Annexure I

F.No.150/2015-15/ Security Dated: 16.07.2015

NOT TRANSFERABLE

ICAR-NBPGR Regional Station, Plandu, Namkum,
Ranchi-834010

INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE WORK CONTRACT FOR SECURITY PROVIDING AT NBPGR REGIONAL STATION, LALKHATANGA, NEW BHUSUR, RANCHI

A.Cost of Tender Form **Rs.500/-(*Non-refundable*)** in cash or D.D. in favour of Officer In-charge NBPGR,RS, Plandu, Ranchi payable at Ranchi.

B. Sale of tenders: 17.07.2015-06.08.2015 at 11.00am to 01.00pm.

C. Last date of receipt of Tenders in Office is 07.08.2015 at1.00pm.

D. Tender (Technical Bid) to be opened at: 07.08.2015 at 2.30.00pm.

E. Tender to remain open for acceptance up to 90 days from the date of opening.

F. Tender will be two bid systems.

G.Tender document is also available at our web-site: www.nbpgr.ernet.in

NOTE:-

1. The Director, NBPGR 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 Tenders 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.

Note: All communications must be addressed to Officer In-charge NBPGR, Regional Station, Plandu, Namkum, Ranchi-834010

ICAR-NBPGR Regional Station, Plandu, Namkum,
Ranchi-834010

Phone No.0651-2260681

INVITATION OF TENDER FOR CONTRACT SECURITY ARRANGEMENT AT NBPGR REGIONAL STATION, LALKHATANGA, NEW BHUSUR, RANCHI

To

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, NBPGR, Pusa Campus, New Delhi-12 for contract of Providing "Security Arrangement" at NBPGR Regional Station, Lalkhatanga, New Bhusur, Ranchi. The terms and conditions of the contract are as follow:-.

1. An earnest money of **Rs.10,000/- (**Rupees Ten thousand only) **must be deposited in the form of demand draft/pay order in favour of Officer Incharge, NBPGR Regional Station, Ranchi payable at Ranchi**. The 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, the tenders will not be considered if earnest money is not deposited with the tenders.

2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resize from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

3. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders 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.

4. 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 sale proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership** in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

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

6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council I Instt. 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.**

7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super-scribed **"CONTRACT FOR PROVIDING SECURITY ARRANGEMENT"** (watch and ward) at NBPGR Regional Station Ranchi, and financial bid separately in the main envelop. All Tenders should be sent by Registered Post/Speed post. Tenders to be hand delivered should be put in the tender box, which will be kept in the office of the Officer Incharge, NBPGR Regional Station Ranchi on 07.08.2015 up to 1.00PM.

8. The rates quoted by each firm for job/service security contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.

9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to 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.

10. Conditional Tender will not be accepted.

11. **An amount of Rs. 30, 000/- (Rupees Thirty thousand only) as a security** deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.

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

13. 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-NBPGR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

14. Director, NBPGR 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.

15. Decision of Director, NBPGR shall be final for any aspect of the contract and binding to a" parties. Disputes arising, if any on the contract will be settled at his 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, NBPGR. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.The minimum

wages as announced time to time by Ministry of Labour and Employment, Chief Labour Commissioner (C) are to be paid

16. Acceptance by the Institute 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. Properly signed documents/vouchers by proprietor of the firm or constituted attorney of such sole proprietor, or a partner of the firm if it be partnership are required with Tender Form as follows:-

a. Registration certificate of the Firm (Labour Licensee/ Security Certificate) under the work contract of State Govt./ Central Government.

b. Minimum turnover of the firm Rs……..(words…….during the last financial year.

c. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.

Details of experience/work done (minimum 3 years):

SN	Name of the Deptt./Organization & name of contact person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

d. Employee EPF registration certificate issued by local govt. etc.

e. Employee ESI registration certificate issued by local govt. etce.

f. The contractor/agency must have a registration with the Contract Labour (Regulation & Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.

g. Duly certified copies of the satisfactory services where tenderer is providing services for last three years.

h. Service tax registration certificate issued by Govt. etc.
i. Certificate from home department in case security.
j. Income tax certificate of the firm.
k. No.s of worker/supervisors registered under ESI & EPF separately. Minimum 50 numbers (worker/Supervisors) 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 NBPGR on non-judicial stamp paper of Rs. 100 (Rs one hundred only) for each work.
m. Only those firms will be considered for financial bid who will qualify in the Technical Bid

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

Yours faithfully

OIC NBPGR,RS, Ranchi
for and on behalf of the Director, ICAR-NBPGR

TENDERS FOR CONTRACT OF "SECURITY ARRANGEMENT" AT NBPGR REGIONAL STATION, LALKHATANGA, NEW BHUSUR, RANCHI

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. /FAX/ No.:/E-Mail address :
Registration Number of the firm :
Employee EPF registration Number :
ESI registration Number :
Service tax registration number :

From
……
……
……
……

To
The Officer Incharge
ICAR-NBPGR Regional Station,
Plandu, Ranchi-834010

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB/WORK/SERVICES CONTRACT OF PROVIDING "SECURITY ARRANGEMENT AT NBPGR REGIONAL STATION, LALKHATANGA, NEW BHUSUR, RANCHI"** 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 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.

1. I / We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

2. 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 ----------

3. Every page so attached with this Tender bears my signature and the office seal.

4. Pay order *I* DD No. / Cheque No. ----------of Rs. ----------drawn in favour of Officer Incharge, NBPGR Regional Station, Ranchi and payable at Ranchi is enclosed as earnest money required.

Date. …….

Yours faithfully

Signature & Seal of the Tenderer
Address:-

Telephone No. Office:
Residence Tel./Mob. No.:
Mobile:

Witness: ----------

Address: ----------

Occupation:----------

Signature of witness to contractor's signature:

Address:

Name & Signature of Witness :

Address:

SCHEDULE TO TENDER

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) Indian Companies Act, 1956, Indian Partnership Act, 1932 (Please give names of partners)Any other Act, if not, the owners	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932 please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	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 Tenders to refer dispute condemning business of the partnership to arbitration	
	ii) 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 bankers	
6	Your Permanent Income Tax No.l Circlel/Ward	
7	Any other relevant information	
Part-II		
8.	Earnest Money Deposited:	Yes/No
Part-III		
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10	Name of the Permanent Representative to be visiting NBPGR, RS, Ranchi regarding the contract	

AUTHORISED SIGNATORY

Date:-
Place:-

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

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING JOB CONTRACT "SECURITY ARRANGEMENT"AT NBPGR REGIONAL STATION, RANCHI

Scope of work: JOB CONTRACT "SECURITY ARRANGEMENT"AT NBPGR REGIONAL STATION, RANCHI IN THE EXPERIMENTAL FARM AREA, MAIN GATE AND MAIN BUILDING".

- *Security worker open and close office.*
- *To assist NBPGR/Management in the enforcement of discipline and maintenance of the decorum.*
- *To perform first level fire fighting in the unlikely event of a fire in the Experimental Farm/Office.*
- *To alert NBPGR, Ranchi Management regarding security risk and periodical confidential report to OIC, NBPGR, RS, Ranchi.*

TERMS & CONDITIONS:

1. *The supporting/allied services worker should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff worker/supervisor is to go on leave under intimation to this office.*
2. *Changing of worker /Supervisor should be intimated to:*
3. *The Director, NBPGR reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, NBPGR, shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.*
4. *The worker provided should also maintain secrecy and discipline in the premises of NBPGR Regional Station, Ranchi.*
5. *The worker provided should be capable of reading and writing Hindi and English.*
6. *The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NBPGR for the purpose. All complaints should be immediately attended to by the Agency.*
7. *Uniform with colour specifications and pattern approved by NBPGR, RS, Ranchi should be supplied by the contractor to the workers at his own cost and it should be ensured that the worker etc., are in proper uniform while on duty.*
8. *The agreement is terminable with one month notice by NBPGR Regional Station,Ranchi, but contractor has to give three months notice*
9. *The contractor shall not sublet the work without prior permission of the OIC, NBPGR,Ranchi*
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. The selected agency shall provide the necessary personnel's at NBPGR Regional Station, Ranchi, as per labour acts prevalent in Jharkhand. 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 NBPGR, the Officer In charge, NBPGR Regional Station, Ranchi 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*
11. *The persons so provided by the agency under this contract will not be the employee of the NBPGR and there will be no employer-employee relationship between the NBPGR and the person so engaged by the contractor in the aforesaid services.*

12. ***Payment for service contract will be made monthly upon submission of pre receipted bill.***
13. *After physical inspection of the site, for providing security contract at the NBPGR Regional Station, Lalkhatanga, N. Bhusur, Ranchi, consolidated amount on month basis shall have to be furnished alongwith 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.*
14. *The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.*
15. *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 NBPGR 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 Director, NBPGR/ Secretary, ICAR shall be final and binding on the contractor.*
16. *Income Tax will be deducted from the payments due for the work done as per rule.*
17. *Security workers should not leave their points unless and until the reliever comes for shift duties and supervisor will maintain all the registers, which are kept at Station.*
18. *Changing of Supervisor/ worker should be intimated to the Officer In charge, NBPGR,RS, Ranchi*
19. *The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.*
21. *The contract is subject to the condition that the tendered will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.*
22. *Risk Clause: ICAR-NBPGR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.*
23. ***The Firm shall pay minimum wages of Central government or state government whichever is higher as applicable in the watch and wards.*** *The Firm 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, viz. obligations under Contract labour (Regulation & Abolition) Act. 1970, workmen's Compension Act, 1943, etc. & M.P. Act, 1947 etc. Contractor has to pay E.P.F., E.S.I.C, etc as per rule regularly.*

LIQUIDATED DAMAGES CLAUSE:

1.*An amount 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, it will be brought to the notice of the supervisory staff of the firm by NBPGR,RS, Ranchi and if no action is taken within one hour liquidated damages clause will be invoked.*

2.*Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.*

3.*If the required number of workers are less than the minimum required a penalty of Rs. 500/- per worker per day will be deducted from the bill.*

FINANCIAL BID

(This financial bid to be enclosed in seal envelope)

Last Date of for receipt of Tender : 07.08.2015 up to 1.00 pm

Date of opening of Financial Bid : 07.08.2015 at 2.30 pm

Venue: OIC Office, NBPGR, Regional Station, Plandu, Ranchi

To
The Officer In-charge
ICAR-NBPGR, Regional Station
Ranchi (Jharkhand)

Sir, I/We wish to submit our Tenders for CONTRACT OF PROVIDING SECURITY SERVICES AT NBPGR REGIONAL STATION, LALKHATANGA, NEW BHUSUR, HATIA, RANCHI on the following rates.

No	Particulars	Per Month
	Monthly consolidated rate offered for the CONTRACT of Providing SECURITY ARRANGEMENT, AT NBPGR REGIONAL STATION, LALKHATANGA, NEW BHUSUR, RANCHI in accordance with the highest standards of Allied Services and as per 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……p.m (in figures) Rupees…….. ……. ……. (p.m. in words)

I/We agree to forfeit of the earnest money if I/we fail to comply with 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 are agreed to abide by these in letter and spirit.

Signature ……

Name & Address of the Firm ……..

…….

Phone No.……..

Mobile No.…….