



NATIONAL BUREAU OF PLANT GENETIC RESOURCES

(Indian Council of Agricultural Research)

BASE CENTRE, CRRI CAMPUS, CUTTACK-753 006, ODISHA



*No.:CTC/2014-Admn.6/*

*Dated:*

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub.: Quotation for security services on job contract basis for a period of one i.e. 01.09.2014 to 31.08.2015 at NBPGR Base Centre, Cuttack

**TENDER DOCUMENT**

The Officer-in-charge, NBPGR Base Centre, Cuttack invites sealed tenders from registered firms / agencies for providing security services on job contract basis at NBPGR Base Centre, Cuttack- 753 006 for a period of one year i.e. 01.09.2014 to 31.08.2015.

The tenders should reach this office on or before 30.07.2014 up to 4.30 p.m. by post or deposited in the tender box placed in the office building. The envelope containing the tender document should be super scribed as “Tender for security services on job contract basis”. Tenders received without this superscription will have the risk of not being considered. The tenders received will be opened at 11.00 AM on 31.07.2014 in presence of the bidders or their authorized representatives. However, if the tenderers fail to be present, the tender will be opened as per the scheduled date and time. Incomplete tenders and those received after the specified date and time will not be considered. The tenders should satisfy the following terms & conditions.

## TENDER DOCUMENT-SECURITY SERVICES AT NBPGR BASE CENTRE, CUTTACK

1. Tender document :
- 1.1 Tender Number :
- 1.2 Total no. of pages including preliminary pages :
- 1.3 Price : Nil
- 1.4 Sale dates : All working days till 30.07.2014
- 1.5 Sale timings : 10.00 a.m. to 4.30 p.m.
- 1.6 Sale venue : NBPGR Base Centre, Cuttack
2. Tender submission and opening
- 2.1 Address tender to :Officer-in-Charge, NBPGR Base Centre, CRRI Campus, Cuttack-753 006
- 2.2 Superscribe tender with :Tender no. \_\_\_\_\_  
for security arrangement at NBPGR Base Centre, Cuttack
- 2.3 Last date and time for submission : 30.07.2014 (4.30 pm)
- 2.4 Date of opening : 31.07.2014 (11.00 am)
- 2.5 Venue of opening : NBPGR Base Centre, Cuttack
- 2.6 Validity of tender : w.e.f. 01.09.2014 to 31.08.2015
3. **EMD @ 2% of annual charges** : **Rs.**
- 3.1 Offers not accompanied by EMD will be rejected
- 3.2 EMD of the unsuccessful tenderers will be refunded within 30 days after the award of the contract
- 3.3 No interest is bearable on the EMD

4. **Tender's terms and conditions**

- 4.1 Tenders must be from reputed leading agencies of Cuttack having experience and expertise in security work in Govt./Semi Govt. of organizations/Public Sector undertakings, etc. and be registered with administration/Labour Commissioner, Cuttack, Orissa. Directorate of Resettlement (Ministry of Defence). The tenderers are required to append the Xerox copy of the registration certificate, ITCC, STCC and labour licence with the quotation failing which the quotation will not be considered.
- 4.2 Tender should be submitted only on this original form. It should be filled up in all respects and furnished by the tenderer duly signed on each page
- 4.3 Duly filled in tender must be submitted in a sealed envelope
- 4.4 **Sealed tenders must be deposited in the tender box kept in the premises of NBPGR Base Centre, Cuttack or may be sent by registered post/speed post addressed to the Officer-in-Charge so that it should reach the office on or before 30.07.2014 till 4.30 P.M.**
- 4.5 The tenders shall be opened at the time, date and venue mentioned in Section 2 above in the presence of tenderers/their representative if any.
- 4.6 Officer-in-Charge, NBPGR Base Centre, Cuttack does not bind himself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reason thereof.
- 4.7 Tenderers 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 in all categories of security staff.
- 4.8 Canvassing in connection with the tenders is strictly prohibited and the tender of anyone resorting to canvassing is liable for rejection on that ground alone
- 4.9 The tenderer shall give full details, if any, of person(s) who is/are related to him and is are in the rank of a section officer or equivalent and above in NBPGR or in any of the Institute of the ICAR otherwise declare that he is not related to any officer of the rank of a section officer or equivalent and above in NBPGR or in any of the institute of the ICAR
- 4.10 Conditional tenders are liable to be rejected
- 4.11 Earnest money shall be forfeited if the successful tenderer fails to sign the formal agreement within seven days from the date of intimation of his selection or fails to start the work within seven days from the date of commencement given in the work order
- 4.12 All pages of the tender must be signed by the tenderer
- 4.13 Tenders which do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.
- 4.14 The tenderers are advised to quote fear or favour and in case any difficulty is experienced, they are advised to write in confidence to the Officer-in-Charge, NBPGR by name.
- 4.16 The court of jurisdiction in all cases will be Cuttack.

5. **JOB REQUIREMENTS**

- 5.1 To provide security protection round the clock to NBPGR's premises and its movable and immovable assets like building, equipments, library books, furniture, vehicles, agriculture implements etc.
- 5.2 To maintain reception office
- 5.3 To open and close office
- 5.4 To assist NBPGR Base Centre management in the enforcement of discipline and maintenance of office decorum
- 5.5 To perform first level fire fighting in the unlikely event of a fire in the building. One security guard in each shift must have training the fire fighting
- 5.6 To alert NBPGR management regarding security risks, if any, and send periodical confidential security reports to Officer-in-Charge, NBPGR Base Centre.
6. **Total lump-sum amount to be paid per month in figure and words**  
**Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_)**

7. **Tenderer profile and undertaking**

- 7.1 Name& address of the tenderer
- 7.2 Constitution of the tenderer  
(whether company, partnership firm of proprietary concerns etc. attach documentary evidence)
- 7.3 Year of establishment
- 7.4 Name and address of proprietor/ partners/ Director as the case may be
- 7.5 No. of employees presently with the tenderer, category wise, who will be deployed for the purpose. Give following details for each security man:

**Details of security guards/ supervisor deployed for the security arrangement with total No. \_\_\_\_\_**

S.N.	Name	Father's name	Date of birth	Permanent address	Education	Security skills/ training	Experience
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- 7.6 **Has the tenderer undertaken/has on hand other major jobs of similar nature? If so, give details and attach documentary proof**

8. **DECLARATION**

- 8.1 We agree to keep the offer of the tender valid up to 180 days from the last prescribed date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If the tender is withdrawn by us , EMD will be forfeited to NBPGR, Base Centre, Cuttack-753 006
- 8.2 We hereby distinctly and specially declare and acknowledge that before the submission of our tender we have made such examination of the tender documents and such investigation of the work required to be done, and in regard to the material required to be furnished as to enable us to thoroughly understand convenient, agreements, stipulations and restrictions contained in the contracts and agree that we will here after make any complain or demand upon NBPGR based upon or arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement, convenient, agreements, stipulation, restriction and conditions
- 8.3 We shall not assign the contracts to anyone else or subcontract any portion of the contract
- 8.4 If our tender is not accepted, the EMD shall be returned to us on our application when intimation is sent to us of rejections. If our tender is accepted, the earnest money shall be retained by OIC, NBPGR as security for the due fulfilment of this contract
- 8.5 If upon written intimation to us by the OIC, NBPGR we failed to attend the said office on the date therein fixed or we fail to deposit security deposit entered into the required agreement as defined in the terms and conditions in the tender documents, then we agree to the forfeiture of the earnest money, any notice required to be served on us here under shall be sufficiently served on us if delivered to us personally or forwarded to us by post(registered or ordinary) or left at our address given herein . Such notice shall , if sent by post, we deemed to have been served on at the time when in due course of post it would be delivered at the address to which it is sent
- 8.6 We have fully understood the written agreement to be entered between NBPGR Base Centre and we shall be the foundation of the right of both the party and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorize to enter into contract on behalf of the NBPGR
- 8.7 (strike out if not applicable) we hereby declare that no officer of the rank of section officer or equivalent and above in NBPGR or any of the firm/agencies is related to us or any employ of our firm
- 8.8 (strike out if not applicable) we have not rendered security services to NBPGR in the past three years and in case we are selected, we agree to change all the security personnel

- 8.9 We agree to furnish detail data in respect of all in our quoted rate, if and when called upon to do so without any reservations
- 8.10 The security agency is required to safeguard all employees, material, equipment and other properties of NBPGR within the campus during the contract periods, failing which NBPGR will be at liberty the cost of all damages accruing to persons or property of NBPGR caused due to the negligence of the security agency staff
- 8.11 The security arrangement will perform on 24 hours watch and ward duty within and on the periphery of the campus. In case of any emergency, the agency will take action to the best to its ability along with or without NBPGR personnel, without regard to its brief or contract and will help in overcoming such emergency and will also report such emergency to the designated NBPGR authority either during the emergency or immediately thereafter
- 8.12 The security personnel deputed by the agency 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 atleast 5 years preceding their employment at NBPGR as per police verification
- 8.13 In case the security agency fails to provide educate security guards as per the contract or if there is lapse in security arrangement and operation, or in event of negligence of security staff, NBPGR will be at liberty to engage such personnel or take such action, which it may deem fit to overcome the afore mentioned lapses or negligence, and the same would be done at the cost of the security agency without any notice or remuneration for the period in question will not be payable to the security agency.
- 8.14 In case any employees of the security agency suffer any type of injury while performing any duty under the agency or otherwise in the premises of NBPGR, the security agency will be wholly and solely responsible to meet claims made by such employ for medical expenditure and or expenditure incurred for rehabilitation and NBPGR would have no liability towards damages claimed by such employ. Any statutory benefits of any sort to the employee of security agency under any act or law for the time being enforce would be the soul liability of the agency and not that of the NBPGR
- 8.15 In case any employee of security agency during the course of duty or other wise damages, destroy, defaces or spoils any of the properties of the NBPGR, the security agency will be held responsible for the same to the extent of financial liability and the same shall be recoverable from the agencies bills
- 8.16 NBPGR representative can inspect or supervise the security arrangement at any time and security agency will need to attend any sort coming pointed out by him
- 8.17 Penalty clause : For the period that the security agency fail to operate or maintain the services either through wilful absence of his staff, negligence, incompetence, failure or otherwise, NBPGR will recover from the security agency such amount of expenditure it has incurred to rectify the lapse or deduct the necessary amount for the lapse as it deems fit
- 8.18 **TERMINATION OF CONTRACT (FAILURE TO PERFORM):** If at any time during the term of this contract either of the parties here to fail to perform it respective obligations under the agreement, the other party shall have the right to give written notice to such party setting forth the breach of obligation complained of unless within 7 days after giving of such notice the breach has been cured or steps have been taken in good faith are being carried out with diligence or cure the same. The party giving such notice may give further written notice to the other party of termination of contract upon a date specific in such further notice, the date of which shall not be less than 7 days or not more than 10 days from the date of such further notice. In the event, such further notice is given this contract shall terminate and the rights of the parties here in under shall cease upon the date so specified.

- 8.19 The security agency will ensure that all the personnel appointed by them are physically fit and free from diseases, injury, contagious illness and other wise capable to discharge their duties
- 8.20 The NBPGR reserve the rights to reject any staff provided by the security agency for security at the campus without assigning any reasons and the security agency will make arrangement for immediate replacement for such staff. Persons addicted to alcohol or chewing tobacco will not be deputed on duty.
- 8.21 The NBPGR may at any time make an additional demand of security personnel for any even or function for short duration and the security agency will arrange such personnel to be placed at the disposal of the NBPGR at short notice for which the payment will be made by NBPGR on daily basis
- 8.22 The employee provided by the security agency shall be on the role of the security agency which will ensure compliance with provisions of various labour laws and status as applicable and the NBPGR shall not be responsible for payment emoluments of any nature except as specifically provided in the contract
- 8.23 It will be the responsibility of the security agency to ensure timely payments of wages, PF and deduction and ESI etc. and maintains proper record with respect to such payments. Such record will be made available to NBPGR as and when desired for verification. NBPGR will not provide any accommodation for guards
- 8.24 NBPGR will deduct income tax at source under section 194-C of the income tax act, 1961 from the agency @ 2.0% of such as income tax on the income comprised therein
- 8.25 Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry verbal or written shall be entertain in respect of acceptance/rejection of the tender
- 8.26 Any act on the part of the tenderer to influence any body in the Department is liable for rejection of his tender
- 8.27 The agency shall comply with all the legal requirements for obtaining license under contract labour (R&A) Act, 1970.
- 8.28 The tenderer shall abide by the provision of the minimum wages act, 1948, the contract labour (R&A) Act, 1970 and other labour laws applicable to him
- 8.29 Every worker so appointed by the agency shall wear the prescribed uniform according to season i.e. summer uniform in summer and winter uniform in winter season and a badge bearing his name and designation, while on duty. The said uniform and badge (stick and torch to night guards) shall be provided by the agency at his own cost
- 8.30 The agency shall have to produce documentary proof i.e. ration card/telephone bill/income tax certificate if he is an assessee under income tax department in support of his identify.
- 8.31 Quotation must be unconditional
- 8.32 Performance evaluation:
- (a) The quality assurance of the security services should be ensured regular (daily, weekly, fortnightly or monthly depending upon the discretion of the depty.) on the basis of the periodical reports furnished by the Agency.
  - (b) The Agency and all his staff deployed for security work will work under the supervision of the Principal Employer.
  - (c) Appropriate records in records to above shall be maintained by the agency at his own cost
- 8.33 The agency shall not engage any sub agency or transfer this contract to any other agency/ person
- 8.34 The agency shall not at any stage cause or permit any nuisance at the premises of the NBPGR or do anything which may cause unnecessary disturbance or inconvenience to NBPGR staff on duty and the public visiting the centre.

**Signature(s) and name(s)  
of the tenderer with date and seal**

9. **TERMS AND CONDITIONS FOR THE SECURITY CONTRACT**

- 9.1 The security contract will be initially for a period of one year renewable for one more years subject to satisfactory service
- 9.2 The contract is terminable by giving one month notice by either of the parties
- 9.3 Officer-in-Charge, NBPGR reserve the right to invoke the bank guarantee in the event of non satisfactory performance of duty by the agency
- 9.4 The security deposit money/EMD amount of the successful tenderer will be returned along with the final payment at the end of contract
- 9.5 Security deposit money/EMD does not bear any interest
- 9.6 The successful tenderer is required to sign an agreement with NBPGR on a non judicial stamp paper of appropriate value for satisfactory performance of security contract
- 9.7 The guard should be healthy, desirable physique and proper experience and may be shuffled from time to time
- 9.8 The guard should be able to communicate in Hindi and also in English if possible
- 9.9 The guard should perform one eight hour s shift per day, double duty are not allowed
- 9.10 The guard should not develop social relationship with ICAR staff.
- 9.11 The guard should be provided with uniform, whistle, torch, lathi etc.
- 9.12 The guard should wear neat uniform while on duty along with identity card
- 9.13 They should leave the point unless and until the reliever comes for shift duties
- 9.14 The security supervisor will maintained all the register which are kept at main gate and other points
- 9.15 They have to verify all the office buildings, rooms after 4.30 p.m. to ensure as to whether all the buildings locked properly
- 9.16 From 9.00 a.m. to 6 p.m. one security supervisor must supervise the duty of the guards in the office premises
- 9.17 They should not give lenient or casual impressions in the duties hence they should be alert and attentive
- 9.18 The should observe movement of all the staff, labours and visitors etc
- 9.19 They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors register
- 9.20 All the vehicles are to be parked in the parking place only. The vehicles should be checked by the security guard on duty while coming inside and while going out also
- 9.21 Proper entries are to be made while handing over key to any staff of ICAR and while taking over too
- 9.22 The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor/security guards going on leave under intimation to this office
- 9.23 Changing of security supervisor /security guards should be intimated to the care taker
- 9.24 Patrolling to be identified points to be carried out every hours in the night
- 9.25 The security staff should follow the codal formalities of security system while on duty
- 9.26 The security personnel should ensure that proper gate pass has 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

## **Schedule - I**

### **Main security points for which rates must be quoted**

<b>S.N.</b>	<b>Security points</b>	<b>Period</b>
1.	Office premises (One point)	Round the clock duty (8 hour shift)

## **Schedule - II**

### **Photocopies of the following documents must be required to enclose with the tender documents**

1. Registration with DGR
2. Registration with ESI and EPF
3. Registration of shop and establishment
4. Registration of service tax
5. ITC clearance certificate/PAN number
6. Name and full address of your banker
7. Any other relevant information
8. Full name and address of the agency with Post Box No. and telephone, if any

## **Annexure – III**

### **Eligibility conditions for applying the Tender**

1. The firm should also fulfil all the statutory & mandatory requirement in respect of the employees
2. The firm should have at least 100 security guards/supervisor registered under EPF/ ESI and month wise EPF deposit challan has to be produced as proof of EPF deposit for last one year.
3. The office address of the firm/agency should be registered under shop and commercial act and the tenderers should be registered with companies act.
4. The tenderer must have valid labour licence issued from district labour office under contract labour regulation and abolition act 1970 for minimum 200 no. of labourers and also must have registered under central labour office.
5. The tenderer must have submit an affidavit that the company has not been black listed or no criminal case pending against the company.



**NATIONAL BUREAU OF PLANT GENETIC RESOURCES  
BASE CENTRE, CUTTACK-753 006, ODISHA**

**SCHEDULE TO TENDER FOR SECURITY SERVICES**

1. I/We have understood the instructions and conditions stated and hereby offer to supply the watch and ward duties.
2. The tenderer shall furnish without fail; a clear declaration as follows with their quotation
3. (i) I/We declare that I/We are the Registered Contractors.  
(ii) I/We declare that the rate furnished is genuine

Name of the position	Rate of wages per month	Other charges, if any
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**Provide security services at NBPGR Base Centre, Cuttack-6**

**Permanent income tax A/C No.**\_\_\_\_\_

**Sale tax no.(OST/CST)**\_\_\_\_\_

**Date:**

**Signature of Contractor**

**Place:**

**with address**

To

The Officer-in-Charge  
NBPGR Base Centre,  
Cuttack-753 006

Subject: Annual contract for providing security services in NBPGR Base Centre, Cuttack.

Sir,

We do hereby tender and, if this tender be accepted, undertake to execute the work of security services in NBPGR, Cuttack as specified in the tender document.

We have gone through all the terms and conditions specified in the tender and we agree to execute the work accordingly. We will ensure that the work is carried out as per the user's satisfaction.

Date: (Signature of the tenderer with seal)

Place: