



## Central Arid Zone Research Institute

(Indian Council of Agricultural Research)

**Jodhpur (Rajasthan) 342 003**

Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO)

FAX: 0291 – 2788706(Dir.)/2786498(PME)



F. No. 7(4) Security Contract/2013-14/Adm.V/

Dated: 20-08-2013

### **TENDER NOTICE**

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited for Annual Security Contract for Watch and Ward work (Security Services without Armed). The due date for submitting bids is 13<sup>th</sup> Sept, 2013. Other details and tender form along with Terms & Conditions are available on website- **[www.cazri.res.in](http://www.cazri.res.in)**.

ASSTT. ADMINISTRATIVE OFFICER (V)  
For DIRECTOR

### **Schedule for Tender of Annual Security Contract**

1	Date of start of selling the tender document	:	22/08/2013
2	Last date and time for sale of tender form	:	12/09/2013 at 12.00 Noon
3	Last date and time for submission	:	13/09/2013 at 11.30 AM
4	Date and time for opening of Technical bid	:	13/09/2013 at 12.00 Noon
5	Date and time for opening of Financial bid	:	13/09/2013 at 03.00 PM



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F. No. 7(4) Security Contract/2013-14/Adm.V/

Dated:

## **"SECURITY CONTRACT IS A PURELY JOB CONTRACT"**

Photograph of the tenderer may be pasted and crossed signed

### **INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR PROVIDING SECURITY SERVICE AT C.A.Z.R.I., JODHPUR, RMSC AREA, BHOPALGARH, R.R.S. JAISALMER AND CHANDAN AREA, JAISALMER.**

1. Name & address of Proprietor : .....
2. Name & address of firm/agency/company : .....
3. Telephone No. : Off. .... Res. .... Mobile No. ....
4. Particulars of firm/agency/company : .....  
(Partnership Deed/ Constitution in case of Society)
5. Income Tax P.A.N. Number : .....
6. Service Tax Number (Allotted by CED) : .....
7. E.P.F. Registration Number : .....
8. E.S.I. Registration Number : .....
9. Labour Licence Number : .....
10. Name of Office where firm is registered : .....
11. Name of Banker : ..... Account No. ....
12. Date of start of selling the tender document : **22/08/2013**
13. Last Date and time of sale of tender form : **12/09/2013 up to 12.00 Noon**
14. Last Date and time of submission of Bids in tender box : **13/09/2013 up to 11.30 A.M.**
15. Date and time for Opening of Technical Bid : **13/09/2013 at 12.00 Noon**
16. Date and time for Opening of Financial Bid : **13/09/2013 at 03.00 PM**
17. Cost of Tender Form / Documents : **Rs. 500/- C.R.No.** ..... Date .....
18. Earnest Money Deposit in favour of ICAR Unit-CAZRI: **Rs. 50,000/-** DD/BC No. .... Date .....
19. Performance Security Money : **10% of Total Cost of Contract.**
20. The tender must be reached to Office on or before **Due Date 13/09/2013 up to 11.30 A.M** by self/ authorized representative/ by Courier/Registered Post/Speed Post/Courier Post in sealed cover super scribed failing which it will not be considered. The tender should be dropped in the Tender Box placed in the Adm.V Section.
21. Visit us at our website: **www.cazri.res.in**

ASSISTANT ADMINISTRATIVE OFFICER (ADM.V)



# Central Arid Zone Research Institute

(Indian Council of Agricultural Research)

**Jodhpur (Rajasthan) 342 003**

Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO)

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F. No. 7(4) Security Contract/2013-14/Adm.V/

Dated:

## **INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR PROVIDING SECURITY SERVICE AT C.A.Z.R.I., JODHPUR, RMSC AREA, BHOPALGARH, R.R.STATION, JAISALMER AND CHANDAN AREA, JAISALMER.**

The tender form can also be down loaded from our website: [www.cazri.res.in](http://www.cazri.res.in)

From:-

Assistant Administrative Officer (Adm.V)  
Central Arid Zone Research Institute,  
Jodhpur-342 003

To,

.....  
.....  
.....

Sirs,

On behalf of the Director, Central Arid Zone Research Institute, Jodhpur sealed tenders are invited for Annual Job Contract for Watch and Ward (Security Services without Armed) at Central Arid Zone Research Institute, Jodhpur-342 003. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender documents fee	Rs. 500/-
Date of start of selling the tender document	22/08/2013
Last date and time for sale of tender form	12/09/2013 at 12.00 Noon
Last date and time for submission of sealed bid in tender box,	13/09/2013 at 11.30 AM
Date and time for opening of Technical bid	13/09/2013 at 12.00 Noon
Date and time for opening of Financial bid	19/09/2013 at 03.00 PM
Tender to remain open for acceptance up to 90 days from the date of opening.	

1. An earnest money of **Rs. 50,000/- (Fifty Thousand Only)** must be deposited in the form of Demand Draft /Pay Order payable to **ICAR Unit-CAZRI**, Jodhpur. In no case cheque will be accepted. Tender will not be considered if the earnest money is not sent with the tender.
2. The tender must be submitted as per details given in Schedules.
3. The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the Earnest Money will be forfeited by the CAZRI. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by the CAZRI.

4. The schedule of the tender 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 tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
5. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled in Individual signing the tender 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. 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 tender 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 was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the CAZRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all coast and damages. Each page of the tenders and the schedule to the tenders and annexure, if any, should be signed by the tenderer.
7. In case the tenderer does not accept the offer, after issue of letter or award by CAZRI within 10 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
8. The quotation would be evaluated based on the firm's turnover, experience in working Govt. Deptt./Undertaking, No. of Guards/Supervisor registered with ESI/EPF, the Service Charges quoted and actual amount to be paid to Security Guards/ Supervisors.
9. The quotation is to be enclosed in sealed cover super-scribing on the envelop "**Tender for Annual Security Services**" Right is reserved to reject outstation tenders. Tender, to be hand delivered, should be put in the tender box at this office of AAO (Adm-V), CAZRI, Jodhpur not later than 11.30 pm on the last date of receipt. Tender can also be sent by Registered post but the Council shall not be held liable for late receipt of tenders due to postal delay or other reasons.
10. The first work order will be given for a period of only three months and it will be extended for further period if security service provided is found to satisfaction.
11. The rates quoted by each firm for security job contract in tenders be given both in word and figures failing which the same is liable to be rejected.

12. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
13. The CAZRI is not bound to accept the lowest or any other tenders and also reserve to itself the right of the accepting the tenders in whole or in part.
14. An amount of 10% of total contract value as a security deposit for the security job contract is to be deposited by the successful agency/tenderer only after receiving a communication form the Institute. In the event of non-deposition of the same the earnest money will be forfeited. SDM will be released after 60 days on expiry of contract.
15. No interest on security deposit and earnest money deposit shall be paid by the Institute.
16. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this job contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in this respect. However the service tax or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, was per rules/instructions made applicable from time to time.
17. Director, CAZRI Institute 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 contracting agency.
18. Decision of Director, CAZRI Institute 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 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.
19. Acceptance by the CAZRI will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-main etc. should be acted upon immediately.
20. Successful tenderer will have to enter into a detailed contract agreement with Director, CAZRI, Jodhpur on non-judicial stamp paper worth of Rs. 1000/- for the security contract in the format enclosed with Tender Document.
21. Only those agencies/firms will be considered for financial bid who will qualify in the Technical Bid. Agency/firm should be registered with Soldier Board or any other concerned authorities of Central/State Govt. or under Company Act. or any the Act essential for carrying out security contract.
22. The technical and financial bids may be submitted in separated envelopes to be sealed and put in the main cover.

**23. In case the bid document is down loaded from CAZRI web site, the bidder shall have to deposit the cost of each tender document (i.e. Rs. 500/- non-refundable) in the form of Demand Draft/Pay Order in favour of ICAR Unit- CAZRI, Jodhpur along with the bid.**

24. The following documents/vouchers are required to be enclosed with the tender from which are the terms and conditions of the tender document. If required documents are not attached the bid can be rejected.

1.	Earnest Money: D.D. /Pay Order for Rs. 50,000/- in favour of ICAR Unit-CAZRI, Jodhpur
2.	Registration certificate of the firm under work contract of the Govt.
3.	ESI Number certificate of the firm issued by appropriate authority.
4.	EPF Number certificate of the firm issued by appropriate authority.
5.	Service Tax Registration certificate of the firm issued by appropriate authority.
6.	PAN Number Certificate of the firm
7.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act. 1970. The contractor shall obtain the labour licence under this act.
8.	Experience of the firm of last 3 years in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations.( <i>Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner</i> )
9.	Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.
10	Certified copy of Bank Solvency certificate for Rs. 10.00 Lakh to be attached.
11	Minimum turnover of the firm not less than Rs. 15.00 Lakh during the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.

25. In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder will be as under.

- i) Experience in the field.
- ii) Annual Turnover of the firm/Agency.
- iii) Profile of the employees deployed by the firm/Agency.

Yours faithfully,

Asstt. Administrative Officer (Adm.V)

GENERAL INFORMATION AND TERMS& CONDITIONS OF SECURITY CONTRACT

**1. OFFICE AND THEIR LOCATION:**

**A. Central Arid Zone Research Institute (CAZRI), Jodhpur (B-Class Area):**

Situated adjoining to I.T.I. in Light Industrial Area, Jodhpur-342 003.

**B. CAZRI RMSC Area Bhopalgarh (C-Class Area) :**

Situated at Bhopalgarh town, District- Jodhpur

**C. CAZRI Regional Research Station (C-Class Area):**

Situated at NH-15 distance 5 KM from Jaisalmer

**D. CAZRI Chandan Area of R.R.Station, Jaisalmer (C-Class Area):**

Situated at NH-15, distance 46 KM from Jaisalmer city.

The detail of Ex-Serviceman- Security Guard are required as under:-

**2. MANPOWER REQUIRED :**

Security personnel, as per details below, are to be manned for ROUND THE CLOCK Twenty Four Hours:

<b>Point</b>	<b>Place</b>	<b>Security Guard Without Armed</b>
<b>A</b>	<b>CAZRI, Jodhpur Headquarter</b>	
1.	Main Gate, CAZRI to be manned for 24 hours.	03 Nos.
2.	Guest House, Silva Nursery and Director Residence to be manned for 24 hours.	03 Nos.
3.	K.V.K. Gate to be manned for 24 hours	03 Nos.
4.	Horticulture Block to be manned for 24 hours.	03 Nos.
5.	Relievers	02 Nos.
	Total	<b>14 Nos.</b>
<b>B</b>	<b>RMSC Area Bhopalgarh to be manned for 24 hours.</b>	03 Nos.
<b>C</b>	<b>CAZRI Regional Research Station, Jaisalmer to be manned for 24 hours</b>	03 Nos.
<b>D</b>	<b>CAZRI Chandan Area of R.R.Station, Jaisalmer</b>	03 Nos.
	<b>Grand Total</b>	<b>23 Nos.</b>

**3. SERVICES :**

The entire open area and the built up area will have to be maintained from security angles. Complete security of the points and properties shall vest fully with the approved contractor who shall be held accountable for any loss of the property/material etc. from within the building/ campus as per the detail given below:

- a) The selected agency shall provide necessary persons for Security Services at CAZRI, Jodhpur strictly as per the charter of duty and terms and conditions mentioned in the tender form. The agency shall employ good and reliable & robust persons and clean record preferably within the age group 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.

- b) The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the contractor.
- c) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages, as prescribed by the Government of India from time to time shall be payable to the personnel deployed for services to this office by the Selected Agency.
- d) The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
- e) The Institute shall provide necessary accommodation within the premises of the Institute only for personnel to be relieved or waiting for mid-night shifts for performance of the duties for security purposes. Shift of more than 8 hours will not be allowed for any persons deployed for security.
- f) All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both Summer and Winter) to the personnel with identity cards.
- g) The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure status etc.
- h) Necessary enlisting/police verification of the firm and its workers is also required.
- i) The agency shall provide **Communication Facilities, Metal Detector and Vehicle Mirror** for smooth functioning of Security Services.
- j) The Contractor shall not sub-let the contract.

#### **4. ELIGIBILITY CONDITIONS:**

- a) The firm should have **minimum 3 years** experience of performing job contract of Security in reputed Govt./Semi Govt./ Govt. Undertaking/ University establishment and should have at least one annual security contract of Rs. 15.00 lakh cost.
- b) The firm should have at least 25 Security Guard/Supervisor registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor registered with the ESI/EPF.
- c) The firm must have Service Tax Number, ESI, EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License.
- d) The firm must have solvency certificate for at least 10.00 lakhs from their bankers.
- e) The firm must have the valid license for operating Security Services of appropriate authority.

5. **TERMS OF THE CONTRACT:** Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only 3 months and it will be extended for further period on service provided satisfactorily by the agency.



6. **MODE OF PAYMENT:** The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI, EPF and Service Tax paid for the Manpower provided to the Institute. The Institute shall made payment by means of crossed cheque drawn in favour of the agency/contractor. The agency must be submitted an authorized letter of Banker for E-Pyament system to this office.
7. **WAGES TO WORKERS:** The Contractor/Agency shall make payment of remuneration/wages to its personnel before/on 7th of every month by cheque in presence of Nodal Officer. After making the payment, the Contractor shall raise the bill on the CAZRI for payment of the settled amount. They will submit to the CAZRI a copy of the payment vouchers duly signed by the workers for each month.
8. **TERMINATION:** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The CAZRI will have no responsibility for any los/damage caused to them. This also cannot be challenged through any court of law.
9. **LOSS AND/OR DAMAGES:** In case of any lose or damage done to the property of the CAZRI by the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of CAZRI shall be a binding on agency.
10. **SECURITY DEPOSIT:** An amount of 10% of total contract value shall be deposited as security money/performance guarantee within 10 days weeks from the award of contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the CAZRI.
11. The tender is likely in case the conditions in the agreement are not fulfilled (The copy of draft agreement is enclosed herewith for ready reference vide at Annexure-III).
12. The contractor is advised to have a complete survey of both the buildings done before offering rates.
13. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure-I). No extra documents need to be attached with the tender form.

Asstt. Administrative Officer (Adm.V)

Full Name and address of the tenderer in  
Addition to address and other relevant  
information needed for the complete Address:-

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Telephone No.  
Telegraphic Address

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To,

**The Director,  
Central Arid Zone Research Institute,  
Jodhpur-342 003**

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the contract for the Annual Security Services of CAZRI, Jodhpur and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule-I, II and III attached to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The schedules to accompany this tender are at page Nos. \_\_\_\_\_.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. 50,000/- in favour of ICAR Unit and payable at Jodhpur is enclosed as earnest money.

Signature & Seal of Tenderer with date

Address \_\_\_\_\_

Name & Signature of witness \_\_\_\_\_

Address \_\_\_\_\_

## Schedule-I

### Technical Bids Schedule to tender

#### PART -I

1.	Name of Firm/Agency a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	
3.	a. For partnership firm whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers	
5.	Registration Number of the firm	
6.	ESI No. of Firm	
7.	EPF No. of Firm	
8.	Service Tax Registration No.	
9.	Registration No. under Security Contract Act/License	
10.	PAN Number	
11.	Experience of 3 years ( <i>Name and address of client departments may be indicated in chronological order and supporting documents may be attached</i> )	
12.	Turnover of last 3 years. (Certified copy be attached)	
13.	Number of Guards/Supervisor registered under ESI/EPF. Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.	
14.	Detail of the Earnest Money Deposited	
15.	Certified copy of Bank Solvency for Rs. 10 Lakh	

Name and address of the firm's representatives

And whether the firm would be represented at the Time of opening of the tenders

Dated:- \_\_\_\_\_

Place:- \_\_\_\_\_

All the above information must be accompanied with the certified copies of the documents.

**Part –II**

1. Detail of the Earnest Money Deposited:-
  - a. Demand Draft number with date and Bank Drawn on.  
Demand draft/ Pay order/ Banker Cheque  
No. \_\_\_\_\_ Dated\_\_\_\_\_ for Rs. 50,000/-

**Part –III**

1. Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

**Authorized Signatory**

**Please add supplementary pages and number them wherever needed.**

## **SCHEDULE-II**

### **FINANCIAL BID**

(The financial bid to be enclosed in a separate sealed envelop)

The tender will remain open for acceptance upto 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

**Director,  
Central Arid Zone Research Institute,  
Jodhpur-342 003**

I/we wish to submit our tender for maintaining Watch and Ward (Security arrangement) at CAZRI, Jodhpur on the following rates:

Description	Total cost	Service charges of the total cost	Service tax of the total cost	Grand total (2+3+4)	Actual wages to be paid to Security Guard per month (Break-up in Annexure-II)
1	2	3	4	5	6
Total lump sum monthly charges for providing Ex-Serviceman Security Guard Without Armed (Watch & ward) (Not below to minimum wages of Govt. of India) <b>CAZRI, Jodhpur</b>	(*A1 x14)	(*B1 x14)	(*C1 x14)	(*D1 x14)	*F1
<b>Bhopalgarh Area</b>	(*A2 x 3)	(*B2 x 3)	(*C2 x 3)	(*D2 x 3)	*F2
<b>RRS, Jaisalmer</b>	(*A3 x 3)	(*B3 x 3)	(*C3 x 3)	(*D3 x 3)	*F3
<b>Chandan Area</b>	(*A4 x 3)	(*B4 x 3)	(*C4x 3)	(*D4 x 3)	*F4

#### **\* Refer Annexure-II**

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Name and address of the firm with Phone No. \_\_\_\_\_

\_\_\_\_\_

**Schedule-III****Financial Bid****\* Break-up of Monthly charges to be claimed and actual to be paid**

S. No.	Description	Actual Amt. to be paid to Security Guard	Actual Amt. to be paid to Security Guard	Actual Amt to be paid to Security Guard	Actual Amt to be paid to Security Guard
		<b>Jodhpur</b>	<b>Bhopalgarh</b>	<b>Jaisalmer</b>	<b>Chandan</b>
		1	2	3	4
a	Monthly Rate				
b	ESI Contribution				
c	EPF Contribution				
d	Other Charges including bonus, gratuity, etc.				
A.	*Total cost per head (a+b+c+d)				
B.	*Services charges				
C.	*Service Tax				
D.	*Grand Total (A+B+C)				
E.	Contribution by the employee for ESI/EPF to be deducted				
	Other deduction, if any				
F.	*Actual amount to be paid to the employee				

## Annexure-I

### Check list of documents to be submitted by the tenderer in Technical Bid

Name of Bidder: \_\_\_\_\_  
\_\_\_\_\_

S.No.	Documents required	Yes/No	Page No.
1	Earnest Money: Demand Draft/Pay Order for Rs. 50.00 Thousand		
2	Registration certificate of the firm under work contract of the Govt.		
3	ESI Number certificate of the firm issued by appropriate authority.		
4	EPF Number certificate of the firm issued by appropriate authority.		
5	Service Tax Registration certificate of the firm issued by appropriate authority.		
6	PAN Number Certificate of the firm		
7	The Agency/firm must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970 / CL (R&A) Central Rules, 1971/ Private Security Agencies Act. 2005/2006. The contractor shall obtain the labour licence under this act.		
8	Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.		
9	Certified copy of Bank Solvency certificate for Rs. 10.00 Lakh to be attached.		
10	Minimum turnover of the firm not less than Rs. 15.00 Lakh during the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.		

### Detail of the Minimum 3 years experience /work done.

Sl. No.	Name of Client Deptt. / Organisation & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		
1.					
2.					
3.					

## Annexure-II

### CHAPTER OF DUTIES FOR SECURITY SERVICES

a)	Providing Security Service ( <b>Ex-Serviceman without Armed</b> ) on Job Contract basis.
b)	The Contracting agency who provided <b>Ex-Serviceman</b> will be responsible for <b>ROUND THE CLOCK</b> watch and Ward/ Security Services.
c)	Ensure proper locking/unlocking of all doors and windows and report the Caretaker and officer concerned immediately.
d)	Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
e)	Ensure safe custody of keys.
f)	To regulate traffic and ensure proper parking of vehicles.
g)	Conduct regular patrol along the specified beats.
h)	No stray cattle/dogs get access to the guarded area.
i)	To check pilferage and implement anti theft measures.
j)	Check and keep the record of all out going material through gate pass signed by the authorized officials of CAZRI, i.e. Security Officer/ AAO(S)/Farm Sudpt./ or authorized Officer of the Institute.
k)	Check/ control/search staff engaged by any other contractor or person having access to the building.
l)	Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation
m)	Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
n)	To maintain complete record of visitors
o)	To maintain record of incoming and outgoing vehicles wherever applicable.
p)	To report unusual events in suspicious circumstances occurring in the area of premises.
q)	To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/Sundays and Closed Holidays in a register and obtain their signatures.
r)	To hoist and lower the National Flags at Main Building as per the flag code.
s)	Any other items of work assigned with the approval of competent authority
t)	Security Point can be changed at a time of need by the Security Officer (Nodal Officer).

Asstt. Administrative Officer (Adm.V)



## Annexure-III

### AGREEMENT DEED (for providing security services to CAZRI, Jodhpur)

1. This agreement is made at Jodhpur on this ----- Day -----, **2013** between the Indian Council of Agricultural Research (Director, Central Arid Zone Research Institute, Jodhpur) a Society registered under the Societies Registration Act, 1960, through the Director, Central Arid Zone Research Institute, Jodhpur (Herein after called first part) of the First Party and M/s ..... (herein after called the Firm/Agency/Company) of the other part.
2. WHEREAS the One Part/First Party desired to avail the work on job/ service contract basis for the purpose or carrying out the field operation work at CAZRI, Jodhpur.
3. AND WHEREAS the firm/agency/company has deposited a sum of Rs. ..../- in the form of Demand Draft No./Bank Guarantee/F.D.R. No. .... dated .....in favour of ICAR Unit - CAZRI, Jodhpur as security deposit for the due performance and do service of the aforesaid contract.
4. NOW THEREFORE it is agreed by and between One Part/First and and the Firm/Agency/Company as under :-
  - a. (i) The firm/agency/company shall provide security services without Armed (on contract basis) at the CAZRI, Jodhpur and its RM & SC Area, Bhopalgarh and R.R.Station, Jaisalmer and Chandan Area of R.R.Station, Jaisalmer as per the requirements and instructions given to them by the authorities of first party from time to time initially for a period of three months w.e.f..... to ..... and later or for the period as extended by the First Party if the security service provided if found up to satisfaction.
  - b. (ii) The firm/agency/company shall render the service at basis at the rate (total cost) of Rs. ....for entire contractual field work against the work order No. .... dated ..... which include EPF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the firm/agency/company.
  - c. (iii) The firm/agency/company shall employ their on staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the First Party's authorities.

#### OFFICE AND THEIR LOCATION

- A. **Central Arid Zone Research Institute (CAZRI), Jodhpur (B-Class Area):**  
Situated adjoining to I.T.I. in Light Industrial Area, Jodhpur-342 003.
  - B. **CAZRI RMSC Area Bhopalgarh (C-Class Area) :**  
Situated at Bhopalgarh town, District- Jodhpur
  - C. **CAZRI Regional Research Station (C-Class Area):**  
Situated at NH-15 distance 5 KM from Jaisalmer
  - D. **CAZRI Chandan Area of R.R.Station, Jaisalmer (C-Class Area):**  
Situated at NH-15, distance 46 KM from Jaisalmer city.
5. **MANPOWER REQUIRED :** Security guards to be deployed must be EX-SERVICE MEN with robust health and clean record within age group of 21 to 55 years. Security personnel, as per details below, are to be manned for ROUND THE CLOCK Twenty Four Hours and 7 days of the week and shall be changed as per requirement of Institute from time to time. In case there is any change in employment of the Security Guard, such changes shall be intimated to the Contracting Agency in writing well in advance

Point	Place	Security Guard
A	<b>CAZRI, Jodhpur Headquarter</b>	
1.	Main Gate, CAZRI to be manned for 24 hours.	03 Nos.
2.	Guest House, Silva Nursery and Director Residence to be manned for 24 hours.	03 Nos.
3.	K.V.K. Gate to be manned for 24 hours	03 Nos.
4.	Horticulture Block to be manned for 24 hours.	03 Nos.
5.	Relievers	02 Nos.
	Total	<b>14 Nos.</b>

B	<b>RMSC Area Bhopalgarh</b> to be manned for 24 hours.	03 Nos.
C	<b>CAZRI Regional Research Station, Jaisalmer</b> to be manned for 24 hours	03 Nos.
D	<b>CAZRI Chandan Area of R.R.Station, Jaisalmer</b>	03 Nos.
	Grand Total	<b>23 Nos.</b>

6. **SERVICES** : The Contracting Agency shall carry out the security and watch and ward of the CAZRI mentioned in para -1 as per the requirements and instructions given to them from time to time

The entire open area and the built up area will have to be maintained from security angles. Complete security of the points and properties shall vest fully with the approved contractor who shall be held accountable for any loss of the property/material etc. from within the building/ campus as per the detail given below:

- The selected agency shall provide necessary person Ex-Servicemen for Security Services at CAZRI, Jodhpur strictly as per the charter of duty and terms and conditions mentioned in the tender form. The agency shall employ good and reliable & robust persons and clean record preferably within the age group 21 to 55 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the contractual agency.
- The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages as prescribed by the Government of India from time to time shall be payable to the personnel deployed for services to this office by the selected Contractual agency.
- The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
- The Institute shall provide necessary accommodation within the premises of the Institute only for personnel to be relieved or waiting for mid-night shifts for performance of the duties for security purposes. Shift of more than 8 hours will not be allowed for any persons deployed for security.
- All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both Summer and Winter) to the personnel with identity cards.
- Necessary enlisting/police verification of the firm and its worker s is also required.
- The agency shall provide **Communication Facilities, Metal Detector and Vehicle Mirror** for smooth functioning of Security Services.
- The Contractor shall not sub-let the contract.

7. **DUTY HOURS OF SECURITY GUARDS**: The Contracting Agency will provide the security Service round the clock in three shifts running from 6.00 a.m. to 2.00 p.m., 2.00 p.m. to 10.00 p.m. and 10.00 p.m. to 6.00 a.m. The Security Supervisor of the Contracting Agency shall be present to supervise the security work invariably between the shifts from 6.00 a.m. to 2.00 p.m., 2.00 p.m. to 10.00 p.m. and 10.00 p.m. to 6.00 a.m. In case any lapse in this regard comes to the notice of Director, CAZRI or any other officer authorized by Director, CAZRI, action as deemed fit will be taken to make suitable deduction from the monthly bill of Contracting Agency.

**CHAPTER OF DUTIES FOR SECURITY SERVICES:**

a)	Providing Security Service ( <b>Ex-Serviceman</b> ) on Job Contract basis.
b)	The Contracting agency who provided <b>Ex-Serviceman</b> will be responsible for <b>ROUND THE CLOCK</b> watch and Ward/ Security Services.
c)	Ensure proper locking/unlocking of all doors and windows and report the Caretaker and officer concerned immediately.
d)	Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
e)	Ensure safe custody of keys.
f)	To regulate traffic and ensure proper parking of vehicles.
g)	Conduct regular petrol along the specified beats.
h)	No stray cattle/dogs get access to the guarded area.
i)	To check pilferage and implement anti theft measures.
j)	Check and keep the record of all out going material through gate pass signed by the authorized officials of

	CAZRI, i.e. Security Officer/ AAO(S)/Farm Supt./ or authorized Officer of the Institute.
k)	Check/ control/search staff engaged by any other contractor or person having access to the building.
l)	Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation
m)	Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
n)	To maintain complete record of visitors
o)	To maintain record of incoming and outgoing vehicles wherever applicable.
p)	To report unusual events in suspicious circumstances occurring in the area of premises.
q)	To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/Sundays and Closed Holidays in a register and obtain their signatures.
r)	To hoist and lower the National Flags at Main Building as per the flag code.
s)	Any other items of work assigned with the approval of competent authority
t)	Security Point can be changed at a time of need by the Security Officer (Nodal Officer).

- 8. TERMS OF THE CONTRACT:** Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only 3 months and it will be extended for further period on service provided satisfactorily by the agency
- 9. MODE OF PAYMENT:** The agency shall submit monthly pre-receipted bill in triplicate in the name of Director, CAZRI, Jodhpur by the 4<sup>th</sup> working day for the job performed during the preceding month along with proof of wages paid and contribution made for ESI, EPF and Service Tax paid for the Manpower provided to the Institute. The payment will be made by crossed cheque on receipt of confirmation regarding satisfactory execution of services by the Security Officer authorized for this purpose. In case the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of Director, CAZRI, Jodhpur whose decision shall be final and binding on the Contracting Agency. The agency must be submitted an authorized letter of Banker for E-Payment system to this office.
- 10. WAGES TO WORKERS:** The Contractor/Agency shall make payment of remuneration/wages not below the minimum wage to its personnel before/on 7<sup>th</sup> of every month by cheque in presence of Nodal Officer. After making the payment, the Contractor shall raise the bill on the CAZRI for payment of the settled amount. They will submit to the CAZRI a copy of the payment vouchers duly signed by the workers for each month.
- 11. WELFARE MEASURES OF CONTRACTUAL STAFF:**
- The Contracting Agency will discharge all legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time viz. statutory obligations, under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen's compensation Act, EPF & MP Act, Industrial Dispute Act etc. The Contracting Agency will indemnify and keep indemnified the CAZRI, Jodhpur from any claim, loss or damages that may be caused to the CAZRI, Jodhpur on account of the Contracting Agency's failure to comply with their obligations under the various law towards their staff/employees employed by the or any loss or damage to one part due to acts/omissions of other part. The CAZRI, Jodhpur will not be responsible for any loss caused so. It will be contracting agency fully responsible.
  - Contractual agency shall be responsible for any claims recovery of losses of contractual security guards while on security watch and ward works happens any accident, casualty or death. The Institute will not responsible for such incident, casualty or death or claims recovery of losses of contractual security guards.
  - he Contracting Agency agrees to get all the security staff and their employees insured against any liability arising under the workman's compensation act or under the common law. The Contracting Agency agrees to indemnify against any claim that the CAZRI, Jodhpur may have to meet in respect of their staff members and or workman/employees on account of any accident or for any other reason.
- 12. The contractual security staff should follow strict attendance and alternative arrangements are to be made by the contractual agency whenever any one of security personnel is on leave under intimation to Security Officer/Office.**
- 13. Changing of guard /security personnel should be intimated to Security Officer.**
- 14. The staff provided should also maintain secrecy and discipline in the premises.**
- 15. The staff provided should be capable of reading and writing Hindi and English.**

16. **The Contracting agency shall keep a complaint register and it shall be open to verification by authorized officer of CAZRI. All complaints should be immediately attended.**
17. **Uniform** with colour specifications and pattern approved by the Institute should be provided to Ex-Serviceman Guard by the contracting agency at his own cost and it should be ensure that the working staff should be in proper uniform while on duty.
18. **If Security Guard/ Security Supervisor will be found without uniform at the time of duty, a penalty @ Rs. 500/- each time will be imposed at the Contracting Agency.**
19. **The Guards deployed must be ex-serviceman below the age of 55 years old (Not trade man). As evidence, identification proof like Discharge Certificate/Identity Card be provided for the Ex-Serviceman guards at the time of deployment/verification of bill.**
20. **The contract will not sublet to other agency/contractors.**
21. **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 In-charge 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 of duty hours.**
22. **The Guards should not leave their point unless and until the reliever comes for shift duties, the security agency/firm will maintain all the registers, which are kept at concerned section.**
23. **The Contracting Agency shall carry out the security and watch and ward of the CAZRI, as per the requirements and instructions given to them from time to time for a period of one year.**
24. **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.**
25. **To make proper co-ordination company/agency authorities will visit the Institute campus minimum once in a month, so that discrepancies/irregularities related to security matters may be directly conveyed to the agency.**
26. **The CAZRI 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.**
27. **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 incident, casualty or death, the security agency shall be responsible and if any claims recovery of losses will be given by the security agency/contractor.**
28. **The stationery items like registers, scales, writing pads, pencils, staples, etc. will not be provided by the CAZRI, Jodhpur and uniform s will not allowed to be washed in the CAZRI premises. The uniform of the Security personnel and other related items as mentioned above will be provided by the Contracting Agency CAZRI, Jodhpur has to pay only the amount which will be finalized as per contract.**
29. **It is further clarified that under no circumstances, the staff member and or the workmen/ employees or the Contracting Agency shall be treated, regarded or considered or deemed be the employees of the CAZRI, Jodhpur and the Contracting Agency alone shall be responsible for their remuneration, wages and statutory obligations such EPF, ESI and Service Tax etc.**
30. **The Service Agency will ensure that the National Flags are hoisted/lowered, at the respectable places on the top of office of the Director as per the flag code and hence will be completely responsible for the lapse in this regard. Any problem in this regard should be reported in writing to the undersigned or other senior officers.**
31. **TERMINATION:** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The CAZRI will have no responsibility for any los/damage caused to them. This also cannot be challenged through any court of law.
32. **LOSS AND/OR DAMAGES:** In case of any lose or damage done to the property of the CAZRI by the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of CAZRI shall be a binding on agency.
33. **LIQIDATED DAMAGES CLAUSE:**
  - a. 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 CAZRI and if no action is taken within one hour liquidated clause will be invoked.
  - b. Any misconduct/misbehavior on the part of the manpower by the agency will not be tolerated and such person(s) will have to be replaced immediately.

- c. Theft cases during the contract period in the Institute premises, the recovery of such loss(es) will be recovered from the Contracting Agency.
- d. Contracting Agency will ensure that no theft or damages to the CAZRI property should take place during the tenancy of the service contract of the Contracting Agency. In case any theft or damage to the CAZRI property occurs during the service contract period with the Contracting Agency due to the negligence of the security guard/employees of the Contracting Agency, the Contracting Agency shall be held responsible for such losses and damages, if after an enquiry, the CAZRI comes to the conclusion that the loss is attributable to the negligence on part of security personnel of the Contracting Agency. The Contracting Agency shall attend all the police cases from time to time during the contract period, if required.

**34. The contracting agency has to submit every month, a proof of payment of statutory obligation such as ESI, EPF, Service Tax and other applicable taxes, if any in respect of personnel engaged by the Contracting Agency for this job contract. The following records/documents in respect of its security guards submitted to the office every month otherwise next bill will not be entertained.**

- i) Statement of wages not less than prescribed minimum wage paid to security guards.
- ii) Attendance Statement.
- iii) All statutory records i.e. ESI, E PF and Service Tax etc. as applicable

**35. Disputes :**

**A** If any disputes arises the Decision of Director, CAZRI Institute 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 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.

**B** In case any disputes arises the jurisdiction area will be only Jodhpur.

**36. Director, CAZRI, Jodhpur 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 contracting agency.**

Signature with seal of authorized person of agency

In presence of  
 1. Signature : .....  
 Name : .....  
 Address : .....  
 2. Signature : .....  
 Name : .....  
 Address : .....

Signature of Director, CAZRI, Jodhpur

In presence of :  
 1. Signature : .....  
 Name : .....  
 Address : .....  
 2. Signature : .....  
 Name : .....  
 Address : .....