



भा.कृ.अनु.प.- राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो  
क्षेत्रीय केन्द्र, वेल्लानिककरा, के.ए.यू.पोस्ट, तृश्शूर- 680 656, केरल  
**ICAR - NATIONAL BUREAU OF PLANT GENETIC RESOURCES**  
Regional Station, Vellanikkara, KAU Post, Thrissur - 680 656, Kerala



Phone: (0487) 2370499 Fax: (0487) 2372589 E-mail: NBPGR.Thrissur@icar.gov.in Web: www.nbpgr.ernet.in

मिसिल सं/1-40/81-W&W/

दिनांक : 06/04/2017

**INVITATION OF LIMITED TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS  
GOVERNING THE JOB CONTRACT FOR OUTSOURCING OF SECURITY SERVICES  
AT NBPGR-REGIONAL STATION, THRISSUR, KERALA**

A	Cost of Tender Form	:	---
B	Last date of receipt of Tenders	:	<b>04 / 05 /2017 AT 13.00 HRS.</b>
C	Tenders (technical bids) to be opened on	:	<b>04 / 05 /2017 AT 14.00 HRS.</b>
D	Tender to remain open for acceptance up to <b>90 days</b> from the date of opening.		
E	The Tender documents are available at our website: <b>www.nbpgr.ernet.in</b>		

**NOTE:**

1. The Officer in charge - RS, Thrissur may at his 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.
3. All communications must be addressed to The Officer in charge - RS, Thrissur.
4. **For any clarifications, contractors may please visit this Regional Station during 10.00 – 16.00 Hrs on any working days. It is advised to get first hand information by visiting the station premises, before submitting your quotations.**

From:

Officer in charge,  
ICAR-NBPGR-RS, Thrissur,  
KAU Post, Thrissur, Kerala – 680 656.

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Dear Sir(s),

Sealed Two bid limited tenders are invited on behalf of Director, ICAR-NBPGR, New Delhi for JOB CONTRACT FOR OUTSOURCING OF SECURITY SERVICES at its Regional Station, Thrissur. Scope of work is as per Schedule-II of Tender documents. 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 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 position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

Assistant Administrative Officer  
NBPGR-Regional Station, Thrissur.

## GENERAL TERMS AND CONDITIONS

1. An Earnest Money Deposit (EMD) of **Rs.20,000/- (Rupees Twenty thousand only)** must be deposited in the form of demand draft payable to **Officer in charge, NBPGR-RS, Thrissur-680656**. **The EMD must be enclosed with the Technical Bid** The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indication the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. No interest will be paid on earnest money.
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 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 tender 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 alongwith 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 particulars 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 within 15 days, after issue of letter of award by Institute, 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 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 / 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 superscribed **“THE JOB CONTRACT FOR OUTSOURCING OF PROVIDING SECURITY SERVICES at NBPGR Regional Station, Thrissur for 12 months during 2017-2018** and the tenderer shall place the **envelopes clearly marked containing technical bid and financial bid separately** and put in to the main envelop. Tenders may be submitted either by Registered Post or by hand. Tenders to be hand delivered should be put in to the Tender Box kept in the office of the **Officer in charge, NBPGR-Regional Station, Thrissur not later than 04.05.2017 at 13.00 Hrs.** Delayed tenders are liable to be rejected.
8. The rates quoted by each firm for job/service contract in the price bid 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. An amount equivalent to 10% of contract value as a security deposit in the form of Bank Guarantee 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 within 15 days from the issue of communication, the earnest money will be forfeited.

11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. 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 will not entertain any claim whatsoever in this respect. However the service tax, Income Tax 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 GOI/ICAR.
13. 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.
14. Decision of Director, NBPGR 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. 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.
15. 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 letter etc. should be acted upon immediately.
16. **Wages to the labourers on the pay roll of the contractor should be disbursed through bank transfer/cheque and copy of monthly bank disbursement advice and proof of payment of EPF & ESI should be submitted to this office with every subsequent monthly bills.**
17. The following documents/vouchers are required to be enclosed with the tender form which are the terms and conditions of the tender's document :-
  - a) Registration certificate of the firm under the work contract of the State govt.
  - b) Minimum turnover of the firm not less than Rs. 10,00,000/- (**Rupees Ten Lakhs only**) during the previous financial year (**Proof of turn over must be attached**).
  - 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.**
  - d) Balance Sheet of the firm for the last year of the service contract certified by a Chartered Accountant.
  - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
  - f) Employee Provident Fund registration certificate issued by local govt. etc.
  - g) Employee ESI registration certificate issued by local govt. etc.
  - h) The contractor/agency must have a registration under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
  - i) Service tax registration certificate issued by Govt. etc.
  - j) Copy of PAN should be attached.

**Note:**

- 1) **The Technical bids (constitutes all documents including EMD and excluding Financial Bids) and Financial bids may be kept in separate sealed envelops and submit both the envelops in a single main envelope.**
- 2) 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) for each work.
- 3) Only those firms will be considered for financial bid who will qualify in the technical bid.

Yours faithfully,

Asstt.Admn.Officer  
For & on behalf of the Director, NBPGR

**TECHNICAL BID**

TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR \_\_\_\_\_

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Full Name & Address of the Tenderer, should be quoted in all communications to this office :

Telephone No. :

FAX / Cellular No. :

E-Mail address :

From

\_\_\_\_\_  
\_\_\_\_\_

To

Officer in charge,  
NBPGR Regional Station,  
KAU Post, Thrissur, Kerala-680656.

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/OUTSOURCING CONTRACT FOR \_\_\_\_\_ 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.

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

3. The following pages have been added to and from a part of this Tender . The Schedules-I & II to accompany this Tender are at pages \_

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

5. Pay order / DD No..... dated ..... of Rs. 20,000/- drawn in favour of Officer in charge, NBPGR-RS and payable at Thrissur is enclosed as Earnest Money Deposit.

Yours faithfully,

Signature & Seal of the Tenderer  
Telephone No. Office  
Resi.  
Mobile

Name & Signature of Witness:  
Occupation  
Address:

**SCHEDULE TO TENDERS**

**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)
  - 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 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 Banker's
6. Your Permanent Income Tax No. (PAN)/Circle/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, KAU Post, Thrissur, regarding the contract

Date : \_\_\_\_\_

Place: \_\_\_\_\_

AUTHORISED SIGNATORY

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

**TERMS & CONDITIONS:**

1.	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 this office.
2.	The attendance of the labours deployed should follow strictly and alternative arrangements are to be made by the agency whenever anyone is to go on leave/absent.
3.	Changing of staff/supervisor should be intimated to authorized/designated officer.
4.	The Director, NBPGR, New Delhi reserves the right to reject any or all quotations in whole or in part without assigning any reason thereon. The decision of Director, NBPGR shall be final and binding on the contractor/Agency in respect of clause covered under the contract.
5.	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 attended immediately by the Agency.
6.	Uniform with colour specifications and pattern approved by NBPGR should be supplied by the contractor at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
7.	The agreement is terminable with one month notice on either side.
8.	The contractor shall not leave subject work without prior written permission of Officer in charge, NBPGR.
9.	The contractor or his workers shall not misuse the premises allotted to them for by purpose other than for which the contract is awarded.
10.	The selected agency shall place the personnels as per labour acts prevalent in Kerala. 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 deployed/employed for the contractor is not found suitable by NBPGR, the Bureau shall have the right to ask for replacement without assigning any reason thereof and the agency shall on receipt of a written communication will have to replace their employee immediately. Employment of child labour may lead to the termination of the Contract.
11.	The persons so placed 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 persons so engaged by the contractor in the aforesaid services.
12.	Payment for service contract will be made on monthly arrear basis within 30 days from the date of submission of pre-receipted bill.
13.	After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at NBPGR 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 transportation cost, manpower cost and taxes etc. The NBPGR shall not bear any extra charge on any account whatsoever such as 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 including Labour Laws and Minimum Wages Act that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the NBPGR/ ICAR 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, New Delhi 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.	Changing of Supervisor/Staff should be intimated to the Caretaker.

18.	<b>Risk Clause:</b> 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 S.D. or pending bills or by raising a separate claim.
<b><u>LIQUIDATED DAMAGES CLAUSE:</u></b>	
1.	An amount equivalent to two days of contract amount subject to a minimum of Rs.1,000/- 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 NBPGR and if no action is taken within <b>one hour</b> liquidated damages clause will be invoked.
2.	Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not to be tolerated and such person(s) will have to be replaced immediately.

The Director, NBPGR, New Delhi reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, NBPGR, New Delhi shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

**Signature of the Contractor or his authorized signatory**  
**Seal of the Agency/Firm**



**Scope of Work:****(SECURITY SERVICES)**

Security arrangement on job contract basis involving following job :

- a) To look after and protect movable & immovable properties and belongings including buildings, vehicles, trees, crops, farm products, farm fixtures, bore-well pumps, net / shade house, etc. and the entire premises of the NBPGR Regional Station with clock-round vigilance on all working days & holidays to check theft / pilferage / damages by animal etc.
- b) To perform first level fire fighting in the unlikely event of fire fighting in the unlikely event of fire mishap in the farm / office.
- c) To alert the NBPGR management regarding security risks, if any, and submit periodical reports.

S.No.	Location and installations (indicative only)	Area
1.	Office-cum-laboratory-cum-staff quarters campus bound by compound wall on all sides, shade / net / poly / mist houses, vehicles, 2 open wells with pump sets and overhead tanks, crops / trees, agricultural implements, street lights, fittings and fixtures, etc.	6.0 Acres
2.	East Upper Block of farm with a Farm Office & Farm Stores with barbed-wire / chain-linked fencing on all sides, open well with pump set and overhead tank, shade house, experimental crops / trees, farm implements, etc.	12.0 Acres
3.	East Lower Block, West Upper Block and West Lower Block of farm with barbed-wire / chain-link fencing on all sides, open well with pump set and overhead tank, net houses, crops / trees, farm implements, etc.	8.0 Acres

Last date for receipt of Tender : **04/05/2017 AT 13.00 HRS.**

Date of opening of Technical Bid : **04/05/2017 AT 14.00 HRS.**

EMD enclosed herewith (D.D.No. \_\_\_\_\_ Dated : \_\_\_\_\_ for Rs. \_\_\_\_\_)

S.No.	Description	
1.	EMD attached or not?	
2.	Validity of quotation (asked for 90 days)	
3.	Registration Certificate of the firm - attached or not?	
4.	EPF Registration details - attached or not?	
5.	ESI Registration details attached or not?	
6.	Contract Labour Registration details attached or not?	
7.	Service Tax Details attached or not?	
8.	Copy of PAN attached or not?	
9.	Annual turn over of your organization during previous financial year – Proof of turn over attached or not?	
10.	Copy of satisfactory completion of such job work attached or not?	
11.	Copy of Balance Sheet for the previous year attached or not?	
12.	Are you agree with the terms and conditions of the tender?	
13.	Attach a certified copy of last years Profit & Loss & Balance sheet of the firm	
14.	Last three years Income tax Assessment attached or not?	
15.	Disagreement, if any	

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 \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**FINANCIAL BID**

**(Financial bid to be enclosed in a separate envelope with seal and be kept in the main cover)**

Last date for receipt of Tender : **04-05-2017**  
Date of opening of Tender : **Date of opening of Price Bid will be intimated to technically qualified tenderers, separately.**

To  
**The Officer in charge,**  
NBPGR-RS, Thrissur.

Sir,  
I/We wish to submit our Tenders for THE JOB WORK/SERVICE CONTRACT FOR **Security service** on the following monthly consolidated rates :

No.	Particulars	Amount for complete job for One month
1.	<b>Monthly consolidated rate offered for THE JOB CONTRACT FOR OUTSOURCING OF PROVIDING SECURITY SERVICES (AS PER SCHEDULE-II) ON CONTRACT BASIS AT NBPGR- RS, Thrissur.</b> 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.  NOTE : This rates are inclusive of all statutory levies such as EPF/ESI and Service charges of the contractor etc.	(Rs.in Figure) _____ Rupees (in words) _____ _____ _____ )
3	<b>Service Tax @ 15%</b>	Rs. _____
4	<b>Grand Total (Inclusive of all charges and statutory levies) per month</b>	

**NOTE:** Un-attested corrections on price will lead to rejection of the tender.

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 understand and confirm that the statutory conditions of the tender which will be abide by us and for any deviation/violation detected, we will be solely responsible for the same.

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

Signature with date \_\_\_\_\_

Name, Address & Seal of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail . \_\_\_\_\_