



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003
Website: www.cazri.res.in, Email: director@cazri.res.in
Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 – 2788706(Dir.)/2786498(PME)



No.F. 7(7) Security Contract/14-15/Adm.V

Dated: - -2014

TECHNICAL BID-I

Photograph of the tenderer may be pasted and crossed signed	"SECURITY CONTRACT IS A PURELY JOB CONTRACT"
	INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS GOVERNING OF JOB CONTRACT FOR ENGAGEMENT OF AGENCY FOR PROVIDING OF SECURITY SERVICES AT C.A.Z.R.I., JODHPUR, RMSC AREA, BHOPALGARH, R.R.S. BIKANER, JAISALMER AND CHANDAN AREA OF JAISALMER.
	The due date is declared to be a Holiday the tender shall be deemed to remain open for acceptance till the next working day.

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 :
Branch IFC Code No. Account No.
12. Date of start of selling the tender document : **10/11/2014**
13. Last Date and time of sale of tender form : **26/11/2014 up to 5.00 p.m.**
14. Last Date and time of submission of Bids in tender box : **27/11/2014 at 02.30 p.m.**
15. Date and time for Opening of Technical Bid : **27/11/2014 at 03.00 p.m.**
16. Date and time for Opening of Financial Bid : **28/11/2014 at 03.00 p.m.**
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 27.11.2014 up to 02.30 P.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)



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
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No.F. 7(7) Security Contract/14-15/Adm.V

Dated: - -2014

TECHNICAL BID-II

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, BIKANER, JAISALMER AND CHANDAN AREA, JAISALMER

The tender form can also be down loaded from our website: www.cazri.res.in

From:-

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

To,

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.....
.....

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	10.11.2014
Last date and time for sale of tender form	26.11.2014 up to 5.00 p.m.
Last date and time for submission of sealed bid in tender box	27.11.2014 at 02.30 p.m.
Date and time for opening of Technical bid	27.11.2014 at 03.00 p.m.
Date and time for opening of Financial bid	28.11.2014 at 03.00 p.m.
Tender to remain open for acceptance up to 90 days from the date of opening.	

- It must be ensured that the quotation must reach addressed to the Director, CAZRI, Jodhpur-342 003.** The bids are to be sealed in a cover superscribing the envelope “**Bid for Security Services to CAZRI on outsourcing basis**” and dropped in the tender box kept with A.A.O. Adm.V Section, CAZRI, Jodhpur latest by 02.30 PM on 27.11.2014.
- Cost of Bid documents:** The bid document can either be downloaded from the CAZRI website www.cazri.res.in or the same can be purchased personally from A.A.O. Adm.V Section on any working day commencing from 10.11.2014 up to 26.11.2014 on either

cash payment of Rs. 500/- or in the form of Demand Draft / Pay Order drawn in favour of ICAR Unit-CAZRI payable at Jodhpur-342 003 towards the cost of bid document.

3. 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.
4. **DELIVERY OF TENDER: THERE IS A TWO BID SYSTEM.** The original copy of the tender is to be enclosed in a double cover. The rate to be quoted in the FINANCIAL BID -- (Schedule -I and II) of tender document and submit in the inner cover sealed envelope. The TECHNICAL BID (Annexure-I, II and PART-I, II) contain all the relevant documents with cash receipt/DD of EMD should be kept in the outer cover envelope bear only name of work and address to Director, Central Arid Zone Research Institute, Jodhpur. The tender must be reach to this office on or before **27.11.2014 up to 02.30 PM** by personally/Courier/ Registered Post / Speed Post, failing which it will not be considered. The tender should be dropped in the Tender Box placed in the Admn.V Section with A.A.O.
5. The technical and financial bids may be submitted in separated envelopes to be sealed and put in the main cover.
6. **OPENING OF BIDS:** The **Technical bids** shall be opened on the Due Date at 3.00 PM. **Financial Bids** shall be opened on the next day **28.11.2014 at 3.00 PM** in the **Conference Hall** in the presence of representatives of the firms who may also be present if they so wish at the time of opening of bids.
7. **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.**
8. Decision of the desire so of Director, CAZRI, Jodhpur shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation.
9. Bidders/tenderers shall undertake to the apply with allow statutory provisions are required for such man power to be provided including Minimum Wages Act, EPF, ESI, Service Tax etc. as required under law and shall indemnify CAZRI from all libels/suits/litigations etc.
10. The Contractual Agency shall take all responsibility and obligation for providing man power engaged by him for the purpose at CAZRI. CAZRI will not be responsible for any libels/suits/litigation or otherwise/obligation/commitment/liability to any party(ies) or persons(s) whatsoever.
11. **EARNEST MONEY:** The bid must be accompanied with EMD of **Rs. 50,000/-** (Rupees Fifty Thousand only) in the form of Demand Draft/Banker Cheque in favour of ICAR Unit CAZRI, and payable at Jodhpur-342 003. Bid not accompanied with valid EMD will not be considered. The bidder must have current Income Tax/ Service Tax and statutory registration(s).

12. **SECURITY OF CONTRACT:** The Contractual Agency shall provide Security Deposit in the form of Bank Guarantee/FDR in favour of ICAR Unit, CAZRI payable at Jodhpur-342 003 for contract period as would be specified in the work order to be awarded to the successful bidder for an amount equivalent to 10% of contract value and signed an agreement before starting the contract. It (FDR) will be released only after the termination/expiry of the contract. The Performance Bank Guarantee will be valid up-to 3 months beyond the date of expiry of the contract. . No interest will be paid on the security money deposited with the CAZRI. SDM will be released after 60 days on expiry of contract.
13. No interest on Security deposit and earnest Money deposit shall be paid by the CAZRI to the bidder.
14. Service tax or any other tax applicable for made applicable after awarding the contract in respect of this contract shall be payable by Contractual Agency. CAZRI will not entertained any claim whatsoever in this respect. However, the Service Tax or any other Tax which is as per the rules of the Govt. of India/ Rajasthan Government shall be deducted at source from monthly bills as per rules/instruction made applicable from time to time by Government.
15. Acceptance by the CAZRI will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance and work order of the bidder will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-mail etc. should be acted upon immediately.
16. **ELIGIBILITY CONDITIONS** The following documents/vouchers are required to be accompanied with the Technical Bid from which are the terms and conditions of the bid document. If required documents are not attached the bid can be rejected.

1.	Tender fee: C.R./D.D./Pay Order for Rs. 500/- in favour of ICAR Unit-CAZRI, Jodhpur
2.	Earnest Money: D.D./Pay Order for Rs. 50,000/- in favour of ICAR Unit-CAZRI, Jodhpur
3.	The copy of valid licence issued by the appropriate authority (PSARA, 2005) for operating Security Services.
4.	ESI Number certificate of the firm issued by appropriate authority.
5.	EPF Number certificate of the firm issued by appropriate authority.
6.	Service Tax Registration of the firm issued by Central Excise Deptt.
7.	PAN Number Certificate of the firm
8.	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.
9.	Experience of the firm in the field of providing such services in Central/ State Govt. Establishments/Autonomous bodies/ Corporation of Central/State Govt. 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>
10.	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.
11.	Certified copy of Bank Solvency/Hashiat certificate issued by appropriate authority for Rs.10.00 Lakh to be attached.

12.	Copy of Income Tax Return for last 3 years
13.	Audited statement from Chartered Accountant for last 3 years
14.	Minimum turnover of the firm not less than Rs. 20.00 Lakh in each of the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.
15.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions

17. **AGREEMENT:** 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 (Available in the Office).
18. The services staff should follow strict attendance and alternative arrangements are to be made by the contractual agency whenever anyone of staff is to go on leave under intimation to this office.
19. Changing of staff should be intimated to office.
20. The Director, CAZRI, Jodhpur reserve the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, CAZRI shall be final and binding on the contractor /agency in respect of clauses covered on the contract.
21. The staff provided should maintain secrecy and discipline in the premises of CAZRI, Jodhpur.
22. The guards provided should be capable of reading and writing Hindi and English with a minimum qualification with experience in nature of work.
23. The agreement is terminable with one month notice on either side.
24. The contractor shall not sublet the work without prior written permission of the CAZRI.
25. The contractor or his guards/supervisors shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
26. The contractor shall provide the necessary personnel at CAZRI as per Labour Acts prevalent. The Contractor shall employ good and reliable persons with robust health of age group of 21 to 65 years. 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 contractor shall on receipt of a written communication with have to replace such persons immediately.
27. The persons so provided by the contractor under this contract will not be the employee of the CAZRI and there will be no employer-employee relationship between the CAZRI and the persons so engaged by the contractor in the aforesaid services.
28. **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.
29. **MODE OF PAYMENT:** The agency shall submit monthly pre-receipted bill in triplicate by the 7th working day for the job performed during the preceding month along with proof

of payment and 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-Payment system to this office.

30. **WAGES TO GUARDS:** 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.
31. **No request for alteration in the rates once quoted will be permitted within one year.**
32. Income Tax will be deducted from monthly bills as per rule.
33. The contract is subject to the condition that the bidder will comply with all the laws and acts of Central Govt., Rajasthan Govt. relating to this contract made applicable from time to time.
34. The contractor/Agency will furnish list of his workers with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number etc. and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the CAZRI.
35. The engaged person must report for duty at CAZRI, Jodhpur or any other duty so assigned in proper uniform.
36. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty.
37. **No security guard will be allowed to perform duty in two consecutive shift/place.**
38. **No security point should be left unmanned/unguarded, in any circumstances. Penalty Rs. 500/- each time will be imposed if so.**
39. **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.
40. **LOSS AND/OR DAMAGES:** In case of any loss 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.
41. The contractor is advised to have a complete survey of the buildings and area done before offering rates.
42. 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.

43. 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.
44. 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.
45. 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 cost and damages. Each page of the tenders and the schedule to the tenders and annexure, if any, should be signed by the tenderer.
46. 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.
47. The rates should be quoted as per prevailing Minimum Wage Act. of Central Govt.
48. 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.
49. The tender 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.
50. 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.
51. 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.
52. 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.

53. 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-mail etc. should be acted upon immediately.
54. The quotation would be evaluated based on the firm's turnover, experience in working Govt. Department/Undertaking, No. of Guards/Supervisor registered with ESI/EPF, the Service Charges quoted and actual amount to be paid to Security Guards/ Supervisors. 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.

Assistant Administrative Officer (Adm.V)

TECHNICAL BID-III

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, Bikaner (B-Class Area)

Situated near Lalgah, Bikaner

D. CAZRI Regional Research Station, Jaisalmer (C-Class Area):

Situated at NH-15 distance 5 KM from Jaisalmer

E. 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:

Point	Place	Security Guard Without Armed
A	CAZRI, Jodhpur Headquarter	
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.	Pearl Milled Block to be manned for 24 hours.	03 Nos.
5.	Relievers	02 Nos.
	Total	14 Nos.
B	CAZRI Regional Research Station, Bikaner	
1.	Office premises	03 Nos.
2.	Farm premises	03 Nos.
3.	Reliever	01 No.
	Total	07 Nos.
C	RMSC Area Bhopalgarh to be manned for 24 hours.	03 Nos.
D	CAZRI R.R.Station, Jaisalmer to be manned for 24 hours	03 Nos.
E	CAZRI Chandan Area of CAZRI R.R.Station, Jaisalmer	03 Nos.
	Grand Total	30 Nos.

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 from. The agency shall employ good and reliable & robust persons and clean record preferably within the age group 21 to 65 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 worker s 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.

Assistant Administrative Officer (Adm.V)

TECHNICAL BID-IV

CHAPTER OF DUTIES FOR SECURITY SERVICES

a)	Providing Security Service (Ex-Serviceman without Armed) on Job Contract basis.
b)	The Contracting agency who provided Ex-Serviceman will be responsible for ROUND THE CLOCK 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(V)/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).
u)	Security guards on duty must possess duty cap, proper uniform, lathi (लाठी) whistle, torch light, name badge, shoes and identity card and other appliances required.

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:-

Telephone No.
Telegraphic Address

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 _____

Annexure-I

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

Name of Bidder: _____

No.	Documents required	Yes/No	Page No.
1.	Tender fee: C.R./D.D./Pay Order for Rs. 500/- in favour of ICAR Unit-CAZRI, Jodhpur		
2.	Earnest Money: D.D./Pay Order for Rs. 50,000/- in favour of ICAR Unit-CAZRI, Jodhpur		
3.	The copy of valid licence issued by the appropriate authority (PSARA, 2005) for operating Security Services.		
4.	ESI Number certificate of the firm issued by appropriate authority.		
5.	EPF Number certificate of the firm issued by appropriate authority.		
6.	Service Tax Registration of the firm issued by Central Excise Deptt.		
7.	PAN Number Certificate of the firm		
8.	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.		
9.	Experience of the firm in the field of providing such services in Central/ State Govt. Establishments/Autonomous bodies/ Corporation of Central/State Govt. or private organizations. (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner) Proof of experience: a) <i>Three similar completed works costing not less than Rs. 12.00 Lakk, or</i> b) <i>Two similar completed works costing not less than Rs. 15.00 Lakh, or</i> c) <i>One similar completed work costing not less than Rs. 24.00 Lakh</i>		
10.	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.		
11.	Certified copy of Bank Solvency/Hashiat certificate issued by appropriate authority for Rs.10.00 Lakh to be attached.		
12.	Copy of Income Tax Return for last 3 years		
13.	Audited statement from Chartered Accountant for last 3 years		
14.	Minimum turnover of the firm not less than Rs. 20.00 Lakh in each of the last 3 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.		
15.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions		

Detail of the Minimum 3 years experience /work done.

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

Annexure-II**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 Branch IFC Code No.A/c No.....	
5.	ESI No. of Firm	
6.	EPF No. of Firm	
7.	Service Tax Registration No.	
8.	Licence No. under Security Contract Act. Issued by the appropriate authority.	
	PAN Number	
9.	Experience (<i>Name and address of client departments may be indicated in chronological order and supporting documents may be attached</i>)	
10.	Turnover of last 3 years. (Certified copy be attached)	
11.	Number of Guards/Supervisor registered under ESI/EPF. Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.	
12.	Detail of the Earnest Money Deposited	
13.	Certified copy of Bank Solvency /Bank Guarrantee/Hashiat certificate for Rs. 10.00 Lakh to be attached.	

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.

SCHEDULE-I

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 (1+2+3)	Actual wages to be paid to Security Guard per month (Break-up in Annexure-II)
		1	2	3	4	5
1	Total lump sum monthly charges for providing Ex-Serviceman Security Guard Without Armed (Watch & ward) (Not below to minimum wages of Govt. of India) CAZRI, Jodhpur	(*A1 x14)	(*B1 x14)	(*C1 x14)	(*D1 x14)	*F1
2	RRS, Bikaner	(*A2 x 7)	(*B2 x 3)	(*C2 x 3)	(*D2 x 3)	*F2
3	Bhopalgarh Area	(*A3 x 3)	(*B3 x 3)	(*C3 x 3)	(*D3 x 3)	*F3
4	RRS, Jaisalmer	(*A4 x 3)	(*B4 x 3)	(*C4 x 3)	(*D4 x 3)	*F4
5	Chandan Area	(*A5 x 3)	(*B5 x 3)	(*C5 x 3)	(*D5 x 3)	*F5

Note: Rate should be quoted for 30 days by including of charges of reliever, for place (at Sl. No 3, 4 & 5) where the provision of reliever is not kept.

*** 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-II**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	Actual Amt to be paid to Security Guard
		Jodhpur	Bikaner	Bhopalgarh	Jaisalmer	Chandan
		1	2	3	4	5
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					

Note: Rate should be quoted for 30 days by including of charges of reliever, for place (at Sl. No 3, 4 & 5) where the provision of reliever is not kept.

Signature with seal of authorised signatory of the agency

Name of agency:

Address:

.....