



#### Central Arid Zone Research Institute RRS,Bikaner 334004 Phone No. 0151-22251707 FAX: 0151 – 22251707



F. No.4(10) CAZRI,RRS,BKN/SEC. /2014-15

1.Date of start of selling the tender document

Dated:05-02-2015

05-02-2015

ASSISTANT ADMINISTRTIVE OFFICER

For HEAD

#### Annual Rate Contract for Farm/Office Security at CAZRI's RRS, Bikaner

<ul><li>2.Last date and time for sale of tender form</li><li>3.Last date and time for submission</li><li>4.Date and time for opening the bids</li></ul>	: 26.02.2015 : 26.02.2015 at 2.30 PM : 26.02.2015 at 3.30PM
Note: The tender form and other details are available on interested Firm/Agency/Contractor may download or pu CAZRI, RRS, Bikaner and submitted the same to this office.	urchase the tender document from AAO,
From:- Assistant Administrative Officer, CAZRI,RRS,Bikaner To M/s	
Sub: Tender Document for ARCfor Farm/Office Security	y at CAZRI, RRS, Bikaner, regd.
Sirs,  On behalf of the Director, CAZRI, Jodhpur Firm/Agency/Contractor of repute for Annual Rate Contrac CAZRI's RRS, Bikaner. Other details and terms & Conditions a	ct (ARC) for Farm/Office Security at
2. The tender must be submitted to this Office by or before by Courier/Registered Post/Speed Post in sealed cover, failing w	
3. The Tender is to be open on Due Date i.e. 26.02.2015 the Committee members in presence of the representative of Compared for ARC for Farm/Office Security at CAZRI RRS, Bikaner.	
	Your faithfully,

Enclosed: As above

## TECHNICAL BID - PART-I

## **Detail of the firm/contractor**

1.Name & address of Proprietor
2. Name & address of Firm/Agency/Contractor:
3. (a) Telephone No. : Off
3.(b) E-mail ID:
4.Particulars of firm/agency/company:
(Partnership Deed/ Constitution in case of Society)
5. Authorised dealership Certificate No.:
6. Income Tax P.A.N. Number
7. Service Tax Number (Allotted by CED):
8. Cost of Tender Documents : Rs. 500/- C.R. No
9. Earnest Money Deposit : Rs. 10,000/- (In favour of ICAR Unit-CAZRI) DD/BC No
10. Performance Security Money : 10% of Total Cost of Contract.
11. The tender (Technical bid and financial bid) separatly must be reached to this Office on or before <a href="Due Date_26.02.2015">Due Date_26.02.2015</a> _ up to 2.30 P.M. by Courier/Registered Post/Speed Post in sealed cover super scribed with "Annual Rate Contract for Farm/Office Security" failing which it will not be considered. The tender should be dropped in the Tender Box placed in the AAO Section CAZRI,RRS,Bikaner.
12. Visit us at our website: www.cazri.res.in

Signature & Name of the authorized Signatory with Seal of the Firm

#### **TECHNICAL BID (PART-II)**

General Terms and Conditions of the tender of Annual Rate Contract for ARC for Farm/Office Security at CAZRI's RRS, Bikaner:

- 1. Sealed tenders are hereby invited on behalf of the ICAR Head, Central Arid Zone Research Institute, RRS, Bikaner) for contract of Providing ROVIDING JOB WORK CONTRACT FOR PROVIDING Farm cum office AT CENTRAL ARID ZONE RESEARCH INSTITUTE RRS, BIKANER. The terms and conditions of contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite service in accordance with the requirements stated in the attached schedules.
- 2. An earnest money Rs.10000/- must of be deposited in the form of demand draft/pay order payable to *Director*, *CAZRI*, *Jodhpur*. The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
- 3. The tender is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tender not being accepted, the amount of earnest money deposited by the tender will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
- 4. The schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
- 5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
- 6. If tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
- 7. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the council/Institute shall without

- prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
- 8. The original copy of the tenders is to be superscripted: "THE JOB WORK CONTRACT FOR SECURITY AT CAZRI, RRS, BIKANER" with address of this office. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the office of AAO of the Head, CAZRI, RRS, Bikaner not later than prescribed time /date/month/year.
- 9. The rates quoted by each firm for security work contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.
- 10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
- 11. An amount of 7% of total contract value as a security deposit for the security work contract is to be deposited by the selected agency/successful tendered only after receiving a communication from the Institute. In the event of non-deposition of the same the earnest money will be forfeited.
- 12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tendered.
- 13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tendered, as per rules/instructions made applicable from time to time by government.
- 14. Head, CAZRI, RRS, Bikaner reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons not mandatory to be communicated to the tenderer.
- 15. Decision of Head, CAZRI, RRS, Bikaner shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CAZRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
- 16. Acceptance by the CAZRI Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc should be acted upon immediately.
- 17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document. If required documents are not attached the tenders can be rejected
- a. Registration certificate of the firm under the work contract of the Govt.
- b. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations: provide the details in enclosed tabular form.

- c. Employee ESI/EPF registration certificate issued by local government etc.
- d. PAN card in the name of firm/proprietor other related documents, Banker details/address proof etc. If any agency is exempted from depositing of the above documents a copy of supporting Govt. Orders should be enclosed.
- e. The contractor/agency must have a registration with the Contract Labour Regulation and Abolition)Act. 1970. The contractor shall obtain the labour licence under this act.
- f. Service tax registration certificate issued by Govt. etc
- g. Successful Tendered will have to enter into a detailed contract agreement with ICAR (Director, CAZRI, Jodhpur) on non-judicial stamp paper of 100/- (Rupees one hundred only) for the security work contract.
- h. Firm should be Registered with **Soldier Board** or any other concerned authorities of Central Government/State Govt. or under company Act or any other Act essential for carrying out security contract.

Yours faithfully,

Asstt. Administrative Officer for and on behalf of The Head, Central Arid Zone Research Institute, Regional Research Station, Bikaner

# SCHEDULE-I GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE SECURITY WORK CONTACT

S.No.	Brief description of Security Jobs work.				
1.	1. Security services (Ex-serviceman)/Security person on job work contract basis for security at CAZRI, RRS, Bikaner in approx. 263 hectare area.  The Security Agency who provides job work will be responsible for round the clock watch and ward/security services at CAZRI, RRS, Bikaneras two points a below				
	JOB WORK:  (a)The security of main office and residential area, Meteriology and Pump House etc.  (b) Farm area:New farm office building, (Approx 263 hectare including fencing ,fixture, experimental area, general sown area, Two tube wells, Diggi, farm implements, equipments etc.), animals and animal shed and other materials in farm , etc.				
	(a)Security guards posted at main gate will screen the visitors, employees and students and will allow entry only after ascertaining the identity and purpose of the visit (other than duty).  (b) The material and goods will be allowed to be taken outside the Institute only after verifying the gate pass issued by AAO / Security Officer/ Farm Supdt./ or authorized officer of the Institute.  (c) Patrolling during night wherever is essential.  (d) The watch and ward duties will be for 24 hours of all the 7 days of the week.  (e) The duties will be subject to change as per requirement of the Institute.  * The security work contract may be awarded for a period of three months initially and may be extended later on based on the performance of security work. This may be terminated before the 3 months period without ascertaining any reasons or extended the same, this is at the discretion of the Head, CAZRI,				

Date:	Signature of the tenderer
Date.	Signature of the tenderer

#### Other terms & Conditions of the Security work contract

- 1. The contractual security staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any one of security personnel is go on leave under intimation to Security Office.
- 2. Changing of guard/security personnel should be intimated to Security Officer.
- 3. The Director, CAZRI, Jodhpur reserves the right to reject any or all quotation in whole or in part without assigning any reason therefore. The decision of Director, Jodhpur shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- 4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
- 5. The staff provided should be capable of reading and writing Hindi.
- 6. The Security agency/firm/contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR/CAZRI for the purpose. All complaints should be immediately attended to by the Agency.
- 7. Uniform with colour specifications and pattern approved by Institute should be supplied by the ex serviceman providing agency to his guards at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty,
- 8. The agreement is terminable with one month notice on either side.
- 9. The security agency/firm/contractor shall not sublet the work without prior written permission of the CAZRI.
- 10. The security agency/firm/contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 11. The selected agency shall provide the necessary security personnels for at CAZRI, RRS, Bikaner as per labour acts. The agency shall employ good and reliable persons with robust health and physically fits. In case any of the personnel so provided is not found suitable by the CAZRI, the CAZRI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
- 12. The persons so provided by the agency under this contract will not be the employee of the Council/CAZRI and there will be no employer-employee relationship between the Council/CAZRI and the person so engaged by the Security agency / firm/contractor in the aforesaid security contract.
- 13. Payment for security work will be made monthly upon submission of pre-receipted bill in three copies.
- 14. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing security work/services at the CAZRI Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the work/services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted.
- 15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CAZRI shall not bear any extra charge on any account whatsoever i.e. EPF,ESI contribution, Uniform Liveries, OTA etc.
- 16. The Security agency/firm/contractor will discharge all his legal obligations in respect of the security personnels/Guards/supervisors to be employed/deployed by them/him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law inforce that may be applicable to them from time to time. The security agency/firm/contractor shall indemnify and keep indemnified the CAZRI from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute. The decision of Head, CAZRI, shall be final and binding on the security agency/firm/contractor.
- 17. Income Tax will be deducted from the payments due for the work done as per rule.
- 18. They should not leave their points unless and until the reliever comes for shift duties, the security agency/firm will maintain all the registers, which are kept at concerned Section.
- 19. Changing of guard(s)/staff should be intimated to the Caretaker/security officer
- 20. The contract is subject to the condition that the tendered will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
- 21. Risk Clause CAZRI reserves the right to discontinue the work /service at any time, if the work/services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.
- 22. The ex-serviceman guard should be properly trained/ active/ attentive and have well sense of security measures.

- 23. If any guard/security supervisor will be found without uniform at the time of duty, a penalty @ Rs. 500/-each time will be imposed at the agency.
- 24. Any stationery items like register scales, writing pad pencil stapler etc. will not be provided by the Institute.
- 25. The Security Agency shall, within 10 days from the communication of the acceptance of the tender or such extended time as may be specified by the authority at his sole discretion, furnish security at the rate not less than 7 percent of total consideration payable under contract in cash/in the form of DD/FDR/TDR valid upto 60 days after the date of completion of all contractual obligations by the Agency. In case the Agency fails to deposit the SMD within the aforesaid period, the contract awarded may be cancelled and EMD forfeited.
- 26. No security point should be left unmanned/unguarded, in any circumstances. In case any guard of the agency wants to take any type of leave, suitable reliever in lieu of him will be provided before proceeding on leave.
- 27. In case, any guard/security supervisor/officer is found involved in any undesirable/mischievous/misbehavioural activities, which adversely affect the Institute, he will be replaced by the agency with the consent of the Institute authority & penalty whatsoever decided by the Institute will be imposed on the Agency.
- 28. To make proper co-ordination company/agency authorities will visit the Institute regularity, so that discrepancies/irregularities related to security matters may be directly conveyed to the agency.
- 29. No security guard will be allowed to perform duty in two consecutive shifts i.e. without giving proper break for rest purpose.
- 30. Initially the security work contract will be awarded for 3 months. The period, however, can be increased or decreased depending upon the satisfactory performance/requirement.
- 31. If guard is deputed for security reason to VIP & he has to proceed out of station with the VIP, the security agency/firm/Contractor has to pay TA&DA to the guard.
- 32. The agency should provide Photograph identity/complete address along with phone number antecedents clearance by police of all security personnel engaged for the job on awarding the contract. At the time of deployment of security personnel, the I/C security/committee will verify all such records. All equipment are also shown or provided at the time of taken over the charges. All the guards on duty should bear Identity Card all the time during duty hours.
- 33. The Institute will not be responsible either to the Security agency/Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred during the course of performing duty of Watch & Ward.
- 34. The watch and ward personnel should be healthy, desirable physique and proper experience and may be shuffled from time to time.
- 35. Watch and Ward personnel not develop social relationship with ICAR staff or the member of their family, failing which he should be immediately replaced.
- 36. In case of any contractual security guards of the security agency while on security watch and ward works happens any accident, casualty or death, the Institute will not responsible for such incedent, casualty or death, the security agency shall be responsible and if any claims recovery of losses will be given by the security agency/contractor.
- 37. Theft cases or any losses of fencing material, fixtures, equipments crops etc in farm area and in the Institute premises during the contract period, the recovery of such losses will be recovered and repaired by the security agency.
- 38. The security guard of the security agency while on security will attentive and stop such people, walkers, who bring food for dogs and food grain for birds in the campus.
- 39. The security persons will also perform the patrolling duty day & night and service provide contractor/agency will have good liaison with the respective thana (police station/police post), institute authorities as well as district authorities of Bikaner.
- 40. The security agency will save the experiments and other sown areas (Kharif and rabi season) from outside animals, wild animals like blue bull, dear, rabbits etc. If any losses were found due to these wild animals, the charge decided by the committee will be born by the agency.
- 41. The security agency shall provide the hut type houses for the security persons working in farm area.
- 42. Contractor may quote his rate as per minimum wages prescribed by the Goyt. Of India for "B" class city.

#### LIQUIDATED DAMAGES CLAUSE:

- 1.An amount equivalent to two days of contract amount, subject to a minimum of Rs.2000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the agency/firm by ICAR/CAZRI, RRS, Bikaner and if no action is taken within one hour liquidated damages clause will be invoked.
- 2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately. The Head, CAZRI, Bikaner reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Head, CAZRI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract

I/We agree upon all the terms and conditions mentioned from Serial No. 1-41 of terms and conditions and liquidated damage clause.

Date :Signature of the tenderer with Seal.....

### TECHNICAL BID PART

# CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:

SL. No.	Documents to be submitted	Whether Submitted or not	If submitted than mentioned page no.	Remarks
1.	Details of Cost of bid Rs. 500/-			
2.	Details of EMD deposited for Rs. 10,000/-			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of ESI			
5.	Copy of Registration Certificate of EPF			
6.	Copy of Service Tax Registration			
7.	Copy of PAN/TAN Card			
8.	Copy of Labour license under contract labour (R&A) Act, 1970 if any available  Note: This license will have to be obtained by the firm in respect of this institute after submitting the work order.			
9.	Bank Solvency/Hashiat certificate for <b>Rs. 70,000.00</b>			
10.	than Rs. 1,00,000.00 OR c) One similar completed work costing not less than Rs. 1,60,000.00 OR			
11.	Copy of Income Tax Return for last 3 years			
12.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached. if applicable			
13.	Minimum turnover of the firm not less than <b>Rs. 70,000.00</b> in each of the last 3 years.			
14.	Whether the Rate quoted complies with the Minimum			

 /					
F	'ull Nam	e of Biddei	with Ad	dress &	Date

## **Undertaking**

**Signatory with Seal of the Firm** 

1.	I,
	son/daughter/wife of Shri
	Proprietor/Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.
2.	I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3.	The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
Place :	
Date:	
	Signature & Name of the authorized

## FOR THE USE BY TENDER OPENING COMMETEE ONLY

Name	Name of the Firm:				
1.	1. Earnest money deposited/not deposited/is/not in acceptable form.				
2.	2. There are no changes, corrections, additions and overwriting etc. in the General Terms				
	and Conditions put to tender.				
3.	There are corrections and overwriting in the rates				
	which have been quoted in figure/words numbered from				
	to figure/words.				
4.	The tender is conditional/unconditional. Please refer covering letter/notes on page				
	there are conditions.				
5.	The rates have not been quoted against item No				
6.	There is ambiguity in the rates quoted in figure and words against item No.				
7.	Rates have been quoted in figures/words only.				

(Tender Opening Committee)

#### FINANCIAL BID

(To be put in separate envelop and sealed )

#### TENDERS FOR PROVIDING THE SECURITY JOB ON CONTRACT BASIS.

Last date for receipt of Tender	: 26.02.2015	at 2.30 p.m.
Date of opening of Tender	: 26.02.2015	at 3.30 p.m.

To

The Head, Central Arid Zone Research Institute, RRS, Bikaner

Sir,

I/We wish to submit our Tenders for PROVIDING THE SECURITY JOB on the

following rates.

Sl. No.		Rate per Month inclusive all taxes & charges
1.	Monthly consolidated rate offered for PROVIDING THE SECURITY JOB WORK CONTRACT OF ROUND THE CLOCK (24 hours) in accordance with scope of work ensuring the highest standards of Security Services and as per Schedule Ithe terms and conditions specified in the Tender including all labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time. Above rate quoted as per applicable rates for two point:  (a) The security of main office and residential area, Meteorology and Pump House etc.  (b) Farm area: (Approx 263 hectare including fencing ,fixture, experimental area, general sown area, Two tube wells, Diggi, farm implements, equipments etc.), animals and animal shed and other materials in farm, etc. New farm office building, Period:	(Rs. In Figure)

NOTE- 1. The rate to be quoted as per minimum wages prescribed by Govt. Of India including EPF,ESI and other Taxes as applicable. 2. The rate quoted above should be including all the taxes(like service tax etc.) and (service charges) if any firm mentioned that they will charges no service charges the firm may be rejected.

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

The above rates including all wages & other liabilities, like EPF & ESI as prescribed by Ministry of Labour for providing services by deploying security personnel (Ex-servicemen).

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature	
Name & Address of the Firm	
Telephone No.	
Mobile No.	

