Fax : 08255-239666
Email : cpcrivtl@gmail.com

केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
प्रादेशिक केंद्र, विट्ल-574243, कर्नाटक,
भारत

Phone : Head:(08255)265289
(Res):(08255)239244
PABX: (08255)239238
239222

ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA

No.F.52 (A)/2015-Estt

Dated : 16-03-2018

SHORT TENDER NOTICE

HEAD, CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, Regional Station, Vittal, D.K. is inviting sealed tenders in two bid system in the name of The Head, CPCRI RS, Vittal for '**Security Job Contract'** for the points detailed below from reputed and registered contractors/agency (those possessing approved labour license, shop establishment registration certificate, EPF & ESI code number etc.). The tenderer has to pay wages to the security guards as per the norms and approved rates of the Central Government. The tenderer has to mention clearly the service charges, their commission/profit etc. in the tender document. The non transferable tender document containing schedule of security jobs and terms & conditions can be obtained from the Head, CPCRI RS Vittal on **payment of non-refundable amount of Rs.500/-**(Rupees five hundred only) by DD drawn in favour of "ICAR Unit, CPCRI RS, Vittal" payable at Syndicate Bank Vittal. The tender forms can also be down loaded from CPCRI website **www.cpcri.gov.in** and the cost of tender documents should be enclosed with their technical bids in the form of DD as above failing which it will be rejected.

Duty Points & location: Shift Duty (8 hours)

Main Gate:	First Shift	09.00 AM to 05.00 PM - 01 Guard
	Second Shift	05.00PM to 01.00 AM - 01 Guard
	Third shift	01.00 AM to 09.00 AM - 01 Guard
Laboratory:		
	Second Shift	05.00PM to 01.00 AM - 01 Guard
	Third shift	01.00 AM to 09.00 AM - 01 Guard

The duly completed sealed tenders will be received latest upto 13.00 hrs.on **03-04-2018** and tenders (Technical bid) will be opened on the same day at 15.00 hrs. in the presence of the intended tenderer or his authorized nominee. An amount of Rs 10,000/- towards EMD should be deposited alongwith technical bid in the form of crossed Demand Draft drawn in favour of ICAR Unit, CPCRI RS, Vittal payable at Vittal failing which the tender will be rejected. Tender received after due date and time will not be accepted.

The Head, CPCRI RS, Vittal reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

Asst. Administrative Officer
For HEAD

Fax : 08255-239666
Email : cpcrivtl@gmail.com

केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA

No.F.52 (A)/2017-Estt

Dated 13-03-2018

TENDER FOR SECURITY SERVICES 2018-2019

TENDER ISSUED TO:-

HEAD

Fax : 08255-239666
Email : cpcrivtl@gmail.com

केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES AT CENTRAL PLANTATIONS CROPS RESEARCH INSTITUTE ,REGIONAL STATION, VITTAL D.K. KARNATAKA.

a) Cost of Tender Form Rs.500/- (Rupees five hundred only)

b) Last date of receipt of Tender in the office of CPCRI RS VITTAL is upto 13.00hrs.on **03-04-2018**
c) Tenders (Technical Bids) to be opened at 15.00hrs. on **03-04-2018**

d) Tender to remain valid for acceptance upto 90 days from the date of opening.

NOTE

1.The Head, Central Plantation Crops Research Institute, Regional Station, Vittal may at his own discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.

2. If the date upto which Tender is open for acceptance is declared to be a holiday the Tender shall be deemed to remain open for acceptance till the next working day.

Fax : 08255-239666
Email : cpcrivtl@gmail.com

केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA

Note: All communications must be addressed to the Head, Central Plantation Crops Research Institute, Regional Station, Vittal-574 243 D.K.

To

Dear Sir(s),

Sealed tenders in two bid systems are hereby invited on behalf of Head, Central Plantation Crops Research Institute, Regional Station, Vittal-574 243, D.K. for **PROVIDING SECURITY SERVICES CONTRACT at** Central Plantation Crops Research Institute, Regional Station, Vittal. The terms and conditions of the 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 tender forms and its schedules. Please submit your rates in the tender form if you are in position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of **Rs 10,000/-**(Rupees ten thousand only) must be deposited in the form of demand draft/pay order payable "ICAR Unit, CPCRI RS, Vittal payable at Vittal alongwith technical bid . The particulars of the earned money deposited must also be superscribed 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.

2.The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resilte from his offer or modify the terms and condition 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 tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

3.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 Tender form. If any modifications of the schedule are 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.

4.The tenders are liable to be ignored if complete information as required is not given therein or if the particulars 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.

5. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.

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 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 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 schedule to be tenders and annexure, if any, should be signed by the tenderer.

7. The original copy of the tenders is to be enclosed in double cover. The inner cover (Technical bid & financial bid) should be sealed. The outer cover should be superscribed "THE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT' at Central Plantation Crops Research Institute, Regl. Station, Vittal with address of this office and the tenderer shall place two envelopes clearly marked containing 'technical bid' and 'pfinancial bid' separately in the main envelope. All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box, which will be kept in the office of the Head,CPCRI RS, Vittal not later than **13.00 hrs. on 03-04-2018**.

8.The rates quoted by each firm for job/service security 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.

9.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 Tender 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.

10. An amount of 10% of the tendered amount as a Security Deposit for the Contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of\ non-deposition of the same, the earnest money will be forfeited.

11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12.Service tax or any other tax applicable or made applicable after awarding the Contractor 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 tenderer, as per rules/instructions made applicable from time to time by government.

13.Head, CPCRI RS Vittal reserves 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.

14.Head, CPCRI RS Vittal 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 Head, CPCRI,Vittal. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act,1996.

15.Acceptance by the Institute will be communicated by FAX/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/Express letter etc. should be acted upon immediately.

16. The following documents/vouchers are required to be enclosed with the Tenders form which are the terms and conditions of the tender's documents.

a) Registration certificate of the firm under the work contract of the Govt. of Karnataka.
b) Minimum turnover of the firm Rs 10,00,000/- during the last financial year.
c) Last three years continuous experience of the firm in the field of providing such services.
d) Central Govt. establishment/Autonomous bodies of Govt. of India/Corporation of Govt.of India/reputed public or private organizations provide the details in enclosed tabular form.
e) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
f) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
g) Employees EPF registration certificate issued by local Govt. etc.
h) Employees ESI registration certificate issued by local Govt. etc.
i) The contractor/agency must have a registration with the Contractor Labour (Regulation and Abolition)Act,1970. The contractor shall obtain the labour license under this Act.
j) Nos. of staff/supervisors registered with their ESI & EPF separately. Minimum20 Nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
k) Successful Tenderer will have to enter into a detailed contract agreement with Institute/(ICAR) on non-judicial stamp paper of Rs.100/-(Rupees one hundred only) for each work.
l) Only those firms will be considered for financial bid who will qualify in the technical bid.
m) The successful tender shall ensure minimum wages (present rate of **Rs 506/-per head per day)** as per minimum wages act of GOI, to the guards supplied by them.
n) Every security person should be given **"one off day" per week and one substitute will be provided on that day.**
o) Monthly wages to each security personnel should be given through the Bank Account only and total amount remitted per month to be submitted along with the bills.
(p) Details of EPF & ESI contribution to every security personnel to be submitted along with bill.

Aravda
HEAD

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT

at Central Plantation Crops Research Institute, Regional Station, Vittal-574 243 D.K.

Full Name & address of the Tenderer
In addition to Post Box No., if any, should be quoted
in all communications to this Office
Telephone No.
Telegraphic Address/FAX/Cellular No.
E-Mail address
From

To

The Head,
CPCRI Regional Station,
Vittal-574 243 D.K.

I/We have read all the particulars regarding General information and other terms and conditions of the contract for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at Central Plantation Crops Research Institute, Regional Station, Vittal-574 243 D.K. and agree to provide the services as detailed in the schedule herein to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these 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 form a part of this Tender.....The Schedules-I & II to accompany this Tender are at pages.....
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order/DD No..... of Rs.....(Rupees..... only) drawn in favour of ICAR Unit, CPCRI RS, Vittal, payable at Vittal is enclosed as earnest money required.

Yours faithfully,

Signature & seal of the Tenderer
Tel.No.Office/Residence/Mobile

Witness:
Address:

Occupation:

Signature of witness of contractor' signature
Address
Name & Signature of witness
Address

TERMS & CONDITIONS:

1. Minimum wages as stipulated by the Labour Commissioner shall be applicable.

2. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.

3. Changing of Staff/Supervisor should be intimated to Officer in-charge, CPCRI,(RS), Vittal

4. The Head, ICAR-CPCRI, Regional Station, Vittal reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Head, I CAR- CPCRI, Regional Station, Vittal shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

5. The staff provided should also maintain secrecy and discipline in the premises of Institute.

6. The Staff provided should be capable of reading and writing with a minimum qualification of Middle Standard.

7. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized office of Institute for the purpose. All complaints should be immediately attended to by the Agency.

8. Uniform with Shoes, Cane Lathi, LED Torch along with colour specifications and pattern by Institute should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. is in proper uniform with Photo Identity Card while on duty.

9. The agreement is terminable with one month notice on either side.

10. The contractor shall not sublet the work without prior written permission of the Institute

11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

12. The selected agency shall provide the necessary personals at Institute as per labour acts prevalent in Karnataka State. The agency shall employ good and reliable persons with robust health of age group of 25 to 50 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute 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.

13. The persons so provided by the agency under his contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
14. Payment for service contract will be made monthly upon submission of pre-receipted bill.

15. After physical inspection of the site, detailed assessment/requirements of personnel for providing security services at the 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 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 within one year.

16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF & ESI contribution, Uniform, Liveries, OTA etc.

17. The guard should assist the TO (Farm) in the regulation of water supply to the Institute.

18. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by 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 in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute 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 Secretary, ICAR shall be final and binding on the contractor.

19. Income tax will be deducted from the payments due for the work done as per rules.

20. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned section.

21. Changing of Supervisor/staff should be intimated to the Technical Officer (Farm), CPCRI (RS) Vittal

22. The contract must employ adult labour only. Employment of child labour may lead to the termination of the contract.

23. The contract is subject to the condition that will comply with all the law and acts of Central/State Govt. relating to this contract made applicable from time to time

24. Security Agency may provide extra Security Guards on prior notice to the Institute, as and when required on Prorata basis.

25. Risk Clause: Institute reserves the right to discontinue the service at any time, if the 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 Security Deposit or pending bills or by rising a separate claim.

26. The successful bidder on getting the contract confirmation, while preparing the security charges for a month shall have to submit the remittance details of taxes and also the documents pertaining to the payment of wages of previous month to the personnel engaged by him at this Station.

27. Variant Clause: The Head ICAR-CPCRI, Regional Station has the discretion to increase or decrease the number of guards at any time during the currency of the contract.

28. If the services provided are satisfactory, the contract can be extended for a further period of one year, on mutual consent.

LIQUIDATED DAMAGES CLAUSE

. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 250/- (Rupee two hundred and fifty only) 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 supervisory staff of the firm by Institute 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.

3. No Security Supervisor/Security guards perform double duty if they are found performing double duty, wages shall be paid only for one single duty only.

The Head, ICAR-CPCRI, Regional Station, Vittal reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Head shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Fax : 08255-239666
Email cpcrivtl@gmail.com

केन्द्रीय रोपण फ़सल अनुसंधान संस्थान
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA

No.F.52 (A)/2018-Estt

Dated : 16-03-2018

To

Sub: Quotation for providing of security services on contract basis-Regarding

Sir,

Sealed tenders are invited from the registered agency for providing 5 persons for security service on contract basis for the period from May 2018 to March 2019 at the **Main Gate in 3 shifts and Laboratory in two shifts** as detailed below.

Main Gate:			
	First Shift	09.00 AM to 05.00 PM	For a period of eleven months tentatively
	Second Shift	05.00 PM to 01.00 AM	
	Third shift	01.00 AM to 09.00 AM	
Laboratory:			
	Second Shift	05.00 PM to 01.00 AM	
	Third shift	01.00 AM to 09.00 AM	

TERMS AND CONDITIONS FOR THE SECURITY CONTRACT:

1. The successful tenderer will have to remit invariably @10% of tendered amount for eleven months as security deposit as caution money by DD in favour of ICAR Unit, CPCRI,RS,Vittal **within 10 days of receipt of the work order or before commencement of work.** Also successful tenderer should execute an agreement on a stamp paper of appropriate value immediately on receipt of work order.
2. Copies of the certificate of registration from the Asst. Labour Commissioner, Mangalore and **also copy of IT- PAN CARD/GST of the Agency/Contractor** should be forwarded along with the quotation and the original certificate has to be produced at the time of executing the contract. Provisions of contact labour (Regulation and Abolition) Act 1970 Minimum Wage Act and other statutory obligations will have to be fully complied with by the Agency.
3. Customers list to whom the Agency is providing services, is to be enclosed along with the tender.
4. The income tax @ 2% and EC on IT as applicable will be deducted from each bill exceeding Rs.20,000/-
5. The Security Agency will be held responsible for the loss or damages caused to the Institute property during the service consequent on failure or laxity in security service.
6. The right to accept or reject the quotations without assigning any reasons thereof rest with the Head of the Station.

7.The Security personnel should be healthy of desirable physique and with proper experience, and should be within the age group of 25 to 50 years only.

8. The Security personnel should be able to communicate in local languages.

9. Double duty by the single person in a day **will be charged penalty**.

10.The security personnel should be provided with good uniforms, lathi, whistle, identity cards and torches for performing their duties in and around the gate.

11.The register has to be maintained for outsiders, vehicle movements in order to check the trespass by unauthorized persons.

12.The movements of all staff should be observed by the guards and they should maintain cordial approach with them.

13. Change of security personnel/substitute should be intimated to office in advance.

14.The security personnel should follow the codal formalities of security system while on duty.

15.The local persons who are within 8 kms range of the Institute may be avoided for selection as security personnel.

16.All vehicles should be checked by the security personnel.

17.The proper gate pass issued by the office should be checked and verified and no article should be allowed to pass through the gate without gate pass/bill.

18.The guards should not develop social relationship with the staff of this Station and no outsiders should be allowed either to sit or gossip near the gate.

19.The gossip mongers should not be entertained near the main gate by the guards on duty.

20.Any changes should be intimated to this office invariably before its implementation.

21. Minimum wages /head/day to be given as per minimum wages act of Govt of India.

22. Everyguard should be given **one off day** per week and one substitute will be provided on that day.

23 Monthly wages to each guard should be given through bank account only and total amount remitted per month to be submitted along with bills.

24. Details of EPF and ESI contribution of each security also submitted monthly.

25.The sealed tender duly superscribed "quotations for Security Services due on 03-04-2018" may be sent to this office on or before 03-04-2018 by 1 PM and the quotation received after the due date and time will not be entertained.

26 .The quotation will be opened at 3 PM on same day

Yours faithfully,

Asst. Administrative Officer
For HEAD

Copy to the Technical Officer (Farm) through SIC (Farm), CPCRI, RS, Vittal for information.

PART – 1

1. Name of the firm/Agency
2. Full address with post box No.
   and Telephone No. if any
3. Constitution of the firm Agency
   (Attached copy)
   Indian companies Act, 1956
   Indian Partnership Act, 1932
   (Please give names of partners)
   Any other Act, if not, the owners
4. For partnership firms whether Registered
   under the Indian Partnership Act, 1932,
   Please state further whether by the
   Partnership agreement to arbitration
   has been conferred on the partner
   who has signed the Tender
   a. if answer to the above is in negative
      whether there is any general power
      of attorney executed by all the partner
      who has signed the Tenders to refer
      dispute condemning business of the
      partnership to arbitration
   b. if the answer to above is in point one and two
      the alternative please furnished a copy of either
      the partnership agreement or the general power
      of attorney as the case may be admitted by
      affidavit on a properly stamped paper by all partner

5. Name and full Address of your Banker's:
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information:

PART-II

8. Earnest Money Deposited Yes/No

PART- III

9. Name and Address of the firm's representative
   and whether the firms would be representative
   at the opening of the Tenders
10. Name of the Permanent Representative to be
    visiting ICAR- CPCRI, R.S, Vittal regarding the contract

Date:
Place:_____.

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 03-04-2018 upto 13.00 hrs.

Date of opening of Financial Bid : As per the intimation

To

The Head,
Central Plantation Crops Research Institute,
Regional Station, Vittal-574 243 (D.K.)

Sir,

I/We wish to submit our Tenders for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at ICAR-Central Plantation Crops Research Institute, Regional Station, Vittal Karnataka-574243.

No.	Particulars	Amount per month (Rs.in figures and words)
	Monthly consolidated rate offered for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at Central Plantation Crops Research Institute Regional Station, Vittal with the highest standards or Security Services and as per the terms and conditions Specified in the Tenders including all labour material, Transportation, specially covered all acts and taxes etc/. as applicable from time to time.	_____ _____ (In figures) _____ (In words)

QUOTATIONS FOR SECURITY PERSONNEL

(Ref No.F.No 52(A)/2018-Estt dated : 16.03.2018

1. Wages per head per day, it should not be less than the latest minimum wages notified by the G.O.I for Security personnel. :

2. EPF contribution per month :

3. ESI contribution per month :

4 Service charge per month :

5. Service tax per month :

5. Total charges for 5 persons per month (30 days). :

6. Total charges for 5 persons per month (31days) :

7. Total charges for 5 persons per month (28 days Feb 2018):

Signature
Name of Tenderer
Address

BREIF DESCRITPION AND NATURE OF DUTIES/RESPONSIBILITIES OF SECURITY GUARDS AND SECURITY AGENCY

1. The Guard should be healthy, of desirable physique and with proper experience in the age group of 25 to 50 years/ex-servicemen with age of 40-60.
2. The Guard should be able to communicate in Kannada/Tulu/Malayalam and also in Hindi & English if possible.
3. The Guard should perform one shift per day, double duties are not allowed
4. The Guard should not develop social relationship with CPCRI staff.
5. The Guard should be provided with uniforms, whistle and lathi etc.
6. The Guard should wear neat uniform while on duty along with identity cards.
7. They should not leave the duty point unless and until the reliever comes for shift duties.
8. The Security Supervisor will maintain all the records/register which are generally kept at Main gate and produced for verification by authorities of the Department.
9. From 10-00 PM to 6-00 AM one Security Supervisor must be on patrolling duty in the campuses to check all the Security persons at various points.
10. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
11. They should observe movement of all the staff, laborers and visitors etc.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
13. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the security guard on duty while coming inside and while going out also.
14. The Security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security supervisor/Security guards go on leave, under intimation to this office.
15. Changing of Security Supervisor/Security Guards should be intimated to the Scientist-in-Charge/ Farm-in-Charge/Farm Superintendent.
16. Patrolling should be carried out in all the blocks in the night.
17. The Security staff should follow the codal formalities of Security system while on duty.
18. The Security personnel should ensure that proper gate pass been issued by the Competent officers for the items taken out of the campus. In case of any doubts, they should immediately contact Officer-in-charge, Security.
19. The Security personnel engaged should be preferably ex-serviceman.
20. The Contractor who is taking the security service should produce the registration documents before taking over the duty.
21. The local persons who are within 8 km range of the Institute may be avoided for selection as Security Guards.
22. The Patrolling Guards should be provided with powerful rechargeable torch and other guards ordinary torch during night time
23. The patrolling guards should be provided with umbrella/rain coat during rainy season.
24. The Security guards should not group together and spend time in chatting especially during night time.

Assistant Administrative Officer
For Head

ANNEXURE – II

Tender for Security Services Contract

Name of the participating Firm/Agency _____

Check List

		YES/NO
1	Tender Document duly filled and signed	
2	Tender's covering letter (as per the enclosed format)	
3	Cost of tender form by DD for Rs 500/- and Crossed Demand Draft for Earnest Money Deposit as amount of Rs 10,000/- furnished	
4	Registration certificates of the firm under the work contract of the Govt.	
5	Minimum turnover of the firm not less than Rs.5.00 lakh during the last financial year (2017-18) duly certified by the Chartered Accountant.	
6	Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant	
7	Experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization's provide the details in enclosed tabular form	
8	Duly certified copies of the satisfactory services where the Tenderer is providing services.	
9	GST/ PAN/TAN Number and copy of latest Income Tax Clearance Certificate.	
10	Employees EPF registration certificate issued by Central Govt., etc.	
11	Employees ESI registration certificate issued by Central Govt. etc.	
12	Service Tax Number	
13	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall obtain the labour license under this Act.	
14	Nos. of staff/supervisors registered with their ESI/EPF separately. Documentary proof of vouchers to be required and may be attached	
15	Solvency certificate/Bank Guarantee for Rs. 1.00 lakhs issued by Nationalized Bank	

Details of the Minimum 3 years experience/work done:

Sl.No.	Name of the Deptt./Organization & Name of contract Person with Ph.No.	Period		No. of staff deployed	Remarks
		From	To		

Authorized Signature