



राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो

क्षेत्रीय केन्द्र, वेल्लानिककरा, तृश्शूर-६८० ६५६, केरल

NATIONAL BUREAU OF PLANT GENETIC RESOURCES

Regional Station, Vellanikkara, KAU Post, Thrissur - 680 656, Kerala



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Dated: 25 March 2014

To

- *NBPGR Website*

Dear Sirs,

Sub: Security arrangement for office-cum-laboratory-cum staff quarters campus, East Upper Block, East Lower, West Upper and West Lower Blocks for a period of **12 months from 01/05/2014 to 30/04/2015** – quotation invited.

We are in need of round-the-clock security service for a period of **12 months from 01/05/2014 to 30/04/2015** to safeguard the properties of NBPGR at the **three points** detailed below:

1. Office-cum-laboratory-cum-staff quarters campus bound by a compound wall on all sides, shade/ net/ poly/ mist houses, vehicles, 2 open wells with pump sets and overhead tanks, experimental crops/trees with their produce, agricultural implements, street lights, fittings and fixtures, etc.
2. East Upper Block of farm with a Farm Office & Farm Store with barbed-wire/chain-link fencing on all sides, open well with pump set and overhead tank, shade house, experimental crops/trees with their produce, agricultural implements, etc.
3. East Lower Block, West Upper Block and West Lower Block of farm with a Watchman Room and barbed-wire/chain-link fencing on all sides, open well with pump set and overhead tank, net houses, experimental crops/trees with their produce, agricultural implements, etc.

You are hereby requested to submit competitive quotation to the Officer-in-charge, NBPGR Regional Station, Thrissur-680 656 for **Monthly Lump-sum Payment on Work Contract, for round-the-clock security service, split into 3 eight-hourly duties at the three points mentioned above, separately for ex-servicemen and civilians, latest by 3.00 pm on 16/04/2014.**

Nature of duties of the Personnel of Work Contractor:

- a. To look after and protect movable & immovable properties in and around the point to which personnel are detailed with clock-round vigilance on all working days & holidays.
- b. To assist NBPGR management in the enforcement of discipline and maintenance of official decorum.
- c. To perform first level fire fighting in the unlikely event of fire mishap in the farm/ office and hence, all the personnel should have adequate training in fire fighting.
- d. To alert the NBPGR management regarding security risks, if any, and send periodical confidential security reports.

You are requested to send quotations **strictly adhering to the following terms and conditions:**

01. The personnel deployed by the selected Work Contractor will look after and protect the movable and immovable property in and around the point to which they are detailed. The personnel of the Work Contractor are responsible to protect and safeguard the property and belongings including buildings, vehicles, trees, crops, farm produce, farm fixtures, bore-well pumps, net/ shade/ green houses, etc. and the entire premises of the NBPGR Regional Station.

02. The Work Contractor shall comply with all the legal requirements and should possess the licence at the time of submission of quotation, under Contract Labour (Regulation & Abolition) Act 1970 and keep it alive till the termination of the contract.
03. The Work Contractor should pay the Minimum Wages as per Kerala State or Central Govt. rates to the personnel deployed by them. The Work Contractor shall abide by the provisions of the Minimum Wages Act 1948; the Contract Labour (Regulation & Abolition) Act 1970 and other Labour Laws applicable to him and shall pay the rate of minimum wages and other statutory benefits applicable to the personnel of the Work Contractor as per State or Central Government approved wages and benefits.
04. The personnel provided by the Work Contractor shall be on the roll of the Work Contractor which will ensure compliance with provisions of various Labour Laws and statutes as applicable and the NBPGR shall not be responsible for payments/emoluments of any nature except as specifically provided in the Work Contract. The personnel deployed by the Work Contractor are directly under the Work Contractor and they will have no right or demand to claim for continuation of job in NBPGR and there is no employer-employee relationship between the personnel of the Work Contractor and the Officer in Charge, NBPGR Regional Station, Vellanikkara, Thrissur.
05. It will be the responsibility of the Work Contractor to ensure timely payment of wages, PF deductions, ESI, payment of service tax, etc. and maintain proper record and vouchers with respect to such payments. Such records and vouchers will be made available to NBPGR as and when desired for verification. NBPGR will not provide any accommodation for the personnel of the work contractor.
06. It will be compulsory to the Work Contractor to give weekly off as well as National Holidays to the workers and also follow all the rules and regulations in this regard.
07. The Work Contractor will ensure that all the personnel appointed by them are physically fit and free from disease, injury, contagious illness and otherwise capable to discharge their duties. Personnel deputed by the Work Contractor will be professionally trained for security, and have background which would qualify them in rendering such duties. They will have no police record against their names for at least five years preceding their deployment at the NBPGR as per police verification.
08. Every personnel so appointed by the Work Contractor shall wear the prescribed uniform and a badge bearing his name and designation, while on duty. The said uniform and badge (stick & torch to the night duty personnel) shall be provided by the Work Contractor at their own cost.
09. NBPGR reserves the right to reject any personnel provided by the Work Contractor for security at the campus without assigning any reason and the Work Contractor will make arrangement for immediate replacement for such personnel. Persons addicted to alcohol or chewing tobacco or smoking should not be deputed for duty.
10. In case the Work Contractor fails to provide adequate personnel as per the Work Contract or if there is lapse in security arrangements and operation or in the event of negligence of personnel of work contractor, NBPGR will be at liberty to engage such personnel or take such action, which it may deem fit to overcome the aforementioned lapses or negligence, and the same would be done at the cost of the Work Contractor without any notice, and the payment for the period in question will not be payable to the Work Contractor.
11. In case any personnel of the Work Contractor suffers any type of injury while performing duty in the premises of NBPGR, the Work Contractor will be solely responsible to meet the claims made by such personnel for medical expenditure and or expenditure incurred for rehabilitation and NBPGR would have no liability towards damages claimed by such personnel.
12. Any statutory benefits of any sort to the personnel of the Work Contractor under any Act or Law for the time being in force would be the sole liability of the Work Contractor and not that of the NBPGR.
13. In case any personnel of the Work Contractor during the course of duty or otherwise damages, destroys, defaces or spoils any of the properties of the NBPGR, the Work Contractor will be held responsible to the extent of financial liability and the same shall be recoverable from the Work Contractor's bills.

14. In case of any theft, loss, pilferage or damage to the NBPGR property, if caused due to the negligence or carelessness attributable to the personnel, the Work Contractor will be liable to reimburse the cost of the same to NBPGR in full. Such loss or damage specified by the Officer in charge, NBPGR RS, Thrissur shall be conclusive and binding as regards quantum. The Work Contractor will also be responsible to find out any missing assets by liaison with the Police and it has to convince NBPGR that the items were not lost or the lost item found by the help of the Police or to make good the loss.
15. All the personnel deployed by the Work Contractor will be subject to the control of an Officer identified by the Officer-in-charge, NBPGR, Thrissur. The personnel positioned in different points must be on patrolling duty in various blocks of farm by rotation and while performing their duty they should check all the buildings, gates, pump houses, vehicles, etc.
16. The personnel should not be lenient or casual in their duties and they should be alert and attentive always. The personnel should follow strict attendance and alternative arrangements are to be made by the Work Contractor whenever a Guard goes on leave, under intimation to this office. The personnel should follow the codal formalities of Security System while on duty.
17. The Work Contractor will submit the bill month-wise and the payment thereof will be made through Demand Draft/ Cheque in the name of the firm.
18. The Work Contractor will indemnify NBPGR from any kind of claim including Minimum Wages or any other statutory payments by any personnel of the Work Contractor during the period in which the work contract is in force.
19. The contract will be initially for a period of **12 months from 01/05/2014 to 30/04/2015 or the date to be decided by the undersigned based on approval from the competent authority**. The first month of the contract will be treated as performance watching period and NBPGR may terminate the contract in case of unsatisfactory performance, within 15 days' notice.

GENERAL CONDITIONS:

20. The quotation must be from reputed, registered, licensed agencies of Kerala having experience and expertise in security contract work in Govt./ Semi Govt. organizations/ Public Sector Undertakings, etc. and be registered with the Labour Commissioner, Kerala State or District Labour Officer.
21. The quotation should accompany an EMD equivalent to 2% of the total contract charges quoted for twelve (12 months), in the form of DD from any nationalised bank in favour of the Officer-in-charge, NBPGR, Vellanikkara payable at Thrissur.
22. Duly completed quotation must be sent by post/ courier or put personally in the Quotation Box kept in the office in a sealed envelope along with EMD and the declaration (*specimen enclosed*) duly signed on all pages by the authorised signatory of the Work Contractor.
23. The rate should be quoted for monthly lump-sum payment, clearly in figures as well as in words and should be valid for one year.
24. The quotations shall be opened at the time, date and venue mentioned below in the presence of the suppliers of quotations or their representatives present, if any.
25. The selected Work Contractor should remit a Performance Security Deposit @10% of the total contract charges for twelve (12) months in the form of a DD from any nationalised bank in favour of Officer-in-charge, NBPGR, Vellanikkara payable at Thrissur.
26. The Officer in charge, NBPGR Regional Station, Vellanikkara, Thrissur does not bind himself to accept the lowest tender/ quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reason thereto.
27. Agencies who have rendered security services to NBPGR in the immediate past three years shall respond only if they are in a position to deploy totally a new set of personnel.
28. Canvassing in connection with the quotations is strictly prohibited and the tender of any one resorting to canvassing is liable for rejection on that ground alone.

29. The Work Contractor shall give full particulars, if any, of person(s) who is/are related to him and is/are in the rank of Section Officer or equivalent and above in NBPGR or in any of the institutes of ICAR or otherwise declare that he is not related to any officer of rank of Section Officer or equivalent and above in NBPGR or in any of the institutes of ICAR.
30. Conditional quotations and those which do not fulfil any of the above conditions or are incomplete in any respect or without EMD are liable to be rejected.
31. The Work Contractor is advised to quote without fear or favour and in case any difficulty is experienced, it is advised to write in confidence to the undersigned by name.
32. The court of jurisdiction in all cases shall be Thrissur. Disputes arising, if any, will be referred to the Arbitrator appointed by the DG, ICAR and the decision of the Arbitrator will be binding on both the parties.

OTHER DETAILS:

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| i. Address the quotation to | : The Officer in charge, NBPGR Regional Station, Vellanikkara, KAU PO, Thrissur-680656. |
| ii. Super-scribe the quotation with | : Quotation for Security Service on Work Contract Basis due on 16/04/2014 |
| iii. Last date and time for submission | : 16/04/2014 at 3.00 pm |
| iv. Date and time of opening | : 16/04/2014 at 3.30 pm |
| v. Venue of opening | : NBPGR Regional Station, Vellanikkara |
| vi. Validity of the quotation | : One year |

Your quotation, fulfilling the above requirements and fully agreeable to all the conditions stated above, should reach the **Officer-in-charge, NBPGR RS, Thrissur** on or before **3.00 pm on 16/04/2014**. The envelope containing the quotation should be sealed and marked "**Quotation for Security Service on Work Contract Basis due on 16/04/2014**" on the envelope. Cuttings/over-writings should be authenticated. Incomplete or late quotations will summarily be rejected. The Officer-in-charge, NBPGR RS, Thrissur reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever and his decision shall be final in all matters.

The list of Institutes/ Offices under State/ Central Govt. or Public Sector Undertakings where your personnel are deployed, with copies of certificates/testimonials issued by them, if any, may be attached along with the quotation.

If further information is required, enquiry can be made over phone (0487-2370499) or personally. The station can be visited during working days between 9.30 a.m. and 4.30 p.m.

Yours faithfully,

N.K. Dwivedi
Officer in charge

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