



हर कदम, हर डगर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद
Agrisearch with a human touch



Indian Council of Agricultural Research
Indian Institute of Vegetable Research
Post Bag No. 01, Post Office Jakhini
Shahanshapur, Varanasi-221 305, U. P.

F. No.: 3-534/RRS/2015-Adm.I

Dated: 07.11.2015

RE-INVITATION TO TENDER AND INSTRUCTIONS CONTAINING THE TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR SECURITY SERVICES AT THE ICAR – IIVR REGIONAL RESEARCH STATION, SARGATIA, KUSHINAGAR, U.P.

- A. Cost of the Tender Form: ₹ 1,000/- (₹ One Thousand only, Non – Refundable) in the form of Demand Draft / Banker's Cheque, payable to the **ICAR UNIT, IIVR, Varanasi**.
- B. Last date of the receipt of the Tenders in the Office is **30th November, 2015 up to 2.00 P.M.** Tenders received after the due date and time, shall not be considered under any circumstances.
- C. Two Bidding System is being followed in the present Tender. The Technical Bids shall be opened at **2.05 P.M. on 30th November, 2015**.
- D. Tender to remain open for acceptance up to 90 days from the date of opening.
- E. The Complete Tender document is also available at our website: **www.iivr.org.in**

NOTE:

1. The Director, Indian Institute of Vegetable Research, Varanasi, may, at his discretion, extend this date by a fortnight and such extension shall be binding on Bidders.
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. Similarly, the Tenders will be opened on the next working day following the holiday, but there will be no change in the time for opening the Tender, as indicated above.
3. **Before filling up the Tender Papers, firms/ agencies are advised to go through the Tender Paper thoroughly and accordingly fill up the contents thereof, as per the norms of Tender. After submission of the Tender, no request for any alteration is permissible. Non-compliance of any of the Terms & Conditions of the Tender shall make the Bid liable to be rejected, calling for no exception/ further request in this regard.**
4. All communications must be addressed to the Director, Indian Institute of Vegetable Research (I.I.V.R.), P.B. No.1, P.O. Jakhini (Shahanshapur), Varanasi – 221305, Uttar Pradesh, INDIA.



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Please read the terms and conditions mentioned in the Tender Document carefully. **Failure to comply with any of the conditions/ directives mentioned in the Document, shall lead to non-consideration/ forfeiture of the bid and no further request in this regard shall be considered.**

1. On the behalf of Director, IIVR, Varanasi, sealed Tenders are hereby re-invited from reputed Security Services Agencies, with experience in Central/ State Government units, Autonomous Organizations/ Institutions or large Private Institutions for **OUTSOURCING OF SECURITY SERVICES AT ICAR – IIVR REGIONAL RESEARCH STATION, SARGATIA, KUSHINAGAR, U.P.**
2. **Only those firms/ agencies should participate which are providing/ can provide ex-Servicemen for Security Personnel. The firm/ agency should give an undertaking that they shall deploy only ex-Servicemen as Security Personnel at IIVR, Varanasi. The firm/ agency should also provide details of the ex-Servicemen, which are being employed/ deployed by them, along-with the Bid.**
3. 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 placed by the ICAR and by the Research Institutes of the Council 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 a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
4. An earnest money of ₹ 40,000/- (₹ Forty Thousand only) must be deposited in the form of demand draft/ pay order payable to **ICAR UNIT, IIVR Varanasi**. Particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/ pay order number and date, failing which the tender will not be opened. Tender will not be considered if earnest money is not deposited with the tender. Conditional Bids shall not be considered No overwriting or cutting is permitted in the Tender Documents. Such Bids will be rejected outright.
5. An amount of ₹ 80,000/- (₹ Eighty Thousand only) as a security deposit for the contract in the form of B.D./ B.G. 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. If during the validity of the Contract, the tenderer expresses his inability to continue with the quoted rates or asks for enhancement, the security deposit shall be forfeited and no request in this regard shall be considered. The institute may also take additional legal action against the defaulter. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

6. The tenderer is being permitted to participate 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 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 in the manner prescribed by the Institute.
7. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. Name and address of the permanent representative of the tenderer, if any, to the Institute may also be indicated.
8. If the tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, offer made shall be deemed to be withdrawn & earnest money forfeited.
9. The Schedules of the tender form should be returned intact & 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.
10. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of firm, if it is a company.
11. 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 others related documents must be signed by every partner of the firm. A person signing the tender 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 tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
12. The original copy of the tenders is to be enclosed in double cover. The Inner covers should be sealed. The outer cover should be super scribed with Tender no. & date and **“OUTSOURCED JOB WORK CONTRACT FOR PROVIDING OF SECURITY SERVICES AT ICAR – IIVR R.R.S., SARGATIA, KUSHINAGAR, U. P.”** with address of this office on the right hand side and that of the tenderer on the left hand bottom side. The Tenderer shall place two sealed envelopes clearly marked containing TECHNICAL BID and FINANCIAL BID separately in the main envelope. Right is reserved to reject outstation tenders. All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box kept in the Administrative Block, IIVR, not later than **30th November, 2015 up to 2.00 P.M.** Tenders received after the due date and time shall not be entertained.

- 13.** The technical bid shall consist of all technical details including experience, certificates, registration copies, tender cost, EMD cost, etc. Only the rates quoted along with their break-ups, taxes, rates, etc. should be kept in the Financial Bid. Only those firms will be considered for opening of the financial bid which will qualify in the technical bid. Rates quoted should be inclusive of all taxes, etc. and must be specifically provided with detailed break-ups. No payment over and above the quoted rates shall be made under any condition, for the full period of contract. Increase/ enhancement, if any, in the rates of component what so ever, viz. Minimum Wages, VDA, Taxes, etc. shall have to be fully borne by the tenderer only.
- 14.** The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. IIVR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, Security equipment etc. Overwriting/ erasing in rates to be quoted by the tenderer is not allowed. The rates quoted in the tender should be given both in words and figures, failing which the same is liable to be rejected. No request for alteration in the rates once quoted will be permitted during the period of validity of the Tender, unless otherwise extended with prior consent.
- 15.** The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. The Tenderer is, however, at liberty to tender for the whole or any portion or to state in the bid that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
- 16.** Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor to the concerned department within due date as per the rule and the Institute will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rule/ instructions made applicable from time to time by the Govt.
- 17.** The Director, IIVR reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefor. The Director, IIVR, Varanasi, also reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
- 18.** Decision of the Director, IIVR, Varanasi, shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/ her level by mutual consultation and in case of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, IIVR, Varanasi. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
- 19.** The contract shall be initially for a period of one year, extendable for one year or such further period as deemed fit, subject to satisfactory performance of the tenderer and its willingness to continue. Successful Tenderer will have to enter into a detailed contract agreement with the Institute on non-judicial stamp paper of Rs.100/- (Rupees one hundred only) for each work. The agreement is terminable with one month notice on Institute side.

20. The agency is advised to submit their tenders after physical inspection of the site. Detailed assessment/ requirement of manpower for providing the above services at IIVR, Varanasi shall have to be furnished along-with the Tender. However, the Bidders should indicate the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed only on the basis of manpower to be deployed under the contract.
21. Breakup of details regarding the manpower required for accomplishment of work as under enclosed Schedules as well as the complete breakup of the rates quoted under Financial Bid should also be compulsorily given, failing which the bids are liable to be rejected.
22. The tenderer should mandatory provide its full bank details (A/c holder name; A/c no.; Name of the Bank & Branch; IFS Code, etc.) along with the Tender document for enabling the payments by e-mode. No payment above ₹ 25,000/- shall be paid other than e-mode under any circumstances, as has been made mandatory by G.O.I., Min. of Fin. vide letter F. No. 1(1)/2011/TA/291 dated 31.03.2012.
23. As per the new Public Procurement Policy for Micro & Small Enterprises, effective from 1st April, 2012, 20% of the procurement of annual requirement of goods and services will be from the micro and small enterprises, with a sub-target of 4% from MSEs owned by SC/ ST Entrepreneurs. If the tenderer falls under the category of Micro & Small Enterprises, it should be specifically informed along with documentary proof/ certificate issued by the competent authority.
24. **Risk Clause:** The 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 S. D. or pending bills or by rising a separate claim.
25. **Liquidated Damages Clause:**
- i) An amount equivalent to two days of contract amount, subject to a minimum of ₹ 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 IIVR and if no action is taken within **one hour** liquidated damages clause shall be invoked.
 - ii) Any misconduct/ misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
26. The following documents/ vouchers are mandatory required to be enclosed with the Tender form, which are the terms and conditions of the Tenders document:
- a) The Security Agency should have the proper up-to-date Registration License and verifications thereof, duly issued by the Home Department of the State of Uttar Pradesh for engagement of Security Personnel in the district of Kushinagar as notified under **U.P. Private Security Agencies Rules, 2009 in compliance to Private Security Agencies (Regulation) Act, 2005 of Govt. of India**, and further notification by the State Govt of Uttar Pradesh in this regard, failing which their Bids shall not be considered. A duly attested copy of the License must be invariably provided along with the Bid.
 - b) Registration certificate of the firm under work contract/ Companies Act, 1956/ Indian Partnership Act, 1932/ Shop and Commercial Establishment Act/ other similar act, if any.

- c) Minimum turnover of ₹ 25.00 lakh (Rupees Twenty Five lakhs only) during any of the last financial year(s) (not prior to F.Y. 2012-13) through execution of outsourced Security services. The Agency should attach financial statement for the last year(s) (not prior to F.Y. 2012-13) to corroborate their claim of turnover.
- d) The Bidder/ Agency shall have to give a Certificate that they have not been blacklisted in the past five years by any Institution, Govt. or Private. There should be no legal suit/ criminal case pending or contemplated against the Proprietor of the Agency or any of its Directors (in the case of Pvt. Ltd. Company) on grounds of moral turpitude or for violations of any of the laws in-force. The Agency must enclose this declaration at the time of submission of bid.
- e) Last 2 / 3 years (not prior to F.Y. 2012-13) continuous experience of the firm in the field of providing such Security services in a min. of 2/3 Central / State Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ reputed public or private organizations, with a minimum deployment of 50 or more Security Personnel. The details (with documentary proofs) should be provided in the form of a list as per enclosed tabular form.
- f) Audited Balance Sheet of the firm (not prior to F.Y.2012-13).
- g) Employees EPF registration certificate.
- h) Employees ESI registration certificate, if applicable. If not, a Group Insurance Scheme should be mandatory entered into for the Security Personnel.
- i) No. of security personnel/ supervisors registered under ESI & EPF separately. Minimum 20 no. (Security Guards/ Supervisors) require their ESI & EPF contributions Documentary proof of vouchers is required and should be attached.
- j) Service Tax Registration Certificate, Copy of the P.A.N. Card of the Agency/ Firm etc. issued by the Govt., clearly mentioning their Account No., should also be submitted
- k) Copy of duly acknowledged Income Tax Return of firm (not prior to F.Y.2012-13).
- l) Certificate/ License with regard to the Engagement of Workers/ Employees as per Labour Law of Government of India.
- m) Details of the Equipment (viz. Search Mirror, Search Light, Motor Bike, Walkie-Talkie, Arms, etc.) to be employed by the Firm/ Agency for the Security Services, should also be mandatory given.

27. Other Terms & Conditions :

- a) The Agency/ Firm shall have to pay the minimum wages to the Security Personnel as per the provisions of the Minimum Wages Act & amendments thereof.
- b) The rates quoted by the Agency/ Firm should be valid for a minimum period of one year from the date of award of the Contract.
- c) The Security Agency/ firm shall have to bear all the dues related to EPF, ESI, etc. wherever applicable and should ensure all the dues are paid within the prescribed time limit. Any Penalty/ Damages/ Interest charges, etc. levied by any statutory authority with regard to the above shall be fully borne by the Security Agency/ firm itself, and the office shall in no way be responsible for such payments/ charges.
- d) In case of any loss/ theft/ shortage caused by/ attributable to the personnel deployed by the Security Agency/ Firm, the Director reserves the right to claim damages.

- e) 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 the Security Officer, IIVR-RRS. Changing of Staff/ Supervisor should be intimated to the Security Officer, IIVR-RRS.
 - f) The selected agency shall provide the necessary personnel at IIVR-RRS as per labour acts/ laws in force. 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 Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof & the agency shall, on receipt of a written communication, have to replace such persons immediately.
 - g) The persons so provided by the agency under this contract will not be the employee of the Council/ Institute and there will be no employer-employee relationship between the Council/ Institute and the person so engaged by the contractor in the aforesaid services.
 - h) The staff provided should maintain secrecy and discipline in the premises of Institute. They should not leave their points unless and until the reliever comes for shift duties. The supervisor shall maintain all the required registers (Attendance, Visitor, Complaint, etc.) which shall be regularly got countersigned from the Institute Security Officer.
 - i) The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard. The Agency should ensure that the Minimum Requirements of Educational Qualification/ Physical Standards, as set by the Government from Time to Time, for each Security Personnel deployed by them, are duly complied with.
 - j) The Agency shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IIVR-RRS for the purpose. All complaints should be immediately attended to by the Agency.
 - k) Uniforms shall have to be mandatory provided by the Agency to its Security Personnel at its own cost & it should be ensured that Security Personnel are in proper uniform while on duty.
 - l) The Agency shall not sublet the work without prior written permission of the Institute.
 - m) The Agency or its Security Personnel shall not use the premises allotted to them for any purpose other than for which the contract is awarded. No misuse should be done by done.
 - n) The firm/ Agency will discharge all his legal obligations in respect of the security personnel/ 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 & regulations and provisions of law in force that may be applicable to them from time to time. The firm/ Agency 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, decision of the Director, IIVR, Varanasi, shall be final and binding on the firm/ Agency.
 - o) The contract is subject to the condition that tenderer will comply with all the laws & acts of Central Govt., State Govt., etc. relating to this contract made applicable from time to time.
- 28.** In case of any loss/theft/shortage caused by/attribution to the personnel deployed by the Service provider agency/Contractor, the Director reserves the right to claim damages.
- 29.** The Monthly Wages of the Security Personnel engaged by the firm should be paid by the agency in accordance with the Minimum Wages Act and instructions issued by Ministry of

Labour from time to time. The tenderer/ agency/ contractor shall be responsible for compliance of all statutory provisions in respect of personnel deployed by it at the Institute. The agency/ firm shall have to maintain the attendance register, wages Register etc. for the security personnel which shall be produced to the concerned authority on demand.

30. The Contractor shall bear all the dues related to EPF & ESIC as per rule wherever applicable and should ensure all the dues are paid within the prescribed time limit. Any Penalty/ Damages/ Interest charges levied by any statutory authority with regard to the above shall be fully borne by the Contractor himself, and the office shall in no way be responsible for such payments/ charges. An undertaking in this regard shall have to be submitted by the Tenderer along with the tender document.
31. The service provider agency shall ensure payment of wages on or before 10th of every month to its Security Personnel provided to the Institute in the presence of the Security Officer or any other official nominated for the purpose. The Service provider agency shall ensure to deposit EPF, etc. of their employees at the Employees Provident Fund office before 15th of every month or such time limit as provided by the EPF office. The Service provider agency also has to furnish all the relevant forms/ papers duly filled in to the Employees Provident Fund office in time, with a copy/ intimation to this office for record.
32. While submitting the bills to the office for a particular month, the Security Agency/ firm shall ensure to submit the following documents also:
 - a. A copy of the Attendance Register showing the Attendance of all the Security Personnel for the month for which the bill is being claimed along with details of the payments made to all the Security Personnel in the preceding month.
 - b. A copy of the Challan of the dues paid to the E.P.F. office, ESIC & other authorities, as applicable, in the preceding month.
 - c. Other documents as and when asked for by the Authorities.
33. Any other terms and conditions, which may be updated/ modified from time to time, on the basis of the GOI policies/ instructions or for the optimal utilization of the Govt. fund, shall be applicable and binding on the Agency/ Firm.
34. All bidders should mandatory provide a checklist mentioning details of all documents attached by them along with page numbering.

-sd-

Sumit Kumar Jindal
Sr. Admin. Officer
IIVR, Varanasi

DETAILS OF THE LAST 2 – 3 YEARS EXPERIENCE/ WORK DONE BY THE BIDDER

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

(AUTHORISED SIGNATORY)

**TENDER FOR JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES AT
ICAR – IIVR REGIONAL RESEARCH STATION, SARGATIA, KUSHINAGAR, U.P.**

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:

To,

The Director,
Indian Institute of Vegetable Research,
P. B. No. 01, P. O. Jakhini (Shahanshahpur),
Varanasi – 221305, U. P.

Sir,

I / We have read all the particulars regarding the General information and other terms and conditions for THE JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES AT I.I.V.R. – R.R.S., SARGATIA 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 Financial Bid of 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.

- I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
- 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_____
- Every page so attached with this tender bears my signature and the office seal.
- Pay order / DD No.....of Rs.drawn in favour of ICAR Unit, IIVR, Varanasi and payable at S.B.I., IIVR, Varanasi is enclosed as earnest money required.

Yours faithfully,

(In witness thereof)

Name & Signature of Witness:

Address _____

Address _____

Occupation _____

Signature & Seal of the Tenderer

Telephone No. (O):

(R):

Mobile:

SCHEDULES TO TENDERS**SCHEDULE – I****PART – I**

1.	Name of the Firm/ Agency	
2.	Full address with Post Box No. and Telephone No. if any	
3.	Constitution of Firm(Attach 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.	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: (i) 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 tender to refer dispute concerning business of the partnership to arbitration. (ii) If the answer to above in point one and two is 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(s)	
5.	Name and Full Address of your Banker	

6.	Your Permanent I.T. No./ Circle/Ward (Copies of PAN/TAN & Service Tax Registration to be enclosed)	
7.	Date of establishment of the agency/firm/company.	
8.	Whether registered with all concerned Government Authorities (EPF/ESI etc.) (Copies of all certificates of registration to be enclosed)	
9.	Any other relevant information.	

PART-II

10.	Earnest Money Deposited	Yes/ No
11.	Tender Cost Deposited	Yes/ No
12.	All required documents and technical literature enclosed	Yes/ No

PART-III

11.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders.	
12.	Name of the firm's Permanent Representative to be visiting I.I.V.R., Varanasi regarding the Contract.	

Dated: _____

Place: _____

(AUTHORISED SIGNATORY)

(WITH SEAL & DATE)

(Please add supplementary pages to be numbered wherever needed by the tenderer.)

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS FOR THE JOB
WORK CONTRACT FOR PROVIDING SECURITY SERVICE AT IIVR–RRS, SARGATIA**

1. **Scope of Work:** The work of providing security services at IIVR – RRS, SARGATIA including protecting the premises, property and personnel of the Institute shall have to be undertaken without causing any damage to the ICAR properties. In case, any damage is caused by the workers/ guards deployed by the agency/ firm to do the work of maintenance of security at Office Campus, Field/ Farm, Residential Colony and Guest House, the same shall be made good by the agency/ firm. The agency shall also have to ensure that there is no theft of the movable /immovable property at Office Campus, Field/ Farm, Residential Colony and Guest House. 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 ICAR 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 Office Premises.
2. The contract can be terminated at any point of time, if the services of the firm are not found satisfactory. In such an event, the work of maintenance of Security at Office Campus, Field/ Farm, Residential Colony and Guest House shall be got done from other source at the expenses of the defaulting firm.
3. All the personnel deployed by the firm 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 photo identity cards and name plates.
4. All essential items for security services personnel like Torch, Lathi, etc will have to be provided by the agency at its own cost.
5. The Security Services shall have to be provided for the entire locality of the Office Campus, Field/ Farm, Residential Colony and Guest House, both inside and at its main gates. The Office Campus, Field/ Farm, Residential Colony and Guest House can be inspected any day any time.
6. The Security Personnel should be able to communicate in Hindi and also in English, if possible
7. They should not leave their points unless and until the reliever comes for shift duties. Security supervisor will maintain all the registers, which are kept at main gate & other points.
8. They shall have to verify all the office buildings, rooms, etc. after 5.00 P.M. to ensure that all buildings/ rooms are locked properly.
9. From 10.00 P.M. to 6.00 A.M., atleast one security personnel/ supervisor must be on patrolling duty in the campus (office as well as residential) by rotation.
10. They should not give lenient or casual impressions in their duties and they should be alert and attentive at all times.
11. They should observe with decency, movement of all the staff, visitors etc. & register it.
12. They should not allow any visitor with vehicles to Office; Field/ Farm; Guest House; Colony Campus, etc. without proper entry in the visitors register.

13. All the vehicles should be parked in the designated parking place only. The vehicle may be checked by the Security Guard on duty, with approval/ consent of Security Officer, while coming inside and while going out also.
14. Proper entries should be made while taking & handing over keys to & from any staff of RRS.
15. Security personnel should follow strict attendance. Alternative arrangements are to be made by the agency whenever any Security Supervisor/ Security Guard go on leave, under intimation to this office. Patrolling on all important points of the Institute should be regularly carried out.
16. Changing of Supervisor/ Security Guards should be intimated to the Security Officer of RRS.
17. The Security staff should strictly follow all the codal formalities of Security System while on duty.
18. The Security personnel should ensure that proper gate pass has been issued by the Competent Officer for the items being taken out of the campus. In case of any doubt, they should contact the Security Officer immediately.
19. It shall be the duty of the Security Agency to keep entire Office Campus, Residential Colony and Guest House area, free of stray dogs/ cattle.
20. Liquidation Damages Clause:
 - a. An amount of Rs.500/- will be levied as liquidated damages per day. Whenever & wherever it is found that the work is not up to the mark on any point, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within one hour, liquidation damage clause will be invoked.
 - b. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
 - c. If the required no. of security guards/ supervisors are less than the minimum required, a penalty of Rs.500/- per guard per shift per day will be deducted from the bill.
21. Other Important Terms and Conditions governing the Tender/ Contract:
 - a) Only ex-Servicemen are to be deployed by the Agency, who must possess proper discharge certificate issued by the Competent Authority, stating that they are eligible for re-employment as security personnel in any organization.
 - b) Security Agency should submit the Character and Antecedents Certificate for each security personnel, duly verified by the concerned police station, to the Institute.
 - c) Security Supervisors/ Guards deployed will have to work round the clock, shift wise. Total working hours per guard should not exceed 8 hours a day.
 - d) The Agency will arrange security personnel for Holidays, etc. at their own cost.
 - e) The Security Personnel deployed by the Security Agency shall neither have any right to be appointed/ regularized by IIVR, nor can they be treated as employees of ICAR at any given point of time.
 - f) All the Security personnel should have insurance coverage. In case of any unwarranted occurrence during the performance of their duties, ICAR – IIVR, Varanasi shall, in no way, be responsible for paying any indemnity or make good the losses.

SCOPE OF THE SECURITY SERVICES REQUIRED FOR THE VARIOUS POINTS:-

Sl. No.	Particulars of the Point	Guard Schedule
ICAR – IIVR RRS, Sargatia Office Premises		
1.	Main Gate Registration Entry	Round the Clock
2.	Administrative/ Lab Complex	Round the Clock
3.	Secondary Gate	Round the Clock
ICAR – IIVR RRS, Sargatia Residential Campus		
4.	Main Gate.	Round the Clock

FORM "R"

**APPLICATION FOR REQUEST TO REFUND THE E.M.D. AMOUNT WITH REGARD TO
THE TENDER FOR THE SECURITY SERVICES AT IIVR – RRS, SARGATIA**

(To be submitted only by the unsuccessful bidders after the finalization of the Tender.)

Full Name & Address of the Bidder

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Telephone / Cellular No.:

Telegraphic Address / FAX No:

E-Mail address:

To

The Director,
I.C.A.R. – I.I.V.R.,
P. B. No. 01, P. O. Jakhini (Shahanshahpur)
Varanasi, U. P. – 221 305

Sir,

This is to request you that since, I am not the successful bidder with regard to the above mentioned tender, hence my E.M.D. which was deposited to your goodself vide D.D./ B.G./ T.R. No. _____ dated _____ for an amount of Rs. _____ drawn in favour of the ICAR Unit, IIVR, Varanasi and payable at Varanasi may kindly be refunded back to me at an early date through Registered Post / by hand through an authorized representative.

Yours faithfully,

Dated :

Signature & Seal of the Agency.