

**ICAR - INDIAN AGRICULTURAL RESEARCH
INSTITUTE
REGIONAL STATION, PUSA (BIHAR)**

**INVITATION TO
TENDER AND INSTRUCTIONS
CONTAINING
TERMS AND CONDITIONS
GOVERNING THE JOB CONTRACT
FOR PROVIDING THE SECURITY SERVICES**

**AT
ICAR-IARI REGIONAL STATION, PUSA
(BIHAR)- 848125**

REGISTERED WITH ACKNOWLEDGEMENT DUE

File No.01/2015-Security

Dated

NOT TRANSFERABLE

ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE

REGIONAL STATION, PUSA (BIHAR)- 848125

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING JOB CONTRACT FOR PROVIDING THE SECURITY SERVICES AT ICAR-IARI REGIONAL STATION, PUSA (BIHAR)- 848125

- A. Cost of Tender Form Rs.1000/- (Rupees One Thousand only)
- B. Last date of sale of Tender Form is 05th October, 2015 **at 4.30 pm**
- C. Last date of receipt of Tenders in Office is 07th October, 2015 **at 2.00 pm**
- D. Technical bid to be opened at 08th October **3.00 PM on 12 October, 2015**
- E. Financial bid will be opened on 17th October, 2015 **at 3.00 PM**
- F. Tender to remain open for acceptance up to **145 days from the date of opening.**

NOTE:

- 1. The Head, ICAR-Indian Agricultural Research Institute Pusa (Bihar) may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
- 2. If the date up to which the Tender is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.
- 3. If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
- 4. The intending tenderers may survey the campus to know the Security arrangement before responding to the tender. For this purpose they may contact Security Officer, ICAR-IARI Regional Station, Pusa (Bihar).

**TENDERS FOR THE CONTRACT FOR JOB WORK/ SERVICE CONTRACT FOR
SECURITY AT ICAR-IARI, REGIONAL STATION, PUSA (BIHAR)-848125**

Full Name & Address of the Tenderer in addition
to Post Box No., if any, should be quoted in all
Communications to this

Office:

Tele fax No.: 06274-240232/36

E-Mail address: head_rs29@rediffmail.com

From

To

Asstt. Admn. Officer
ICAR-IARI Regional Station Pusa (Bihar)

1. I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB WORK/SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES at ICAR-IARI, Regional Station, Pusa (Bihar)** and agree to provide the services as detailed in the schedule herein or 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 145 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 Tenders 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._____ drawn in favour of Head, ICAR-IARI Regional Station, Pusa (Bihar) and payable at Pusa Samastipur is enclosed as earnest money required.

Yours faithfully,

Dated:

Witness _____
Address _____
Occupation _____

Signature & Seal of the Tenderer
Telephone No. Office
Residence:
Mobile:

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

**ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE
REGIONAL STATION, PUSA (BIHAR)-848125**

Tele fax No. : 06274-240232

**Telegraphic Address:-Asstt. Admn. Officer
ICAR-IARI Regional Station, Pusa (Bihar)**

**INVITATION OF TENDER FOR THE JOB WORK/ SERVICE CONTRACT FOR
PROVIDING SECURITY SERVICES**

From:

**Asstt. Admn. Officer
ICAR-IARI Regional Station
Pusa (Bihar)-848125**

To

Dear Sir(s),

1. Sealed Tenders are hereby invited on behalf of the Head, ICAR-IARI Regional Station, Pusa (Bihar) for contract of **providing of Security Services on Job work/Service contract at ICAR-Indian Agricultural Research Institute Regional Station, Pusa (Bihar)** 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 detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs.1, 00,000/- (Rupees One Lakh only)** must be deposited in the form of demand draft/pay order payable to Head, ICAR-IARI at Regional Station, Pusa (Bihar). The particulars of the earnest 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.
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-IARI R.S. Pusa (Bihar). 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 ICAR-IARI R.S. Pusa (Bihar).
4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.
5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in

the capacity of (i) a sole proprietor of the firm of 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 4 dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer, after issue of letter of award by ICAR-IARI R. S. Pusa (Bihar) within 15 days, the offer made shall be deemed to be withdrawn, without any notice & Earnest money stands forfeited.
7. In case of partnership firms, where no authority has been given to any particular/elected 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 ICAR-IARI R.S. Pusa (Bihar) shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.
8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "**providing of Security Service on Job work/Service contract at ICAR-IARI Regional Station, Pusa (Bihar)**" with address of this office and the Tenderer shall place two envelopes clearly marked containing Technical Bid and Financial Bid separately. Right is reserved to reject outstation Tenders. All Tenders should be sent by Registered Post. Tenders to be hand delivered should got received in the office of the Head, ICAR-IARI Regional Station, Pusa (Bihar)- 848125 not later than 07th **October 2015 at 2.00 pm**
9. 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. You are 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 your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.
10. The ICAR-IARI R.S. Pusa (Bihar) 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 of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.
11. **An amount of Rs. 1.0 lakhs (Rupees one lakh) as a security deposit in the form of DD/PO/Bank Guarantee/FDR** for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the ICAR-IARI R.S. Pusa (Bihar). In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the ICAR-IARI R.S. Pusa (Bihar) to the Tenderer.
13. The Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-IARI R.S. Pusa (Bihar) 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 ICAR-IARI R.S. Pusa (Bihar) by government.
14. Head, ICAR-IARI Regional Station, Pusa (Bihar) reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-IARI R.S. Pusa (Bihar), for any justifiable reasons, not mandatory to be communicated to the Tenderer.

15. Decision of Head, IARI 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, IARI Regional Station, Pusa (Bihar). 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 Conciliation Act, 1996.
16. Acceptance by the ICAR-IARI R.S. Pusa (Bihar) will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the Tender Form which will form necessary part of the terms and conditions of the Tenders document:-
- a) Registration certificate of the firm under the work contract of the Govt. of Bihar/State Govt.
 - b) The contractor/agency must have a valid registration with the Bihar Police/Bihar Administration under Bihar Private Security Agency (Regulation).
 - c) The contract/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The contractor shall obtain the labour license under this Act.
 - d) Minimum turnover of the firm not less than Rs. **Fifty thousand** during the last financial year for Security Services only.
 - e) Last three years continuous experience of the firm in the field of providing security services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form. A list of clients and proof of satisfactory services issued by clients must be attached.
 - f) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - g) Certified balance sheet of the firm for last year of the service contract by the Chartered Accountant.
 - h) Employee EPF registration certificate issued by local govt. etc.
 - i) Employee ESI registration certificate issued by local govt. etc.
 - j) Service tax registration certificate issued by Govt. etc.
 - k) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff/Supervisor) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - l) Successful Tenderer will have to enter into a detailed contract agreement with the ICAR-IARI R.S. Pusa (Bihar) on non-judicial stamp paper of Rs. 100/- before commencement of work.
 - m) Only those firms will be considered for financial bid who will qualify in the technical bid.
 - n) Successful Tenderer will have to enter into a detailed contract agreement with ICAR-IARI Regional Station, Pusa (Bihar) on non-judicial stamp paper of Rs. 100/- for the work.

Note : (1) Submit photocopy of all the documents stated at (a) to (n) above

Yours faithfully,
Sd/-
Asstt. Admn. Officer
ICAR-IARI Regional Station, Pusa
(Bihar)

AREA OF ICAR-IARI REGIONAL STATION, PUSA (BIHAR) TO BE COVERED BY THE SECURITY AGENCY ROUND THE CLOCK

Sr. No.	Location	No. of Points
1.	Security Supervisor	1x 3
2.	Main Gate (Gunman) +New Office building	1x 3
3.	Papaya orchard +Centenary Building Main Road	1x 3
4.	Old Building, Cash Chest	1x 3
5.	Entry form the river bank up to goal ghar	1x 3
6.	Goal ghar to pacchcona (including Dhab and Guest House)	1x 3
7.	Bulluck line to Farm office up to Goal gar (including Dhab)	1x 3
8.	Old Farm Office, to Bungalow No. – 2 (including Dhab)	1x 3
9.	Residential quarters (Type IV to Type II and III)	1x 3
10.	Gorhi field (Entry part)	1x 3
11.	Gorhi field and Water pond	1x 3
12.	Bhograsan Field	1x 3
13.	Phatak Field	1x 3
14.	CRP Main Gate + Quarters	1x 3
15.	Pangabri and Vilaity Plot Area	1x 3
16.	Bose Company Chowk Gate	1x 3

1. The Company shall provide Security to the ICAR-IARI R.S. Pusa (Bihar) by deploying fool-proof Security measures. Some of the important items or situations that have to be covered by security services of the company are enumerated below:
 - (a) Regulate access control at gates, prevent misuse of. ICAR-IARI R.S. Pusa (Bihar) grounds and facilities by outsiders, neighbouring villages, preventing trespassing, unauthorized parking, squatting in the ICAR-IARI R.S. Pusa (Bihar) Campuses.
 - (b) Prevent loss that is on account of lapses in “access control measures” at various Gates of the ICAR-IARI R.S. Pusa (Bihar).
 - (c) To check entry of all vehicles, private agencies/cable network operators/vendors/sales personnel etc. including nuisance elements such as mobs, stray animals, beggars etc.
 - (d) Day and Night patrolling on regular basis across the length and breadth of the entire area of IARI Regional Station, Pusa (Bihar) as listed in Annexure “A”.
 - (e) To interact with Local Police Authorities or PCR Van to seek Police assistance and to ensure complete safety of the residents and ICAR-IARI R.S. Pusa (Bihar)’s property.
 - (f) Submit daily report to the security officer, ICAR-IARI Regional Station, Pusa (Bihar).
 - (g) Check and keep the record of all out going material through gate pass signed by the office concerned.
 - (h) Undertake fire fighting operations with provided equipment as and when required.
 - (i) Prevent trespass in specified areas/offices in the ICAR-IARI R.S. Pusa (Bihar).
 - (j) Ensure parking of authorized vehicles only at ICAR-IARI Regional Station, Pusa (Bihar).
 - (k) Conduct regular security drills and mock rehearsals as required by the Security Officer.
 - (l) A daily deployment of Security Supervisor and Security guards on duty should be provided to this office.
 - (m) A detailed list of Security Supervisors/Security guards along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of security.
 - (n) Carry out any other job assigned by the Head or his nominee in interest of Security of ICAR-IARI R.S. Pusa (Bihar).

SERVICE REQUIREMENT:

- (a) The tender shall comply with requirements of all labour laws applicable. No request for alteration in the rates once quoted will be permitted during the contract period.
- (b) For manning the points indicated in Annexure "A" the agency shall employ good and reliable trained guards only with robust health and clean record within the age group of 21 to 45 years having sufficient experience of security duties. Police verification of all persons employed by the agency, for security purpose should be provided to ICAR-IARI R.S. Pusa (Bihar). In case any of personnel so provided is not found suitable, the ICAR-IARI R.S. Pusa (Bihar) shall have the right to ask for its replacement without giving any reasons, and the agency shall on receipt of a written communication will have to replace such persons immediately.
- (c) None of the security staff employed/deployed by the Security agency shall be related to the employees (working or retired) of the ICAR-IARI R.S. Pusa (Bihar).
- (d) The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-IARI Regional Station, Pusa (Bihar) and there will be no employer-employee relationship between the ICAR-IARI Regional Station, Pusa (Bihar) and the personnel so provided.
- (e) The agency/ contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged for security services at the ICAR-IARI R. S. Pusa and the ICAR-IARI R.S. Pusa (Bihar) shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel. The contractor shall be wholly responsible for compliance of all statutory labour laws/regulations in force and any contravention of the same or any dispute arising there from shall be the responsibility of the contractor/firm and the ICAR-IARI R.S. Pusa (Bihar) shall in no way be responsible for meeting any obligation and liabilities from financial/legal implications of the contractor or any other arising there from. It should be ensured by the agency that approved strength is maintained at all times. Periodical inspections will be carried out by the designated officers of the ICAR-IARI R.S. Pusa (Bihar). The ICAR-IARI R.S. Pusa (Bihar) shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/Agency during the contract period.
- (f) The ICAR-IARI R.S. Pusa (Bihar) shall not have any obligation to employ any personnel of the agency after the termination of the contract.
- (g) All the personnel deployed will perform their duty in proper uniforms and will maintain a smart turn out. The agency shall at its own cost, provide suitable uniforms (summer, winter and rainy season) to their personnel with due approval of the ICAR-IARI R.S. Pusa (Bihar).
- (h) All essential items for security purpose like necessary vehicle for patrolling, wireless/mobile phones for communication, torches, lathies etc. will be provided by the contractor at his own cost. Minimum requirement of vehicle and wireless/mobile phones round the clock.
- (i) The contractor shall submit an undertaking to keep the IARI indemnified from all angles and for all purposes.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF JOB WORK FOR SECURITY SERVICES AT ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE, REGIONAL STATION, PUSA (BIHAR)-848125.

1. **Scope of Work:** The work of providing of security services at IARI Regional Station, Pusa (Bihar) shall have to be undertaken without causing any damage to the IARI properties. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at ICAR-Indian Agricultural Research Institute Pusa, (Bihar) the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property at ICAR-Indian Agricultural Research Institute Pusa (Bihar) In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the IARI on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.

TERMS & CONDITIONS:

1. 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.
2. Changing of Staff/Supervisor should be intimated to **Asstt. Admn. Officer.**
3. The Head, IARI Regional Station, Pusa (Bihar) reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of the Head shall be final and binding on the Contractor/Agency in respect of clauses covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of ICAR-IARI R.S. Pusa (Bihar).
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IARI for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by **IARI** should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either Side.
9. The contractor shall not sublet the work without prior written permission of the **IARI.**
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

11. The selected agency shall provide the necessary personnels at IARI as per labour acts prevalent in State of Bihar. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the IARI, the IARI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The persons so provided by the agency under this contract will not be the employee of the IARI and there will be no employer-employee relationship between the IARI and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre receipted bill.
14. After physical inspection of the site, very detailed assessment/requirements of personnel for providing allied services at the IARI 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.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IARI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
16. 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 IARI from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Head, IARI shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their duty points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
20. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
21. The Agency should be registered under State of Bihar Private Security Agency (Regulation) Rule.
22. Patrolling to the Identified points as per Annexure to be carried out.

23. The Security Supervisor/ Security Guard on duty must possess Cap, Proper Uniform, Lathi with Torch light, name badge, shoes and Identity Card etc.
24. All Security Supervisors/Security Guards should be provided I-Card to the Agency. A daily list of Security Supervisor / Security Guard on duty shall be provided to Security Officer of IARI.
25. The Contractor/Agency shall be responsible for all injury/ accident to persons employed by him while on duty. It is desirable that all employees are concerned under an Insurance cover.
26. Agency should attach the Job Contract order/ satisfactory completion certificate to be signed by an office/ Bill copies of that Job contract.
27. The duration of the Job Contract of Security Services shall be one year, extendable on year to year basis subject to satisfactory services & same terms and conditions. In case the Security Services are not found to be satisfactory, the contract shall be terminated even before the expiry of the contract by giving notice of not less than one month to this effect.
28. **Risk Clause:** IARI 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 S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount. Subject to a minimum of Rs. 500/- 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 IARI and if no action is taken within **one hour** liquidated damages clause will be invoked.
2. In case the Point is found vacant or the Supervisor/ Guard absent from duty a penalty of **liquidated damage of Rs. 500/-** shall be recovered from the Security bill.
3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person (\$) will have to be replaced immediately. The Head, IARI Regional Station, Pusa (Bihar) reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Head of the ICAR-IARI R.S. Pusa (Bihar) shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature of the Contractor or his authorized signatory
Seal of the Agency / Firm

Detail of the Minimum 3 years experience/ work done

[illegible]

(Authorized Signatory)

FINANCIAL BID

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

Last Date of Receipt of Tender
Date of Opening of Financial Bid

07.09.2015 at time 2.00 PM
17.09.2015 at time 3.00 PM

To,

Asstt. Admn. Officer
ICAR-IARI Regional Station, Pusa (Bihar)

Sir,

I/We wish to submit our Tenders for the **JOB WORK/ SER SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES** on the following rates.

Sr. No.	PARTICULARS	PER MONTH
	Monthly consolidated rate offered for the JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES. In accordance with the terms and conditions Specified in the Tenders including all labour material, transportation. Specially covered all acts & taxes etc. as applicable from time to time.	Rs. in Figure

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

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

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. . _____

SCHEDULE TO TENDERS**PART – I**

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) :
 - a) Indian Companies Act, 1956 :
 - b) Indian Partnership Act, 1932 (Please give names of partners) :
 - c) Any other Act, if not, the owners :
4. i) 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. :
- ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration :
- iii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would 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 (**With PAN Card No.**): Yes/No
9. The Agency Registered under Bihar Private Security Guard (Regulation) Rules (Registration Letter)

PART – III

10. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
11. Name of the Permanent Representative to be visiting ICAR-IARI R.S. Pusa (Bihar) Campus, regarding the contract

Date : _____

Place: _____

AUTHORISED SIGNATORY

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