

F.No.40-10/Security/Tender/2016-2017

Dated 24th May, 2016.

NOT TRANSFERABLE

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES

REGIONAL STATION, RAJENDRANAGAR, HYDERABAD – 500 030.

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND
CONDITIONS GOVERNING THE WORK CONTRACT FOR PROVIDING SECURITY
SERVICES AT NBPGR, REGIONAL STATION, HYDERABAD – 500 012.

- A. Cost of Tender Form Rs.500/-(Non-refundable) in cash or D.D in favour of the Officer In Charge, NBPGR, RS, Hyderabad.
- B. Sale of tender: 27.5.2016 to 29.6.2016 at 11.00 am to 01.00PM
- C. Last Date of Receipt of tenders in office is:29.6.2016 at 2.00 PM
- D. Tenders (Technical Bid) to be opened at: 29.6.2016 2.30 PM
- E. Tender to remain open for acceptance upto 90 days from the date of opening.
- F. Tender will be two bid system.
- G. The Tender document is also available at our website and CPP Portal:
www.nbpgr.ernet.in

NOTE:-

- 1.The Officer In Charge, NBPGR RS, Hyderabad may at his/her discretion, extend the date by a fortnight and such extension shall be binding on Tenderers.
- 2.If the date of up to which the tenders is opened for acceptance is declared to be holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
STATION RAJENDRANAGAR, HYDERABAD-500030

Ph- 040-24015478

Fax 040-24014072

To,

Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Officer In Charge NBPGR,RS, Hyderabad for Providing "Security arrangement" at NBPGR Campus, Main gate, Green house Complex, Generator Shed , Vehicle Shed, Farm house, Experimental Field and Office cum Laboratory Building. The Terms and Conditions of the Contract are as follows:-

1. An earnest money of Rs.32,000/- (Rupees Thirty two thousand only) must be deposited in the form of demand draft/pay order payable to the Officer In Charge, NBPGR, Regional Station, Hyderabad. The particulars of the earnest money deposited must also be supercribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be accepted. 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 resale 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 refundable to him after applying 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 rejected 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 the firm if it is a company.
5. If tenderer does not accept the offer, after issuing the letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be 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 tender forms or any other documents forming part of the contract on behalf of other shall be deemed to warranty that he has authority to do so. The institute shall without prejudice to other civil and criminal remedies cancel the contract and hold signatory liable for all costs annexure if any, should be signed by 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 “ “Security arrangement” at NBPGR Campus, Main gate, Green house Complex, Generator Shed, Vehicle Shed, Farm house, Experimental Field and Office cum Laboratory Building” with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. **Tenders to be hand delivered should be put in the tenders box kept at Room No.108 of NBPGR, Regional Station, Hyderabad, not later than 29.6.2016 at 2.00 pm.**
8. The rates quoted by each firm for 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 tender. **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.
10. Conditional Tender will not be accepted.
11. **10% of the total annuity amount 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 Bureau will not entertain any claim whatsoever in this respect. However, 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/instruction made applicable from time to time by government.
- 14. The Officer In Charge, RS, NBPGR, Hyderabad 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 reason, not mandatory to be communicated to the tenderer.**
15. Decision of the Officer In Charge, NBPGR Regional Station, Hyderabad 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, NBPGR, New Delhi. 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.
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. The salary will on monthly basis of security workers as per the labour laws of Telagana State Government/Central Government**
- 18. Zero Percentage Service Charges is not admissible on the financial bid.**
19. The following documents/vouchers are required to be enclosed with the tenders form which are terms and condition of the tender's document:-
 - a. Registration certificate of the firm under the work contract of the Govt. of Telagana/Central Government.
 - b. Minimum turnover of the firm not less than (Rs.15,00,000/-) (Rupees Fifteen lakhs only) during the last three financial years.
 - c. Last three years continuous experience of the firm in the field of providing such services in Central Government establishments/ Autonomous bodies of Govt. of India/ Corporation of India/ reputed public or private organizations provide the details in enclosed following tabular form.

Details of the Minimum 3 years experience/work done

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

(Authorised Signatory)

- d. Certified Balance Sheet of the firm for last 3 years of the service contract by the chartered accountant.
- e. Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f. Employee EPF registration certificate issued by local government etc.
- g. Employee ESI registration certificate issued by local government etc.
- h. The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- i. i.Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 Nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j. Service tax registration certificate issued by Government etc
- k. Successful Tenderer will have to enter into a detailed contract agreement with NBPGR on non-judicial stamp paper of Rs.100/- (Rupees one hundred only).
- l. Only those firms will be considered for financial bid who will qualify in the technical bid.
- m. Licence for Private Security Agency Regulation Act, 2005 (PSARA) issued by the home department of that particular state.

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

Yours faithfully,

For and on behalf of the Director, NBPGR, New Delhi – 110012.

TENDERS FOR CONTRACT OF “Security arrangement” at NBPGR Campus, Hyderabad Main gate, Green house Complex, Generator Shed , Vehicle Shed, Farm house, Experimental Field and Office cum Laboratory Building”.

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/Celluar No. :

E-Mail Address :

From

To

The Officer In Charge

NBPGR, RS, Hyderabad – 500 030.

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT OF PROVIDING “Security arrangement” at NBPGR Campus, Hyderabad Main gate, Green house Complex, Generator Shed , Vehicle Shed, Farm house, Experimental Field and Office Cum Laboratory Building” AND agree to provide the services as detailed in the schedule herein 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 the 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/DD No.----- Date ----- of Rs.----- drawn in favour of
(Officer In Charge) and payable at Hyderabad is enclosed as earnest money required.

Yours faithfully

Date: -----

Signature & Seal of the Tenderer

Address:

.....

.....

Witness-----

Telephone No. Office

Address _____

Resi.

Occupation_____

Mobile

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

SCHEDULE TO TENDERS

PART-1

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, and Whether

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 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 of its execution would be admitted by affidavit on a properly stamped paper by all partners.

5. Name and full Address of your Banker's

6. yours Permanent Income Tax

No./Circle/Ward.

7. Any other relevant information

Part-II

8. Earnest Money Deposit :

Yes/No

Part-III

9. Name and Address other firm's

Representative and whether the firms

Would be representing at the opening
of the Tenders.

10. Name of the permanent Representative

To be visiting NBPGR, RS, Hyderabad
regarding the contract.

Date: _____

Place _____

AUTHORISED SIGNATORY

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

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT
FOR PROVIDING SECURITY SERVICES AT NBPGR, RS, HYDERABAD**

Scope of Work: job contract "SECURITY ARRANGEMENT, at NBPGR Campus, Hyderabad Main gate, Green house Complex, Generator Shed , Vehicle Shed, Farm house, Experimental Field and Office cum Laboratory Building.

S.No	Duty Points
1.	Main Gate No.1 NBPGR, RS(3 Shifts)
2.	Generator Shed, Vehicle Shed and Farm House NBPGR, RS, Patrolling Duty will be performed round the O' clock(3Shifts)
3.	Experimental Field, NBPGR,RS, Hyderabad Patrolling Duty will be performed round the O' clock(3Shifts)
4.	Office Cum Laboratory Building NBPGR RS, Hyderabad(3Shifts)
5.	Green house complex of NBPGR, Rs, Duty will be performed round the 0' clock (3 shifts)

-To maintain reception office

-To open and close office

-To Assist NBPGR, RS, Management in the enforcement of discipline and maintenance of Office decorum

- To perform first level fire fighting in the unlikely event of a fire in the building. One security guard in each shift must be trained in the fire fighting. The security agency will identify such guard and inform the Security Officer, NBPGR RS, Hyderabad.

-To alert NBPGR RS, Management regarding Security risks, if any, and send periodical confidential Security reports to the Officer In Charge, NBPGR RS, Hyderabad.

Terms & Conditions

1.The supporting/allied services worker should follow strict attendance and alternative arrangements to be made by the agency whenever anyone from worker/or supervisor is to go on leave after intimation to the office.

2.Changing of worker/supervisor should be intimated to the Officer In Charge, NBPGR Regional Station, Hyderabad.

3. The Officer In Charge, NBPGR, Regional Station , Hyderabad reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of the Officer In Charge NBPGR,RS, Hyderabad 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 Institute.
- 5.The worker provided should be capable or 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 Office of NBPGR, for the purpose. All the complaints should be immediately attended to by the Agency.
7. Uniform of colour specifications and pattern approved by NBPGR should be supplied by the Contractor to the workers at his own cost and it should be ensured the working staff etc., are in proper Uniform while on duty.
8. The agreement is terminable with one month notice from the contractor side.
- 9.The contractor shall not sublet the work.
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 personnels at NBPGR Regional station, Hyderabad as per labour act prevalent in Government of Telangana. The Agency shall employ good and reliable person with robust health of age group 21 to 45 years. In case any of the personnel so provides is not found suitable by the Bureau, the Bureau shall have the right to ask for his replacement without giving any reason thereof and the Agency shall on receipt of such 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 employee-employee relationship between the NBPGR and the person so engaged by the contractor in the aforesaid service.
- 12.Payment of service contract will be made monthly upon submission of pre receipted bill.
13. After physical inspection of the sit, a very detailed assessment/requirements of personnel for providing allied services at the NBPGR Regional Station, Hyderabad shall have to be furnished alongwith the Tender. However, the Tender 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 transporation cost, manpower cost and taxes etc. The NBPGR 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 the Officer In Charge, NBPGR, RS, Hyderabad 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 worker should not leave their points unless and until the reliever comes for shift duties.

18. Changing of Supervisor/ worker should be intimated to the Officer In Charge, NBPGR, RS, Hyderabad.

19. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.

20. The contract is subject to the conditions that the tender will comply with all the laws and acts of Central Government, State Government relating to this contract made applicable from time to time.

21. Risk Clause: 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.

LIQUIDATED DAMAGES CLAUSE:

1. An amount of Rs.500/- will be levied as liquidated damages per day, whenever and whenever and wherever it is found that work is not up to the mark, it will be brought to the notice of the supervisory staff of the firm by Security Officer, NBPGR, Regional Station, Hyderabad and if no action is taken within one hour liquidated damages clauses will be invoked.
2. 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.
3. If the required number of workers/ supervisor 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 a separate envelop with seal)

Last date for receipt of Tender : 29.6.2016 upto 2.00p.m
Date of opening the Technical Bids : 29.6.2016 at 2.30p.m
Venue : Library Cum Seminar hall
NBPGR, RS, Hyderabad

To,

The Officer In Charge
NBPGR,
Regional Station,
Hyderabad.

Sir,

I/We wish to submit our Tenders for CONTRACT of PROVIDING SECURITY SERVICES at NBPGR Campus, Hyderabad, Main gate, Green house Complex, Generator Shed , Vehicle Shed, Farm house, Experimental Field and Office cum Laboratory Building” on the following rates.

The rate may be offered for only one point monthly consolidated amount in Rupees (The total points are in range of 1-5)

S.No.	Particulars	Per month	
1.	Monthly consolidated area offered for the contract of providing SECURITY ARRANGEMENT at NBPGR Campus, Hyderabad, Main gate, Green house Complex, Generator Shed , Vehicle Shed, Farm house, Experimental Field and Office cum Laboratory Building” as per duties point mentioned page No.10 at Sl.No. 1 to 9.	a) Basic b) EPF@13.61% c) ESI @4.75% d) Total (a+b+c) Rounded off Service Tax 15% (ST 14.5% & Swacha Bharat tax 0.50%) Rounded off Rs. Service Charges	Rs.12,210.00 Rs. 1,661.78 Rs. 579.97 Rs.14,451.75 ----- Rs.14,452.00 Rs. 2,167.80 Rs.16,620.00 Rs. -----
		e)	

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

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

Signature -----

Name & Address of the Firm

Telephone No.

Mobile No.