii) *three works* of value **not less than 7.0 lakhs each** against *three separate work orders* during last five years in Govt./Semi Government Department/Autonomous Body supported by **work order and completion certificate. Experience certificate produced as sub-contractor shall not be accepted.**
4. The bidder shall sign and stamp each page of this EOI document as token of having read, understood and comply with EOI, the terms and conditions contained herein. This EOI document is required to be uploaded on the website <https://eprocure.gov.in> along with **scanned copies PAN, GST and qualifying documents, as per the qualifying criteria stated above in Serial No.1, 2 and 3.** Incomplete bid documents shall be rejected without giving any reason. **There is no need to submit the hard copy of the EOI Document and other documents** except Original Declaration regarding correctness of information submitted in this EOI as per NIT in notarized affidavit (As per ANNEXURE – VII) and Earnest Money Deposit (refundable).



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5. Bidders will be required to upload the scanned copies of the Demand Draft against EMD (Earnest Money Deposit) drawn in favour of the Registrar, Tezpur University payable at Tezpur along with the Declaration regarding correctness as per EOI in notarized affidavit and other qualifying documents as per EOI and sealed and signed EOI document.
6. Declaration regarding correctness of information submitted in this Tender / EOI as per NIT / EOI in notarized Affidavit and EMD (Earnest Money Deposit) must be submitted in a sealed envelope to be superscribed this EOI name & the name of your agency and must reach *The Registrar, Tezpur University* before the last date & time for receipt of Bid. **EOI without the EMD (Earnest Money Deposit) will be summarily rejected.**
7. **Bidders who are MSME/NSIC registered may claim exemption from payment of EMD only subject to submission of valid documents in support of their claim. Self-Declaration for Earnest Money Deposit (EMD) for claiming Exemption for MSME/NSIC (ANNEXURE - VIII)**
8. **Bidders are required to upload the following documents. Non-submission will lead to disqualification of the bid.**
 1. Scanned copy of the complete EOI document duly stamped signed by the bidder.
 2. Demand Draft against EMD (Earnest Money Deposit).
 3. Declaration regarding correctness of information submitted in this EOI as per EOI in Affidavit as per ANNEXURE – VII.
 4. PAN card
 5. GST Registration
 6. Certificate of contractors' Registration of Govt./Semi-Govt./Autonomous Body.
 7. Valid contractor's License.
 8. Work experience certificate supported by work order and completion Certificate of last 05 (Five) Years.
 9. Firms' constitution and Power of Attorney (to be submitted in notarized affidavit)
 10. Duly filled in and signed with a stamp on all pages of all the Annexures (From ANNEXURE I – IX)
 11. Bank Solvency Certificate in prescribed format (as per ANNEXURE – V of this tender/EOI document) from any scheduled commercial bank issued during last six (06) months prior to the date of publication of this EOI or after the date of publication of this EOI satisfying **minimum Rs. 5 Lakhs or above.**
 12. Average Annual Turnover along with Audited balance sheet and Income Statement certified by a Chartered Accountant for any 3 consecutive financial years during last 04 years starting from financial year 2022-2023 shall **not be less than 10.0 lakhs.**
 13. EPF & ESI Registration.
 14. Valid Labour License.
 15. All other required supporting documents as per EOI.
9. **Bidder's Technical capability will be determined as per the format given in ANNEXURE – IX. Technically disqualified bidder's price bid will not be opened and will not be considered for the next step.**
10. **Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:**



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- a. Record of poor performance during the last five (05) years as on the date of Application such as abandoning the works, rescind of the contract for which the reasons are attributable to the non-performance of the contractor, inordinate delay in completion, consistent history of litigation/arbitration awarded against the applicant or any of its constituents or financial failure due to bankruptcy.
 - b. Shown very poor performance in the implementation of works of Tezpur University.
11. Downloading of EOI document by a bidder does not automatically mean that the bidder is considered qualified for the work. Tezpur University reserves the right to accept or reject any or all the tender/EOI document without assigning any reason thereof.
 12. The acceptance of EOI will rest with the authority of Tezpur University, Napaam, Tezpur who does not bind itself to accept the lowest bidder and reserves to itself the right to reject any or all the bidders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the University.
 13. For any clarifications regarding site conditions, items of work or any other points / conditions related to this EOI, The Engineering Cell, Tezpur University, Napaam may be contacted during office hours (9.00 am – 5.00 pm) on all working days. (Phone – 9435360448/9101088891) for any query related to the instant Tender.



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SECTION 1

CONDITIONS OF CONTRACT

1.1. Scope of Work

The scope of work under this contract shall include “**Annual Maintenance Contract (AMC) for Repair and Maintenance Services related to Civil, Plumbing, Sanitary, and Other Building Services (excluding electrical works) at Tezpur University Campus, Napaam, Tezpur, Assam**” as per the requirements of the University. The quantities mentioned in the schedule are indicative and approximate only. They may vary during actual execution based on site conditions and requirements. The University reserves the absolute right to operate/execute all or any selected items from the schedule of quantities, without any obligation to utilise the full scope or quantities indicated. The Contractor shall be responsible for supplying and providing all necessary materials, tools, plants, equipment, skilled and unskilled labour, consumables, transportation, and any other resources required for the satisfactory execution, completion, and maintenance of the works. All materials to be used in the execution of the works shall strictly conform to the technical specifications stipulated in the relevant Indian Standards (IS codes). No material shall be procured or brought to the site without prior written approval from the Office of the Executive Engineer. The Contractor shall submit samples, test certificates, or other relevant documentation as required for approval before procurement and incorporation into the works.

1.2. Period of Work

The duration of the contract shall be **12 (Twelve) months** from the date of commencement (or as specified in the Letter of Acceptance/Work Order). **The performance of the Contractor shall be evaluated by the TU authority after 06 (six) months from the date of commencement of the work.** If the performance of the contractor is not found to be satisfactory, the contract shall be liable to be terminated with 01 (one) month notice.

1.3. Areas falling under this contract

The key areas/buildings included under the scope of the contract are as follows:

1. All Women and Men Hostel areas
2. All Residential building areas
3. All Public building areas
 - a) Departments
 - b) Centres
 - c) Schools
 - d) Lecture Halls
 - e) Dean's Building
 - f) Central Library
 - g) Administrative blocks
 - h) Banks, Post Office



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- i) Security barracks
- j) Guest House
- k) Auditorium
- l) Community Hall
- m) Shopping Complex areas, Day care Centre, Ammenity.
- n) Essential, Cafeteria, and SoE Dhaba areas

1.4. Scope of Work of Contract

The scope of work under this contract shall cover the supply of skilled/unskilled workers with the tools and tackle required to resolve complaints related to the following works, **round the clock, 24 x7.**

1. Plumbing

The work includes attending to all types of complaints/breakdowns relating to the water supply distribution system in the buildings/areas mentioned in Section 1.3.1.3

to ensure an uninterrupted water supply. The works may include ensuring the working of all sizes of pipes of GI/PPR/CPVC/D.I, etc., regular cleaning of pipe lines, changing of defective pipes, changing of valves, flanges, air release valve, union socket, gasket, bibcock in service water tanks, etc., as and when required and Regular cleaning of service water tank etc.

2. Sanitary

This work includes attending to all types of complaints regarding sanitary issues in the buildings/areas mentioned in Section 1.3 relating to the sanitary system. The work may include changing/repairing the cistern, Health faucet, waste pipe, etc., changing the washbasin/sink, changing the water closet, changing the urinal and septic tank pipes, etc.

3. Door, Window and Ventilation

This includes attending to general problems in doors, windows and ventilation (both aluminium, steel, and wooden), including replacement of all types of wooden or steel doors, replacement of window and ventilation grills, replacement of defective fittings like locks, hinges, stoppers, handles, etc. in the buildings/areas mentioned in Section 1.3. The scope of work shall cover attending works involving carpenters, Stainless steel / aluminium fitters, masons, welders, etc.

4. Ceiling and Sheet Roof works

This work includes attending to complaints related to repairing/replacing roof sheets and ceiling gypsum boards in the buildings mentioned in Section 1.3. This also includes repairing of seepage/leakage from roof sheets, dismantling of damaged roofing sheets, ceiling board, etc. The scope of work shall cover attending works involving carpenters for ceiling and roof work.

5. Cleaning of terraces/ roofs

All the terraces, either plain or slanting, including gutters of the buildings/areas mentioned in Section 1.3, shall be kept clean regularly. They will be kept free from any type of vegetation,



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plants, etc. All rainwater pipes of all sizes shall be regularly checked and maintained properly. Any damage that requires attention shall be reported in the presence of the Office of the Executive Engineer or his representative, along with the contractor and any of the occupants of the particular block /competent person as applicable.

6. Painting

This work includes attending to all types of complaints regarding painting on the inside walls of buildings mentioned in Section 1.3. The work may include cleaning the wall surface, wall putty application and painting with paint as required and approved by the University.

7. Civil Work

This work includes attending to all types of complaints regarding civil works in the buildings/areas mentioned in Section 0. The work may include PCC/RCC/plaster work, brick or masonry work or any other civil work as directed by the Office of the Executive Engineer

8. Tiles

This work includes attending to all types of complaints regarding tile work in the buildings/areas mentioned in Section 1.3. The work may include dismantling old tiles and then fixing new tiles in the same place.

1.5. Responsibilities

1. The contractor shall be fully responsible for the comprehensive repair and maintenance related to **civil works, ceiling work, roofing work, painting, water supply, plumbing, and sanitary installations, fittings systems, and related components that fall under the scope of the contract.**
2. **The contractor or his/her supervisor must remain available round the clock 24 × 7, ready to attend to any repairs, breakdowns, or rectification work under the scope of the contract and deploy the manpower.**
3. The Contractor shall ensure full repair and maintenance under the scope of the contract in the buildings/areas mentioned in Section 1.3 or any specific location within the Tezpur University campus, promptly as directed by the Office of the Executive Engineer, and this obligation falls entirely within the scope of the contract.
4. **The contractor is strongly advised to visit the campus during working days (before the agreement) to physically inspect and ascertain the types of structures, existing conditions, extent of facilities, and overall scope in the specified areas. No claim or variation on account of ignorance or lack of knowledge regarding the site conditions, building types, or quantum of work shall be entertained at a later stage.**
5. The Contractor shall supply all materials and manpower required to the University to execute the work under the scope of the contract.



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6. All materials to be supplied and installed in the execution of the works shall strictly conform to the technical specifications stipulated in the relevant Indian Standards (IS codes) and International Standard Organization (ISO). No material shall be procured or brought to the site without prior written approval from the Office of the Executive Engineer.
7. Should the Contractor fail to supply the specified material within the **stipulated time** (section 1.12.1), the University may procure the same from alternative sources at the Contractor's risk and cost. The Contractor shall be liable to **pay 1.5 times** the actual procurement cost of such materials (inclusive of all associated charges such as freight, loading/unloading, and overheads), which shall be deducted from the Contractor's subsequent running bill(s).
8. The contractor shall maintain up-to-date monthly records of all additions, alterations, or modifications made to the systems during the contract period, whether carried out by the contractor or Tezpur University. **The monthly record has to be submitted to the Office of the Executive Engineer along with the bill every month during the contract period.** All the replaced items shall be deposited to the office of the Executive Engineer, Engineering Cell.
9. The contractor shall undertake all fabrication works, repairs, servicing of equipment, machines, and components related to the scope of the work of the contract within the contract period. Extra works of this nature will be reimbursed as per the **Delhi Schedule of Rates (DSR)** or actual market rates, or mutually agreed rates as applicable.
10. The contractor shall **NOT** refuse any reasonable request from Tezpur University related to the work under the scope of the contract, as determined by the Office of the Executive Engineer.
11. During execution of any work, the contractor shall prevent dust or waste generation and ensure immediate and thorough cleaning of any dust, debris, dirt, stain, waste, marks or surface damage that may settle in surrounding areas. The cleaning operation shall be done by the contractor by engaging vacuum cleaners, wiping materials, and appropriate methods immediately after completion of the job. All efforts must be made to minimize dust, debris, dirt, stain, waste, marks or surface damage.
12. The worn-out, damaged, or defective items, fittings, or parts after replacement shall be deposited by the contractor with the Engineering Cell.
13. The contractor shall remove all debris generated during maintenance, repair, or modification works from the Tezpur University campus and dispose of it in an environmentally appropriate manner.
14. All works shall be executed strictly in accordance with relevant Indian Standards (IS codes) of Civil works, water supply, sanitation and Indian Electricity Rules as amended.
15. The Contractor shall attend to every complaint upon receiving it from the Office of the Executive Engineer and shall resolve the same within a stipulated time. The stipulated time



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will be jointly decided by the Office of the Executive Engineer and the Contractor before attending to the complaints.

16. The contractor shall arrange, at his own cost, all required tools, tackles, measuring instruments, meters, safety equipment, and personal protective devices necessary for performing the work.
17. Given the specialized and continuous nature of the work, absenteeism of deployed supervisors or labour, shying from attending complaints, etc., will not be accepted by the University. The University is authorised to impose penalty deductions in the contractor's bills for absenteeism, non-performance, or non-compliance as per clause 1.12.1. **The contractor must ensure constant and effective supervision by providing a supervisor and labourers round the clock, 24 × 7.**
18. All routine breakdown maintenance, preventive maintenance, and regular servicing are included in the scope of work. No extra payment will be made for these activities.
19. The contractor shall deploy appropriately skilled and qualified manpower as required for the satisfactory execution of the work.
20. All breakdown calls must be attended to immediately. If the volume or urgency of work falling under **DSR items of work**, requires additional manpower, the contractor shall provide it promptly at no extra cost to ensure that academic and research activities are not disrupted.
21. **The contractor may collect minor complaints and small-volume works and attend to them periodically, provided the complaints are not urgent or emergency in nature. Such non-urgent works may be grouped and executed within a reasonable time frame as mutually decided by the Office of the Executive Engineer and the contractor. However, the contractor must obtain prior approval of the Office of the Executive Engineer before taking up any such grouped/periodic works.**
22. The contractor shall ensure consistent quality of work and workforce, accurate fault diagnosis, high standards of workmanship, strict adherence to safety protocols, and sustained efforts to maintain a clean, healthy, and reliable service environment.
23. The contractor shall provide all necessary labour, skilled personnel, and technical expertise to attend to all the works included in the scope of the contract.
24. It is the contractor's sole responsibility to familiarize their staff with site conditions, operating procedures, equipment details, safety systems, and the full scope of work before commencing duties.
25. The contractor shall deploy sufficient staff to handle routine tasks, fuse/breakdown calls, preventive maintenance, and emergency repairs without causing any interruption to academic, research and other daily activities.



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26. The Contractor shall be solely responsible for paying wages to all deployed staff strictly as per the Minimum Wages Act. Wages paid to the staff must not be less than the prevailing minimum wages notified by the Govt. of India, for the respective category (skilled / semi-skilled / unskilled) of the staff proposed to be deployed.
27. The Contractor shall be solely responsible for providing all necessary facilities, amenities, and welfare measures to the deployed workers as mandated under the applicable labour laws, at no additional cost to Tezpur University.
28. The Contractor shall take full responsibility for complying with all applicable labour laws and statutory obligations. This includes, but is not limited to, payment of wages to all deployed manpower at rates not less than the minimum wages notified by the Govt. of India, timely payment and deposit of ESI and PF contributions, bonus, and all other relevant statutory benefits and obligations.

1.6. Manpower

The following are the categories of labour that may be required to execute the work under the scope of the contract.

1. Supervisor
2. Plumber
3. Carpenter
4. Mason
5. Sweeper
6. Helper

1.6.1. One Supervisor is mandatory to be present 24 × 7, round the clock, to attend to all complaints and deploy manpower to the concerned location. He/she shall use the phone and online complaint portal to receive all the complaints from the Engineering cell.

1.6.2. It shall be the sole responsibility of the contractor to engage any number of labourers as per the nature, volume, and urgency of the complaints without any additional cost to the University.

1.6.3. It is the responsibility of the contractor to engage qualified and experienced manpower to attend to the complaints.

1.7. Payment

The payment to the contractor will be as follows –

1. DSR item of work

Payment for all executed works shall be made as per the present Delhi Schedule of Rates (DSR).



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2. Non-DSR items of work

For items of work or materials not covered under DSR, payment shall be made as follows:

- A. **Manpower:** As per the minimum daily wage rates for skilled, semi-skilled, and unskilled labour as notified by the Govt. of India from time to time.
- B. **Materials:** At actual market rates or mutually agreed rates as applicable. The contractor shall provide the proper GST invoices and challans of such items for verification by the Office of the Executive Engineer.

3. Retention/service Charge

Bidders shall quote a Retention/service Charge per month for providing the overall repair and maintenance services under the scope of this contract.

4. Fixed quoted rate

The Retention/service rate will remain valid for the entire contract period, and no escalation will be paid during this period.

5. Terms of Payment

No advance payment shall be made by the Employer. The Contractor shall submit the bill for all repair and maintenance works executed during the previous month, along with the monthly record of additions, alterations, or modifications of items (as per Section 1.5), in the first week of the succeeding month. **ANNEXURE – X** shows the monthly bill submission form.

1.8. Office Room

The university will provide an Office room with internet facility to the contractor and his staff to attend the complaints and maintaining their operation.

1.9. Maintenance of Log Sheet

The contractor shall maintain proper log books/registers as directed by the Office of the Executive Engineer to ensure accurate records are available for inspection by the University at any time. All log books shall be submitted by the contractor to the Office of the Executive Engineer for approval. A detailed list of all components and consumable items installed and replaced during the works shall be maintained along with all relevant records. The contractor shall also maintain a regular stock and issue register for all new items supplied under the contract. This register shall be updated on an ongoing basis and must be periodically checked and countersigned by the designated engineer of the University. Any failure or lapse in maintaining accurate records shall attract compensation/penalty from the contractor, as determined appropriate by the University.

1.10. Complaint Attendance and Response Mechanism

The University will provide the Contractor with access to an online complaint portal system for managing complaints. The online system will be fully controlled and managed by the University. It



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will be accessible via smartphones or PCs and will allow campus residents (complainants) to register their complaints easily.

Complaint Registration Process:

1. Complainants shall register their complaints by logging into the online software and providing the following details:
 - a. Complaint Number
 - b. Name of the Complainant
 - c. Designation
 - d. Location of the Problem
 - e. Mobile Number
 - f. Email ID
 - g. Detailed Description of the Problem
 - h. Multiple image/Photograph of the Problem
 - i. Date of Complaint
2. The Office of the Executive Engineer will log into the system, review the registered complaints, and assign them to the Contractor's Supervisor along with a stipulated time period for completion of each complaint. The time period for completion of work may be fixed jointly by the Office of the Executive Engineer and the supervisor at the time of receiving the complaints from Office of the Executive Engineer.
3. The Supervisor will log into the system, receive the assigned complaints, and allot them to the concerned depot labourers.
4. The Labourer shall attend to the complaint and complete the work within the given stipulated time.
5. If the work cannot be completed within the stipulated time, the labourer must update the status in the software with the reason and a probable date of completion.
6. Upon successful completion of the work, the labourer shall update the status in the software and upload an image/photograph of the completed work.
7. After completion of the work, the labourer will obtain a duly filled User Feedback Form through the online complaint portal from the complainants.
8. The Office of the Executive Engineer shall be invited by the Supervisor for a physical inspection and verification of the quality of the completed work based on the online user feedback form.



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9. If the type of work belongs to DSR items, the measurements shall be recorded jointly by the Office of the Executive Engineer and the Supervisor at the site in the Measuring Book (MB).
10. The Office of the Executive Engineer shall prepare the bill against the completed work as per Section 1.7 Rates on submission of the bill by the contractor.

1.11. Additional Responsibilities of the Contractor

1.11.1. Discipline and Conduct of Staff

The contractor shall be fully responsible for maintaining proper discipline among the operating staff deployed for the works and ensuring that they discharge their duties effectively. However, the University reserves the right to direct the contractor to remove any staff member from the premises if, in the University's opinion, the individual's conduct, behaviour, or activities are subversive or contrary to the interests of the University. Before any such action, the contractor shall issue a written notice to the concerned worker regarding the misconduct or misbehaviour, allowing an opportunity for improvement. A maximum of three such written reminders shall be issued. If the behaviour does not improve after these reminders, the labourer shall not be permitted to perform any duties on the campus, and his/her entry to the campus shall be permanently restricted.

1.11.2. Credentials of Manpower

The Contractor shall submit the credentials of all deployed manpower to the University within 14 days of receiving the Work Order. The credentials shall include name, age, qualification, experience, contact details, permanent address and any other relevant documents as required by the University. The Contractor shall not deploy any manpower without prior approval of their credentials by the University.

1.11.3. Uniform/dress code of the university

The Contractor shall provide and ensure that all deployed manpower wear an Orange Reflective Safety Jacket, shoes and other protective gears while on duty within the University campus at all times.

1.11.4. Prohibition of Child Labour

The Contractor shall strictly comply with all applicable laws and regulations regarding the prohibition of child labour.

1.11.5. Preventive Maintenance Schedule

The contractor shall prepare a detailed schedule for preventive maintenance of all machines, equipment, and systems covered under the contract. This schedule shall be submitted to the Office of the Executive Engineer well in advance to enable the issuance of necessary shutdown approvals/programmes for carrying out the maintenance activities.

1.11.6. Miscellaneous / Incidental Works

Any other works or activities, though not specifically mentioned in the foregoing clauses, but which are essential or incidental for the normal, efficient, and uninterrupted operation and maintenance of the works/systems, shall also be deemed to be included within the scope of this contract.



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1.11.7. Compliance with Labour Laws

The contractor shall strictly comply with all applicable labour laws, regulations, and statutory requirements while engaging operating staff for the works. Holidays and leave entitlements for the labourers shall be provided strictly in accordance with the provisions of relevant labour laws.

1.12. Penalty Clause

1.12.1. Non-Compliance of work

The Contractor or his Supervisor shall attend to the complaints upon receiving them from the Office of the Executive Engineer by deploying the concerned labourers without any delay. In the event of the Contractor's failure to (1) attend to any complaint after receiving it from the Office of the Executive Engineer, or (2) complete the work within the stipulated time period, penalties shall be imposed on the Contractor as per the Penalty Clause of the contract. However, the TU authority may waive the penalty if the Contractor submits a genuine and satisfactory explanation supported by valid reasons for such non-compliance.

Sl. No.	Time	Penalty
1	Response time	After 24 hours of the assignment period, 0.5% of the executed work value against the particular complaint
2	Resolution time	After every 48 hours from the commencement period of work, 0.5% of the executed work value against the particular complaint

1.12.2. Accidents and Safety Responsibility

Any accident, injury, damage, or death resulting from the contractor's negligence in following prescribed safety procedures shall be the sole responsibility of the contractor. Tezpur University shall not be held liable or responsible for any such accidents, damages, injuries, or fatalities. The safety of all contractors' staff deployed on the works is entirely the responsibility of the contractor.

1.13. Scope of Supply

1.13.1. Owner's Scope of Supply

1. No store materials, tools, plants, or equipment shall be issued or provided by Tezpur University.
2. The Office of the Executive Engineer shall coordinate with the Electrical Division of the University as and when required for any electrical works that may arise during the execution of the works under the scope of this contract.
3. The university will provide an office room to the contractor to do all the necessary official work for deploying the labourers against any complaints/ breakdown calls.



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1.13.2. Contractor's Scope of Supply

1. All materials, equipment, consumables, testing appliances, tools, tackles, and other items necessary for the satisfactory completion of the works shall be procured, arranged, and provided by the contractor at his own cost, unless otherwise expressly directed in writing.
2. **The contractor shall execute the repair and maintenance work by engaging the labourers of his/her organization/agency/company. The contractor shall not be allowed to execute the work by engaging a third party.**
3. The contractor shall arrange land for borrow areas for procuring earth, if required. All payments related to forest royalties, land charges, taxes, cess, octroi, right of way, or any other levies shall be borne and paid by the contractor.
4. Tezpur University shall not be responsible for any loss, theft, or damage to the contractor's materials, tools, tackle, testing equipment, or other items kept on the campus. The contractor shall be solely responsible for the safe custody, security, and protection of all such items.
5. A timeline/schedule shall be given for attending to various types of complaints/works depending on their nature and urgency. The contractor shall strictly adhere to these schedules by deploying adequate personnel, tools, tackles, and equipment. If any additional equipment is found essential for certain works, it shall be the contractor's responsibility to arrange the same at no extra cost to the University.

1.14. Quality Assurance & Quality Control

The contractor shall carry out all necessary quality assurance tests during the execution of the works as required by the University and in accordance with relevant Indian Standards (IS codes) and International Standard Organization (ISO). Test reports shall be made available to the Office of the Executive Engineer before proceeding with further work.

1.15. Test and Inspection of Work

The contractor shall provide all tools, tackle, and equipment required for conducting tests and inspections of the works. If any test is required to be carried out through an external agency/laboratory, the cost of such tests shall be borne by the contractor.

1.16. Site Clearing

The contractor shall keep the site clean and free from all obstructions, debris, and waste materials at all times. No separate payment shall be made for site clearing, and no extension of time shall be granted on this account.

1.17. Approach Road

The contractor shall take all necessary measures to ensure the safety of vehicles and pedestrians during maintenance works on roads or access routes at any location. It shall be the contractor's responsibility



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to repair, at his own cost, any damage caused to roads, pavements, or surroundings due to his negligence or operations.

DOCUMENTS TO BE SUBMITTED

(Bidders are required to upload the Scanned copy of the following documents. Non-Submission will lead to disqualification of bid.)

1. Scanned copy of the complete EOI document duly stamped signed by the bidder.
2. Demand Draft against EMD (Earnest Money Deposit).
3. Declaration regarding correctness of information submitted in this EOI as per EOI in Affidavit as per ANNEXURE – VII.
4. PAN card
5. GST Registration
6. Certificate of contractors' Registration of Govt./Semi-Govt./Autonomous Body.
7. Valid contractor's License.
8. Work experience certificate supported by work order and completion Certificate of last 05 (Five) Years.
9. Firms' constitution and Power of Attorney (to be submitted in notarized affidavit)
10. Duly filled in and signed with a stamp on all pages of all the Annexures (From ANNEXURE I – IX)
11. Bank Solvency Certificate in prescribed format (as per ANNEXURE – V of this tender/EOI document) from any scheduled commercial bank issued during last six (06) months prior to the date of publication of this EOI or after the date of publication of this EOI satisfying **minimum Rs. 5 Lakhs or above.**
12. Average Annual Turnover along with Audited balance sheet and Income Statement certified by a Chartered Accountant for any 3 consecutive financial years during last 04 years starting from financial year 2022-2023 shall **not be less than 10.0 lakhs.**
13. EPF & ESI Registration.
14. Valid Labour License.
15. All other required supporting documents as per EOI.



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ANNEXURE – I

UNDERTAKING

1. I/We _____ undertake that I/We have carefully studied all terms and conditions and understood the parameters of EOI and shall abide by them.
2. I/We further undertake that the information given in this EOI are true and correct in all respects and we hold the responsibility for the same.
3. Adequate infrastructure in terms of manufacturing capacity of the material is available with the firm.
4. I/We will provide the appropriate services on repair and maintenance works related to civil, plumbing, sanitary and other building services as per Indian Standard and International Standard Organization specifications.

(Date and signature of the bidder with stamp of the Company)



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ANNEXURE – II

UNDERTAKING

(To be submitted along with the EOI documents)

To,
The Registrar,
Tezpur University,
Tezpur,
Assam-784028

Dear Sir,

I/We _____ hereby undertake that if the tender/EOI is awarded to me/us, I/We will supply genuine product/material with quality assurance as specified by the company for such product, as per demand from Tezpur University.

It is further stated that if at any stage it is found that the product/material supplied by me/us is not genuine, I/We are aware that I/We will have to replace the same with genuine product/material within 3 days from the date of notice to that effect as well as have to bear penalty as twice the cost of the said product failing which The Registrar, Tezpur University reserves right to take action as per terms & conditions of the tender/EOI.

Place:

Signature:

Date:

Name:

Designation:

Office Seal:



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ANNEXURE – III

Acknowledgement letter to NIT/EOI No. Dated.....

To,

The Registrar, Tezpur University, Napaam.

Subject: Annual Maintenance Contract (AMC) for Repair and Maintenance Services related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works) at Tezpur University Campus, Napaam.

Dear Sir,

We acknowledge receipt of your invitation to Tender / EOI which was received on and understand that the documents received remain the property of Tezpur University. We indicate below our intentions with respect to the letter Inviting Tender / EOI.

A) We intend to tender as requested and furnish following details with respect to our quoting office.

- Postal address:
- Telephone No.:
- E-mail ID:
- Contact Person:

B) We are unable to tender for the reasons given below and hereby return the Tender documents.

- Reasons for non-submission of Tender / EOI:
- Company's Name:
- Signature:
- Name:
- Designation:



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ANNEXURE – IV

PARTICULARS OF CONTRACTOR

1. Name & Address of Contractor/ firm:
Telephone No.....
E-mail.....
2. Whether the firm is private or public limited.....
(attested copies of deed for articles of Association to be enclosed)
3. Name of person holding the power of attorney.....
(attested copy of power of attorney to be enclosed)
4. State his/her present nationality and liabilities.....
5. Name of partners, their present nationalities with their liabilities.....
(attested copy of partnership deed to be enclosed)
6. Name & Address of Bankers.....
7. I/ We authorize Tezpur University to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarifications or information on the technical and financial aspects of the applicant.

Seal of the Company

Signature of Company/ Contractor

Date.....



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ANNEXURE – V

BANKER'S SOLVENCY CERTIFICATE FROM SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s.

(Name and Address of the applicant/ contractor) a customer of our bank is respectable and can be treated as good for any engagement up to a limit of.....

(in figure)(in words).

This certificate is issued without any guarantee or responsibility on the part of the Bank or any of its officers.

Signature and Seal of the Bank

Name of the Bank

Address

Date



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ANNEXURE – VI

TENDER VALIDITY

EOI/Tender shall remain valid for acceptance for a period of 180 (One hundred eighty) days from the date of opening of the EOI/tender. The bidder shall not be entitled during the said period to revoke or cancel his EOI/tender or to vary the EOI/tender given or any term thereof. In case of bidder revoking or cancelling his bid or varying any term in regard thereof, the OWNER shall forfeit the earnest money paid by him along with the tender. EOI/Tender shall be revalidated for extended period as required by Owner in writing.

Seal of the Company

Signature of Company/ Contractor

Date :



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ANNEXURE – VII

DECLARATION REGARDING CORRECTNESS OF INFORMATION AS PER EOI
(To be submitted in notarized affidavit)

I/We _____ hereby declare that I have not suppressed any material fact and I have not submitted any false, misleading, inaccurate or incomplete information or particulars in the documents and bid submitted against your EOI No..... and I know that this shall lead to disqualification of my bid at any stage I also know that this shall lead to termination of contract/ black listing of my firm, if awarded.

Seal of the Company

Signature of Company/ Contractor

Date:



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ANNEXURE – VIII

EARNEST MONEY DEPOSIT
(on Bidders' Letter-head)

Bidder's Name _____
[Address and Contact Details]
Bidder's Reference No. _____ Date.....

To
The Registrar,
Tezpur University,
Tezpur, Assam,
Pin-784028

Ref: Your Tender / Bid Document No. _____ dated _____ for procurement of
_____ (GOODS)

Subject – **Earnest Money Deposit**

Sir/ Madam

We, the undersigned, solemnly declare that

We understand that according to the conditions of this Tender Document, the MSE OEM/System Integrator registered with NSIC/KVIC or such Central procuring agencies/Ministries and STARTUPS registered with DPIIT are exempted from submission of Earnest Money Deposit. Accordingly, we M/s eligible for exemption from EMD and relevant documents/certificates are attached. Accordingly, we hereby declare that

We unconditionally accept the conditions of this EMD Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for **1 years** from the date of opening of this Bid if we breach our obligation(s) under the tender conditions if we

1. withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the Bid validity; or



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2. being notified within the bid validity of the acceptance of our bid by the Procuring Entity, refused to or failed to produce the original documents for scrutiny or the required Performance Security within 15 days from the date of issue of supply order/contract.
3. Fail or refuse to sign/accept the contract.

We know that this EMD Declaration shall expire if the contract is not awarded to us, upon:

1. receipt by us of your notification of cancellation of the entire tender process or rejection of all bids or of the name of the successful bidder or
2. forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of[insert date of signing]

Place..... [insert place of signing]



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कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR



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ANNEXURE – IX

Technical capability will be determined as per the format given below. Technically disqualified bidder's price bid will not be opened and will not be considered for the next step.

1	NIT/EOI No.	
2	Name of Work(s)	Annual Maintenance Contract (AMC) for Repair and Maintenance Services related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works) at Tezpur University Campus, Napaam.
3	Estimated Cost Rs. Lakhs)	Rs.
4	Bid validity in days	180 days
5	No. of bids received	
6	Closing date for bid submission	
7	Required Minimum Annual Turnover as per NIT/EOI	Rs. 10 Lakh
8	Required Minimum Size of Contracts as per clause 3 of this NIT/EOI	1. One work value is not less than 14.0 Lakh. Or 2. Two work value is not less than 9.00 Lakh. Or 3. Three work value is not less than 7.0 Lakh.
9	Name of Bidders	
10	EMD (Earnest Money Deposit)	Yes/No
11	Submission of EPF & ESI Registration	Yes/No
12	Bank Solvency Certificate as per ANNEXURE – V	Yes/No
13	Submission of Affidavit for Correctness of Information as per ANNEXURE – VII	Yes/No
14	Is Bidder eligible in accordance with NIT / EOI T&C?	Yes/No



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15	Bid Validity satisfied (180 Days)	Yes/No	
16	Submission of sealed & signed complete EOI document.	Yes/No	
17	Average annual Turnover for any 3 years during last 4 years starting from Financial Year 2022-23 (Rs. Lakhs)	(2022-23) Yes/No	
		(2023-24) Yes/No	
		(2024-25) Yes/No	
		2025-26 Yes/No	
18	Size of Contracts of as per Clause no. 3 of the qualifying criteria.	Value (Rs. Lakhs) Yes/No	
19	Submission of Income Tax Permanent Account Number	Submitted/Not submitted	
20	Registered in any Govt/Semi-Govt/Autonomous body	Submitted/Not submitted	
21	Submission of GST registration Number	Submitted/Not submitted	
22	Submission of Self-Declaration for claiming exemption of EMD for MSME/NSIC (ANNEXURE – VIII).	Submitted/Not submitted	
23	Submission of a valid Contractor's License	Yes/No	
24	Submission of a valid labour License	Yes/No	
25	Firm's constitution & Power of attorney (to be submitted in notarized affidavit).	Submitted/Not submitted	
26	Submission of duly filled in & signed all from ANNEXURE – I to IX)	Yes/No	



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(केंद्रीय विश्वविद्यालय / A Central University)
कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR



श्रीमद्भारत
THE BIRTH OF A NATION - ONE FUTURE

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ भारत रैंकिंग 05: 2016 और नाक द्वारा 'ए+' ग्रेड प्राप्त
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27	Average Annual Turnover along with Audited balance sheet and Income Statement certified by a Chartered Accountant for any 3 consecutive financial years during last 04 years starting from financial year 2022-2023 (shall not be less than 10.0 lakhs.)	Submitted/Not submitted	
28	Declaration regarding correctness of information submitted in notarized Affidavit and EMD (Earnest Money Deposit) in a sealed envelope (Hardcopy)	Submitted/Not submitted	
29	Should have completed satisfactorily the Repair and Maintenance works related to Civil, Plumbing, Sanitary and other Building Services (Excluding Electrical Works) of (i) one work of value not less than 14.0 Lakhs against single work order OR (ii) two works of value not less than 9.00 Lakhs each against two separate work orders OR (iii) three works of value not less than 7.0 Lakhs each against three separate work orders during last five years in Govt./ Semi Government Department/Autonomous Body supported by work order and completion certificate.	Yes/No	
30	Is the bidder qualified as per Tender/EOI?	Yes/No	



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ANNEXURE - X

MONTHLY BILL SUBMISSION FORM

SL. No.	Item Description	No. of Qty.	Unit	Rate in Rs.	Amount in Rs.
Part A: (DSR Items) (Monthly Basis)					
1	Works for items executed as per present DSR	Quantity as executed	Item wise	As per present DSR	
2	Retention/Service Charge (Monthly basis)	-	-	-	
Part B: (Non-DSR Items) (Monthly Basis)					
1	Supply of Skilled, Semi-skilled and unskilled staff for maintenance of civil, plumbing, sanitary at Tezpur University campus on monthly basis.				
	Skilled Staff	As required	Each	As per GoI Daily wages labour rates of the present Financial year	
	Semi-Skilled Staff	As required	Each		
Unskilled Staff	As required	Each			
2	Procurement for replacement of damaged fittings and required materials.	As required	Material wise	As Present market Rate.	



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REGISTER OF WAGES- CUM- MUSTER ROLL.
 (Regulation 9)

- 1). Name & Address of the Contractor :
- 2). No. & Date of the Contract :
- 3). Name and Address of the Department awarding the Contract :
- 4). Nature of the Contract & Location of the Work :
- 5). Duration of the Contract :
- 6). Wage Period :

Fair Wages Payable						Wages Paid						Overtime worked						Deduction from Wages					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

* Reasons to be recorded in Column 23.



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**REGISTER OF DEDUCTIONS FOR DAMAGES OR LOSS CAUSED TO THE
UNIVERSITY BY THE NEGLIGENCE OR DEFAULT OF THE EMPLOYED
PERSONS.**

[Regulation No. 10 (vii)]

Sl No	Name	Father's/ Husband's Name	Sex	Damage or loss caused with date	Whether worker showed caused against deduction if so enter date	Date & amount of deduction imposed.	Number of installment, if any	Date on with total amount realised	REMARKS
1	2	3	4	5	6	7	8	9	10



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REGISTER OF WORKMEN
 (Regulation 7)

- 1). Name and Address of the Contractor :
- 2). No. and Date of the Contract :
- 3). Name & Address of the Department awarding the Contract :
- 4). Nature of the Contract and Location of the Work :
- 5). Duration of the Contract :

Sl No	Name & surname of the workers	Age & Sex	Father's/ Husband's name	Nature of employment/ Designation	Permanent/ Home address of the Employee	Present Addresses	Date of Commencement of employment	Date of termination or leaving of employment	Signature or thumb impression of the employee	Remarks
1	2	3	4	5	6	7	8	9	10	11



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WAGES SLIP
(Regulation 9)

- 1). Name of Contractor :
- 2). Place :

1. Name of the workers with Father's/ Husband's name:
2. Nature of employment :
3. Wage Period :
4. Rate of Wages payable :
5. Total attendance Unit of Work done :
6. Date on which overtime worked :
7. Overtime Wages :
8. Total Deductions (Indicating nature of deductions) :
9. Gross Wages payable :
10. Net Wages payable :

Employees Signature/ Thumb impression
impression.

Contractor's Signature/ Thumb
impression.



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EMPLOYMENT CARD (REGULATION 9)

- 1). Name & Sex of the Worker :
- 2). Father's/ Husband's Name :
- 3). Address :
- 4). Age or date of Birth :
- 5). Identification marks :

- 6).Particulars of the next of kin (wife/ husband and children,
 if any or of dependent next of kin in case of the worker
 has no wife/ husband or child :
(Specify Full Address)

Sl No	Name & Add. of employer	Particulars of location of work site & descpn of work	Total period or which the worker is employed	Actual No. of days worked	Leave taken (No. of days should be specified)	Nature of work done by the worker	Wage period	Wage rate with particulars of unit in case of piece work	Total wage earned by the worker during the period shown under Col. 5.	Remarks	Signature of employer
1	2	3	4	5	6	7	8	9	10	11	12



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REGISTER OF FINES (Regulation No.10)

Sl No	Name	Father's/ Husband's name	Sex	Department	Nature & date of offence for which fine imposed	Whether workmen showed cause against fine or not, if so, enter date.	Rate of Wages	Date	Date on which amount of fine imposed/ released.	Remarks
1	2	3	4	5	6	7	8	9	10	11



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STATUTORY REQUIREMENT AND LABOUR LAWS.

1. Definition : In these regulations, unless otherwise expressed or indicated, the following words and expressions shall have the meaning hereby assigned to them :
 - a). "Labour" means workers employed by a Contractor directly or indirectly through a sub-contractor or by agent on behalf on a payment as prevalent in the area.
 - b). "Fair Wage" means wages, which shall include wages for weekly day of Rest and other Allowance, whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighbourhood but shall not be less than the minimum rates of wages fixed under the Minimum Wages Act.
 - c). "Contractor" for the purpose of these Regulations shall include an agent or sub-contractor employing labour on the work taken on account.
 - d). "Inspecting Officer" means any Labour Enforcement Officer or Assistant Labour Commissioner of the Chief Labour Commissioner Organization.
 - e). "Form" means a Form appended to these Regulations.
2. Notice of Commencement : The Contractor shall, within SEVEN days of commencement of the work, furnish in writing to the Inspecting Officer of the area concerned the following information.
 - a). Name and situation of Work.
 - b). Contractor's name and address.
 - c). Particulars of the Department for which the work is undertaken.
 - d). Commencement and probable duration of the work.
 - e). Number of workers employed and likely to be employed.
 - f). "Fair Wage" for different categories of workers.

3 (i). Number of hours of work which shall constitute a normal working day :

The number of hours which shall constitute a normal working day for an adult shall be NINE hours. The working day of an adult worker shall be so arranged that inclusive of intervals, if any, for rest it shall not spread over more than TWELVE hours on a day. When hours on any day or for more than FORTY EIGHT hours in any week he shall, in respect of Overtime work, be paid wages at Double the Ordinary rate of wages.

(ii). Weekly day of Rest :

Every worker shall be given a weekly day of rest which shall be fixed and notified at least TEN days in advance. A worker shall not be required or allowed to work on the weekly rest day unless he has will to have a substitute rest day, on one of the Five days immediately before or after the rest day. Provided that no substitution shall be made which will result in the worker working for more than 10 (ten) days consecutively without a rest day for a whole day.

Where in accordance with the foregoing provisions a worker works on the rest day and has been given a substituted rest day he shall be paid wages for the work done on the weekly rest day at the overtime rate of wages.



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NOTE : The expression 'ordinary rate of wages' means the fair wage the worker is entitled to.

4. **Display of Notice regarding Wage, Weekly Day Rest, etc. :** The Contractor shall before he commences his work on contract, display and correctly maintain and continue to display and correctly maintain in a clean and legible condition in conspicuous places on the works, notice in English and in the Local Indian Language, spoken by majority of workers, giving the rate of fair wages, the hours of work for which such wages are payable, the weekly rest days workers are entitled to and name and address of the Inspecting Officer. The Contractor shall send a copy each of such notice to the Inspecting Officer.
5. **Fixation of Wage Period :**
The Contractor shall fix wage period in respect of which wage shall be payable. No wage period shall normally exceed one week.
6. **Payment of Wages :**
 - i). Wages due to every worker shall be paid to him direct. All wages shall be paid in current coins or currency or in both.
 - ii). Wages of every worker employed on the contract shall be paid where the wage period is one week, within THREE days from the end of the wage period and in any other case before the expiry of the 7th day or 10th day from the end of the wage period according as the number of workers does not exceed 1,000 or exceeds 1,000.
 - iii). When employment of any worker is terminated by or on behalf of the Contractor, the wages earned by him shall be paid before expiry of the day succeeding the one on which his employment is terminated.
 - iv). Payment of wages shall be made at the work site on working day except when the work is completed before expiry of the wage period in which case final payment shall be made at the work site within 48 hours of the last working day and during normal working time.

NOTE : The term 'working day' means a day on which the work on which labour is employed, is in progress.
7. **Register of Workman :** A Register of Workman shall be maintained in the Form Appended to these regulations and kept at the work site or as near to it as possible and the relevant particulars of every workman shall be entered there in within THREE days of his employment.
8. **Employment Card :** The Contractor shall issue an employment card in the Form appended to these regulations to each worker on the day of work or entry into his employment. If a worker has already any such card with him issued by the previous employer, the Contractor shall merely endorse that Employment Card with relevant entries. On termination of the employment the Employment Card shall again be endorsed by the Contractor and returned to the Worker.
9. **Register of Wages, etc. :**
 - i). A Register of Wages-Cum-Muster Roll in the Form appended to these regulations shall be maintained and kept at site or as near to it possible.



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ii). A Wage slip in the Form appended to these regulations shall be issued to every worker employed by the Contractor at least a day prior to disbursement of wages.

10. Fines and Deductions which may be made from Wages :

i). Wages of a worker shall be paid to him without any deductions of any kind except the following :

a). Fines.

b). deduction for absence from duty, i.e. from the place or the places where by the terms of his employment he is required to work. The amount of deductions shall be in proportion to the period for which he was absent.

c). deductions for damage to or loss of goods expressly entrusted to the employed person for custody or for loss of money which he is required to account for where such damage or loss is directly attributable to his neglect or default.

d). deductions for recovery of advances or for adjustment of wages. Advance granted shall be entered in a register.

e). Any other deduction which the concerned Company/ Construction Agency may from time to time allow.

ii). No fines shall be imposed on any worker save in respect of such acts and omission on his part as have been approved by the Chief Labour Commissioner.

(iii). No fine shall be imposed on a worker and no deductions for damage or loss shall be made from his wages until the worker has been given an opportunity of showing cause against such fines or deductions.

(iii) The total amount of fines which shall be imposed in any wage period on a worker shall not exceed the amount equal to three paise in a rupees of the wages payable to him in respect of that wage period.

(iv) No fine imposed on a worker shall be recovered from him in installment or after expiry of sixty days from the date on which it was imposed. Every fine shall be deemed to have on the day of the act or omission in respect of which it was imposed.

(v) The Contractor shall maintain both in English and Local Indian Language a list approved by the Chief Labour Commissioner, clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in good condition in a conspicuous place on the work site.

(vi) The Contractor shall maintain Register of Fines and the Register of Deductions for Damage or loss in the Forms appended to these regulations which should be kept in the place of work.

11. Register of Accidents :

The Contractor shall maintain a register of accidents in such form as may be convenient at the work place but the same shall include the following particulars :

(a) Full particulars of the labourers who met with accident

(b) Rate of Wages



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- (c) Sex
- (d) Age
- (e) Nature & Cause of Accident
- (f) Date & Time when admitted in Hospital
- (g) Date of discharge from the Hospital
- (h) Period of Treatment and result of treatment
- (i) Percentage of loss earning capacity and disability as recorded by the Medical Officer
- (j) Claim required to be paid under Workmen's Compensation Act.
- (k) Date of payment of Compensations.
- (l) Amount paid with details of the persons to whom the same was paid.
- (m) Authority by whom the compensation was assured.
- (n) Remarks.

12. Preservation of Register :

The Register of Workman and the Register of Wages – Cum – Master Roll required to be maintained under these regulations shall be preserved for 3 (Three) years after the date on which the last entry is made therein.

13. Enforcement :

The Inspecting Officer shall either on his own motion on a complaint received by him to carry out investigations and send a report to the Engineer-in-Charge specifying the amount representing worker's dues and amount or penalty to be imposed on the Contractor for breach of these Regulations, that have to be recovered from the Contractor, indicating full details on the recoveries imposed and the reasons here before. It shall be obligatory on the part of the Engineer-in-Charge on receipt of such a report to deduct such amounts from payment due to the Contractor :

The Engineer-in-Charge shall arrange payment to workers concerned within FORTYFIVE days from receipt of a report from the Inspecting Officer except in cases where the Contractor had made an appeal under Regulations. In cases, where there is an appeal, payment of workers dues would be arranged by the Engineer-in-Charge, where such payment arise within THIRTY days from the date of receipt of the decision of the Regional Labour Commissioner (RLC).

14.0 Welfare Fund : All money that are recovered by the Engineer-in-Charge by way of workers' dues which could not be disbursed to workers within the time limit prescribed above due to reasons such as whereabouts of workers not being known, death of a worker, etc. And also amounts recovered, as penalty shall to be credited to a fund to be kept under the custody of the University for the benefit/welfare of workmen employed by Contractors.

15.0 Appeal against decision on Inspecting Officer :

Any person aggrieved by a decision of the Inspecting Officer may appeal against such decision to Regional Labour Commissioner concerned within THIRTY days from the date of the decision forwarding simultaneously a copy of his appeal to the Engineer-in-Charge. The decision



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of the Regional Labour Commissioner shall be final and binding upon the Contractor and the workman.

16.0. Representation of Parties :

- (i) A workman shall be entitled to be represented in any investigation or enquiry under these regulations by an Officer of a registered Trade Union which he is a member or by an Officer of a Federation of Trade Union is affiliated or where the workman is not a member of any registered Trade Union, connected with or by any other workmen employed in the industry/ organisation in which the worker is employed.
- (ii) Contractor shall be entitled to be represented in any investigation or enquiry under these regulations by an Officer of an Association of Contractors of which he is a member or by an Officer of association of employees, connected with or by any other employer engaged in the industry/ organisation in which the Contractor is engaged.
- (iii) No party shall be entitled to be represented by a legal representative in any investigation or enquiry under these Regulations.

17.0 Inspection of Books and other Documents :

The Contractor shall allow inspection of the Registers and other Documents prescribed under these regulations by Inspecting Officer and the Engineer-in-Charge or his authorised representative at any time and by the worker or his agent on receipt of due notice at a convenient time.

Interpretation, etc. :

On any question as to the application or effect of these Regulations, the decision of the Chief Labour Commissioner or Deputy Labour Commissioner (Central) shall be final & binding.

17.1 The Contractor shall be required to obtain Labour Licence for engagement of workers from the Competent Authority before commencement of the work.

17.2 The Contractor shall engage adequate number of skilled workers for smooth and timely execution of the contract work.

17.3 The Contractor shall be required to abide by the rules under the Contract Labour (R & A) Act, 1971, Payment of Wages Act, 1936, the Workmen Compensation Act, 1923, the Factories Act, 1948, the Bonus Act, 1965, The Employees Provident Fund & Misc. Act, 1952 and all their subsequent amendments and rules framed thereunder.

17.4 The Contractor shall submit applications forwarded by the Engineer/Officer-in-Charge of the concerned Department to Administration Dept. for obtaining photo gate pass of his workers.

17.5 The Contractor shall follow the Gate Pass Procedure applicable to him.

17.6 The Contractor shall issue Employment Card and wage slip to all workers engaged by him.

17.7 All the workers of the Contractor should be enrolled as member of the Provident Fund. Contributions of the workers are to be deducted from the wage paid to them. The same is to be remitted along with an equal amount (Employers share) to RPFC to the State Bank



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of India against Provident Fund Code No. allotted to the Contractor within 15 (Fifteen) days of each month with an intimation to the Administration Dept.

17.8 The Contractor shall submit all relevant returns/reports to the RPFC within the dates and maintain all records properly.

17.9 The Contractor shall maintain the following major Registers : --

- (i) Register of Workmen (Form – XIII)
- (ii) Payment of Wage Register (Form – XVII)
- (iii) Master Roll (Form – XVI)
- (iv) Register for wages-cum-Master Roll (Form – XVIII)
- (v) Register for Deduction of Damage or Loss (Form – XX)
- (vi) Register for Fines (Form – XXI)
- (vii) Register for Advance (Form – XXII)
- (viii) Register for Accident.
- (ix) Register for Payment of Leave Wages.
- (x) Register relating to PF.
- (xi) Register for Over-Time (Form – XXIII).
- (xii) Attendance Register

18.20 The Contractor shall under obligation to send the returns to the Licensing Officer and other competent authorities as are required under different provisions of Law.

19.0 Amendments :

Central Government may from time to time, add or amend these Regulations and issue such directions as it may consider necessary for the proper implementation of these regulations or for the purpose of removing any difficulty which may arise in the administration thereof.

MODEL RULES FOR LABOUR WELFARE :

1. Definition :

- (a) Workplace means a place at which on an average, twenty or more workers are employed.
- (b) Large Workplace means a place at which, on an average, 500 or more workers are employed.

2. First Aid : At every workplace, there shall be maintained in a readily accessible place First Aid prescribed in the Factory Rules of the State in which the work is carried on. The appliances shall be kept in good order and in large workplaces, they shall be placed under the charge of a responsible person who shall be readily available during working hours.

At large workplaces, where Hospital facilities are not available within easy distance of the Works. First Aid posts shall be established and be run by a trained Compounder.

Where large workplaces are remotely situated and far away from regular Hospital, an indoor ward shall be provided with one end for every 250 employees.

Where large workplaces are situated in cities, town or their suburbs and no beds are considered necessary owing to proximity of City or town Hospitals, suitable transport shall be provided



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to facilitate removal of urgent cases to these Hospitals. At other workplaces, some conveyance facilities shall be kept readily available to take injured person(s) suddenly taken seriously ill, to nearest Hospital.

3. Accommodation for Labour :

The Contractor shall during the progress of the Works provide, erect & maintain necessary temporary living accommodation and ancillary facilities for labour at his own expense and to standards and scales as approved by the Engineer-in-Charge.

4. Drinking Water :

In every workshops, there shall be provided and maintained at suitable places easily accessible to labour, a sufficient supply of cold water fit for drinking.

Where drinking water is obtained from an intermittent public water supply, each work place shall be provided with storage where drinking water shall be stored.

Every water supply storage shall be at distance of not less than 15 meters from any latrine drain or other source of pollution where water has been drawn from an existing well, which is with in such proximity of latrine drain or any other source of pollution, the well shall be properly chlorinated before water is drawn from it for drinking. All such wells shall be entirely closed in and be provided with a trap door which shall be dust & water proof.

A reliable pump shall be fitted to each covered well, the trap door shall be kept locked and opened only for cleaning or inspection which shall be done at least once a month.

5. Washing & Bathing Places :

Adequate washing and bathing places shall be provided separately for men and women. Such places shall be kept in clean and trained condition.

6. Scale of Accommodation in latrines and Urinals :

There shall be provided with in the area of every work place latrines and urinals in an accessible place and the accommodation separately for each of these, shall not be less than at the following scales : --

- | | | |
|----|---|----------|
| a) | Where number of persons does not exceed 50 ----- | 2 seats. |
| b) | Where number of persons exceeds 50 but does not exceed 100 ---- | 3 seats. |
| c) | For additional persons per 100 or part thereof ----- | 3 seats. |

7. Latrines and Urinals :

Except in workplaces provided with water flushed Latrines connected with water borne sewage system, all Latrines shall be provided with receptacles on dry earth system which shall be cleaned at least four times daily and at least twice during working hours and kept in strictly sanitary condition. Receptacles shall be tarred inside and outside at least once a year.



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8. Disposal of Excreta :

Unless otherwise arranged for by the local sanitary arrangement for proper disposal of excreta by incineration at the workplace shall be made by means of suitable incinerator approved by the local Medical, Health & Municipal or Cantonment Authorities.

9. Provision of Shelters during rest :

At every workplace, there shall be provided, free of cost, four suitable sheds, two for meals and two other for rest, separately for use of men and women labour of suitable sizes.

10. Crèches :

At a place which 20 or more women workers are ordinarily employed, there shall be provided at least one hut for use of Children under the age of 6 years, of such women.

11. Canteen :

A cooked food Canteen on a moderate scale shall be provided for the benefit of the workers where it is considered necessary.

12. Anti-Malaria Precautions :

The Contractor shall, at his own expenses, confirm to all anti-malaria instructions given to him by the Engineer-in-Charge, including filling up of any borrow pits which may have been dug by him.

38.0. ACCIDENT/INSURANCE :

(i) The Contractor must inform about occurrence of any accident involving his workmen to the Site-In-Charge/Engineer-in-Charge/Accepting Officer immediately after the occurrence. The Contractor shall be liable to arrange prompt medical attendance and care of the injured workmen and also shall be liable to make payment of compensation as per the Workmen Compensation Act, 1923. All expenses on his account shall be strictly borne by the Contractor. However, First Aid in the Plant & Ambulance shall be provided to the Contractor's workmen.

(ii) Contractor(s) shall insure his/their workmen under the death cum injury policy of the Insurance Company. Required premium shall be borne by the Contractor. The University shall not bear any responsibility for payment of compensation expenses in case of accidents of his/their workmen.

39.0 SAFETY CODES :

1. Suitable scaffolds shall be provided for all work that can not safely be done from the ground or from solid construction except such short period of work as can be done safely from the ladder. When a ladder is used, an extra labour shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and hand holds shall be provided on the ladder and the ladder shall be given an inclination not steeper than $\frac{1}{4}$ to 1.



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2. Scaffolding or staging more than 3.25 meters above the ground or floor, swing or suspended from an over-head support or erected with stationary support, shall have a guard rail properly attached, bolted, braced and otherwise secured at least 1 meter high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
3. Working platform, gangways and stairway shall be so constructed that they do not sag unduly or unequally and if height of a platform or gangway is more than 3.25 meters above ground level or floor level, it shall be closely boarded, have adequate width and be suitably fenced, as described in No. 2 above.
4. Every opening in floor of a building or in a working platform shall be provided with suitable means to prevent fall of persons or materials by providing suitable fencing or railing with minimum height of 1 meter.
5. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securedly fixed. No portable single ladder shall be over 9 meters in length width between side rails in a rung ladder shall in no case less than 30 cm for ladders up to and including 3 meters of length. For longer ladders, this width shall be increased at least 6 mm for each additional 30 cm of length. Uniform step spacing shall not exceed 20 cms.
Adequate precautions shall be taken to prevent danger from Civil equipment. No materials on any of the sites shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The Contractor shall provide all necessary fencing and lights to protect the public from accidents and shall be bound to bear expenses of defence of every suit action or other proceedings of law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay damages and costs which may be with the consent of the Contractor be paid to compromise any claim by any such person.

Identity Card

Identity Card to all the workers / labourers under contractor's seal and signature for a specified period as per the terms of the contract and instructing them to carry the same during their movement/ work inside the University campus. A list of labourers with their address to be submitted to the Engineer-in-charge & Security Officer of the University certifying that Identity Cards for them have been issued.

On completion of the work, the workers/ labourers must leave the campus within 3 days from the date of completion and the dwelling camps must be demolished within this period. The final or any bill of the work after completion will not be passed for payment without a certificate of vacation and demolition of the dwelling camp from the Security Officer.

