



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
 ICAR - Central Arid Zone Research Institute
 प्रादेशिक अनुसंधान स्थात्र, पीओ बंगलानगर बीकानेर 334004
 /Regional Research Station, PO Banglanagar, /Bikaner-334004
 Website: www.cazri.res.in Phone & Fax: 0151-2251707

By Website/Hand



F. No. RRS/BKN/SEC. CONT./2018-19/

Dated:01.10.2018

INVITATION TO ONLINE TENDER FOR ANNUAL RATE CONTRACT FOR PRPVIDING OF CHOKIDAR/WATCHMEN WITHOUT ARMS AT ICAR-CAZRI, RRS, BIKANER.

Date of start of downloading the tender document	:	03-10-2018, 3.00 PM
Last date and time for downloading of tender form	:	25-10-2018, 3.00 PM
Last date and time for submission	:	25-10-2018, 3.00 PM
Date and time for opening the technical bids	:	26-10-2018, 3.00 AM

Note: *The tender form and other details are available on CAZRI's website www.cazri.res.in & CPPP. The interested Agency/Contractor/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.*

From:- Assistant Administrative Officer,
 ICAR-CAZRI, RRS,
 BIKANER 334 004

To

M/s _____

Sub:- E-tender for Annual Rate Contract for carrying out the work for providing of chowkidars/watchmen without arms for ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN -regd.

Sir,

On behalf of the Director, ICAR-CAZRI, Jodhpur E-tender(s) are invited from interested Agency/Contractor/firm of repute for carrying out the **the work for providing of chowkidars/watchmen without arms** for ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN under Annual Rate Contract (ARC). Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.

2. The bid along with the necessary documents is to be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before Due Date i.e. 25.10.2018 up to 3.00 PM.

3. The bid is to be opened on Due Date i.e. 26.10.2018 at 3.00 P.M. at ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN by the Committee members in presence of the representative of Contractors/Agency/firm those submitted/ uploaded their bids.

4. Aspiring Bidders: who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Yours faithfully,

ASSISTANT ADMINISTRTRIVE OFFICER

Enclosed: Annexure- I i.e. Technical Bid (I-VII) & Annexure-II i.e. Financial.

RRS/BKN/SEC. CONT./2018-19/**Signature of tenderer with seal**

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under two bid system for **Job contract work for providing of chowkidars/watchmen without arms** for ICAR-CAZRI, REGIONAL RESEARCH STATION, BIKANER 334 004 RAJASTHAN

Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and www.cazri.res.in as per the schedule as give in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender No.	RRS/BKN/SEC. CONT./2018-19/
Date of start of downloading the tender document	03-10-2018, 3.00 PM
Last date and time for downloading of tender form	25-10-2018, 3.00 PM
Last date and time for uploading/submission	25-10-2018, 3.00 PM
Date and time for opening the technical bids	26-10-2018, 3.00 PM
Tender fee and Earnest money Security money ⁵	Tender fee – Rs. 500/- Earnest money – Rs. 40,000/- Security money – 10 % of contract amount
Bank detail	ICAR UNIT CAZRI, JODHPUR Payable at State Bank of India, Branch – Shastri Nagar, Jodhpur Rajasthan 342003
Address for Communication	The Head, ICAR-CAZRI, RRS, BIKANER 334 004

Head

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 1- The tender form/bidder documents may be downloaded from website: <https://eprocure.gov.in>. online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 2- Tenderer/bidders are requested to visit website <https://eprocure.gov.in> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 3- In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
- 4- The interested Firms are required to deposit (in original) **Tender Fee of Rs.500/-** (Nonrefundable) in the shape of Demand Draft prepared in favour of **ICAR UNIT CAZRI, JODHPUR payable at Payable at State Bank of India, Branch – Shastri Nagar, Jodhpur Rajasthan 342003** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 5- The interested Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/FDR from any of the Nationalised Bank **in favour of ICAR UNIT CAZRI, JODHPUR payable at Payable at State Bank of India, Branch – Shastri Nagar, Jodhpur Rajasthan 342003** may be addressed to the **Head, ICAR-CAZRI, RRS, BIKANER 334 004** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 7- Bidders need not be come at the time of Technical as well as financial bid opening at **ICAR-CAZRI, RRS, BIKANER 334 004**. They can view live bid opening after login on CPP e-Procurement Portal at their remote and, If bidder wants to join bid opening event at **ICAR-CAZRI, RRS, BIKANER 334 004** then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

The Firms are also required to upload scanned copies of the following documents:

1. Scanned copy of Firm Registration certificate
2. Scanned copy of Pan card
3. Scanned copy of GST Number
4. Scanned copy of ESI and EPF Registration
5. Scanned copy of License under The Private Security Agencies (Regulation) Act, 2005
6. Scanned copy of D.D. of Tender Fee
7. Scanned copy of D.D. of E.M.D.
8. Any additional required documents mentioned in the Terms and conditions of the Tender

All necessary documents in support of the details for S.No. 1 to 7 must accompany the technical bid. The bid is liable to be rejected in case which documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessarily cause confusion.

Head

निविदा प्रपत्र सूची

भा.कृ.अनु.प.-केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, प्रादेशिक अनुसंधान स्थात्र, बीकानेर के मेन गेट व फार्म एरिया के मेन गेट पर 24 घण्टे चौकीदार/वाचमेन उपलब्ध करवाने व आवासीय परिक्षेत्र, मुख्य कार्यालय भवन एवं सम्पूर्ण फार्म प्रक्षेत्र की निगरानी से सम्बन्धित कार्य का वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट)

यह प्रमाणित किया जाता है कि मैंने निविदा में दर्शायी गई सभी नियम व शर्तें भली-भाँति पढ़ ली है तथा मुझे पूर्णरूप से स्वीकार है। मैं उपरोक्त दर्शायी गई दरों पर संस्थान परिसर के आवासीय परिक्षेत्र, मुख्य कार्यालय भवन, फार्म मेन गेट एवं फार्म प्रक्षेत्र की निगरानी हेतु चौकीदार/वाचमेन से सम्बन्धित कार्य वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट)/ठेके के आधार पर सम्पन्न करवाने के क्रम में रेट कॉन्ट्रैक्ट/जॉब कॉन्ट्रैक्ट पर करने के लिये सहमत हूँ। साथ ही मैं यह वचन देता हूँ कि उपयुक्त अनुबंध कार्य को उक्त दर्शायी गई दरों पर करूंगा तथा मैं प्रभारी, सुरक्षा अनुभाग या उनके प्रतिनिधि से समय-समय पर सम्पर्क करके उनके निर्देशानुसार अनुबंध कार्य करता रहूंगा। मैं अनुबंध कार्य में किसी प्रकार का हस्तक्षेप नहीं करूंगा और संस्थान के अधिकारियों/कर्मचारियों से विनम्रता पूर्वक व्यवहार रखूंगा। यदि मेरे या मेरे प्रतिनिधियों द्वारा अनुबंध कार्य में किसी प्रकार का व्यवधान/हस्तक्षेप करने/या उनके द्वारा बताये जाने वाले कार्य को करने के लिये मना आदि करता हूँ तो मेरे द्वारा जमा करवाई जाने वाली अमानत/जमानत राशि को जब्त करके अनुबंध को निरस्त किया जा सकता है जिसकी सम्पूर्ण जिम्मेदारी मेरी होगी। साथ ही मैं यह भी वचन देता हूँ कि मुझे व मेरे प्रतिनिधि को उपरोक्त निविदा प्रपत्र में दर्शाये गये कार्यों का पूर्ण ज्ञान है। मैं यह भी वचन देता हूँ कि उपयुक्त अनुबंध कार्य को उक्त दर्शायी गयी दरों पर करूंगा तथा उसमें जरूरी कार्मिक आपके आवश्यकतानुसार उपलब्ध करवाऊंगा।

मैं यह भी वचन देता हूँ कि मैं भारत सरकार के प्रचलित सभी श्रमिक नियमों का पूर्ण रूप से पालन करूंगा तथा मेरे द्वारा लगाये गये सभी चौकीदारों की मजदूरी का भुगतान भारत सरकार के राजपत्र समय समय पर जारी अधिसूचना की अनुसूची में क्षेत्र-ख में चौकीदार को समय-समय पर निर्धारित दैनिक मजदूरी की दर से करूंगा।

यह मेरे/हमारे संज्ञान में भली-भाँति से है कि आपके द्वारा उपरोक्त कार्य हेतु प्राप्त निविदाओं में आप न्यूनतम अथवा किसी अन्य निविदाओं को स्वीकार करने हेतु बाध्य नहीं है एवं सक्षम अधिकारी द्वारा लिया गया निर्णय मुझे/हमें मान्य है। अनुबंध की अवधि समाप्त होने के उपरान्त मेरा व मेरे द्वारा लगाये गये प्रतिनिधियों का इस संस्थान से जॉब कॉन्ट्रैक्ट के अलावा कोई सम्बन्ध नहीं रहेगा और न ही मैं किसी प्रकार का संस्थान के खिलाफ कोई कार्यवाही करूंगा।

दिनांक -----

हस्ताक्षर ठेकेदार/फर्म प्रतिनिधि मय सील
पूरा पता
टेलीफोन/मोबाईल नं

भा.कृ.अनूप.-केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, प्रादेशिक अनुसंधान स्थात्र, बीकानेर के मेन गेट व फार्म एरिया के मेन गेट पर 24 घण्टे चौकीदार/वाचमेन उपलब्ध करवाने व आवासीय परिक्षेत्र, मुख्य कार्यालय भवन एवं सम्पूर्ण फार्म प्रक्षेत्र की निगरानी से सम्बन्धित कार्य का वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट) करने हेतु कार्य का विवरण :

अ. इस कार्य हेतु सम्पूर्ण ठेके में निम्नानुसार दो बिन्दू निर्धारित किये गये हैं :-

- (i) कॉलोनी मेन गेट से पूरा कॉलोनी एरिया, मुख्य कार्यालय भवन (ii) फार्म मेन गेट एवं फार्म एरिया
- ब. उपरोक्त के साथ-साथ अनुबन्धकर्ता को नीचे दर्शाये गए कार्यों को जिम्मेदारी से पूर्ण करना होगा :-
- (i) परिसर के सम्पूर्ण फार्म के अन्दर सभी भवन, कार्यालय, कॉम्प्लेक्स, फार्म स्टोर, सभी सेक्टरों की निगरानी व पूरे फार्म प्रक्षेत्र की तारबंदी व अन्य भवनों व उपकरणों आदि की निगरानी। फार्म के अन्दर खड़े वृक्षों जैसे खेजड़ी, नीम, किकर आदि को आवांछित व्यक्तियों से बचाना होगा। पेड़ काटकर ले जाने, चोरी हो जाने की स्थिति में नुकसान की भरपाई ठेकेदार के बिल से की जायेगी। इसके साथ-साथ वन नियमों के अन्तर्गत निर्धारित किये गये दण्ड/जुर्माने के लिए ठेकेदार जिम्मेदार होगा।
- (ii) फार्म के अन्दर उगाई जाने वाली सभी फसलों से उत्पन्न अनाज, चारा आदि को सम्बन्धित ठेकेदार मुख्य गेट से ही लेकर जाये, सुनिश्चित करना होगा। फार्म प्रक्षेत्र के अन्दर बाहरी व्यक्तियों को मुख्य गेट से प्रवेश सुनिश्चित करना होगा अन्य किसी स्थान से प्रवेश रोकना होगा। गेट पर तैनात सुरक्षा गार्ड को गेट के अन्दर आने वाले सभी व्यक्तियों के नाम व पते तथा गाड़ियों के नम्बर मय चालक के नाम व उनमें रखे सामान का विवरण रजिस्टर में दर्ज करने होंगे तथा सुरक्षा अधिकारी को प्रति दिन चैक करवा कर उस पर हस्ताक्षर करवाने होंगे।
- (iii) फार्म की बाहरी व अन्दर की तार बंदीयों का रखरखाव करना होगा व अतिरिक्त श्रमिक लगाकर समय-समय पर इनकी मरम्मत करवानी होगी। जिसके लिए सामग्री जैसे तार आदि संस्थान द्वारा उपलब्ध करायी जायेगी।
- (iv) फार्म के अन्दर सभी प्रायोगिक शेड प्रयोगशालाओं, सेक्टरों आदि पर किसी भी आवांछित व्यक्ति व जानवरों का प्रवेश रोकना होगा। यदि को आवांछित व्यक्ति घुमता हुआ पाया जाता है तो उसे तुरन्त फार्म से बाहर निकालना होगा। फार्म प्रक्षेत्र के अन्दर किसी भी वारदात जैसे चोरी आदि की घटना होने पर उसकी प्राथमिक सूचना रिपोर्ट निकटतम थाने में जाकर ठेकेदार को स्वयं करानी होगी। साथ ही घटना कर सूचना सुरक्षा प्रभारी को देनी होगी। किसी प्रकार की हानि/सामान की चोरी इत्यादि की सम्पूर्ण जिम्मेदारी ठेकेदार की होगी और उसकी वसूली ठेकेदार से की जायेगी।
- (v) यदि कोई आवांछित पशु जैसे सुअर, गाय, नीलगाय, भैंस, गधा, कुत्ता आदि फार्म एरिया में पाया जाता है तो प्रति जानवर 100 रुपये प्रति दिन इस कार्यालय में जमा कराने होंगे (अन्यथा यह राशि ठेकेदार के बिल में से काट ली जायेगी) तत्पश्चात जानवर तुरन्त निर्दिष्ट फाटक में स्वयं के खर्चे पर पहुंचाने होंगे और उसकी रसीद सुरक्षा प्रभारी के कार्यालय में प्रस्तुत करनी होगी।
- (vi) सक्षम अधिकारी द्वारा किसी भी समय (रात्रि अथवा दिन में) जॉच पर जाते समय मार्गें गये चौकीदार/वाचमेन साथ भेजना अनिवार्य होगा तथा अनुषासन बनाये रखना होगा। यदि कहीं पर अनुषासनहीनता परिलक्षित होती है तो सम्बन्धित अधिकारी किसी भी प्रकार का दण्ड/अनुबंध समाप्ति/कटौती के लिये स्वतंत्र होंगे। ठेकेदार की किसी भी सफाई पर विचार नहीं किया जायेगा।
- (vii) कार्यालय बंद होने के तुरन्त बाद सुरक्षा कर्मचारी सभी भवनों व गेट आदि पर लगे तालों की जॉच कर प्रभारी सुरक्षा अनुभाग को सूचित करेगा। रात्रि 10.00 बज से प्रातः 6.00 बजे तक सुरक्षा पर्यवेक्षक गस्ती पर रहेगा व सभी भवनों व गेटों के तालों की जॉच करेगा।
- (viii) यदि संस्थान का कोई भी कर्मचारी/अधिकारी कार्यालय समय के पहले /बाद में/अवकाश के दिन कार्यालय में आता है तो उससे चौकीदार रजिस्टर में आने व जाने के समय की तथा कार्यालय में आने के प्रयोजन आदि का इन्द्राज करवायेगा।

नियम एवं शर्तें :-

1. अनुबंध की अवधि दिनांक 1.11.2018 से 31.10.2019 तक होगी परन्तु कार्य संतोषजनक रहने पर अगले एक वर्ष के लिए बढ़ाया जा सकता है। संतोषजनक कार्य नहीं होने पर अनुबंध कभी भी बिना पूर्व सूचना के रद्द किया जा सकता है।
2. सफल निविदादाता का आकलन समिति द्वारा प्रस्तुत दर उनकी प्रतिष्ठा, कार्य अनुभव के लिए उपलब्ध दस्तावेज के अनुसार किया जायेगा।
3. अनुबन्ध कर्ता कार्य स्वयं निष्पादित कराएंगे। किसी अन्य एजेन्सी को पेटी ठेका कार्य नहीं सोपेंगे यदि ऐसा पाया जाता है तो अनुबन्ध रद्द कर दिया जायेगा तथा धरोहर राशि जब्त कर ली जायेगी।
4. एग्रीमेंट में वर्णित सभी शर्तों/नियमों का कड़ाई से पालन करना होगा अन्यथा अनुबन्ध बिना पूर्व सूचना के निरस्त किया जा सकता है।
5. चौकीदार/वाचमेन को सम्पूर्ण वर्णित क्षेत्र में मय नाम, वर्दी, सीटी, टार्च एवं लाठी के साथ लगाना अनिवार्य होगा।
6. प्रत्येक दिन अनुबन्धकर्ता को अपने कार्य की रिपोर्ट प्रभारी सुरक्षा को पेश करनी होगी।
7. ठेकेदार को सरकार के श्रम कानूनों व न्यूनतम मजदूरी अधिनियमों का कड़ाई से पालन करना होगा। चौकीदारों/वाचमेन को भुगतान की जानकारी (acquaintance roll) की एक प्रति कार्यालय को प्रति माह बिल के साथ आवश्यक रूप से प्रस्तुत करनी होगी। इस सम्बन्ध में किसी भी विवाद की जिम्मेदारी ठेकेदार की ही होगी।
8. अनुबंधकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले ई.पी.एफ./ई.एस.आई. संबंधित रिकार्ड कार्यालय में जमा करवाने के उपरान्त चालान की प्रतियों (प्रत्येक श्रमिक/प्रतिनिधि का अलग-अलग खाता संख्या के साथ) (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह नवम्बर से अनुबंध जारी होता है तो दिसम्बर माह में बिल के साथ प्रस्तुत करना होगा)। हर माह प्रस्तुत

किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबंधकर्ता द्वारा जमा करवाये जाने वाले GST की सत्यापित प्रतिलिपि संलग्न करनी होगी।

9. फर्म को संस्थान परिसर की निगरानी हेतु लगाये जाने वाले चौकीदार/वाचमेन हफ्ट-पुष्ट, तंदुरुस्त एवं स्वस्थ होने चाहिए। सभी चौकीदारों को सुरक्षा अधिकारी से हस्ताक्षर करवाकर परिचय पत्र बनवाकर देने होंगे जो चौकीदारों को ड्यूटी के दौरान हमेशा अपने पास रखना होगा। किसी भी चौकीदार की उम्र 18 वर्ष से कम व 45 वर्ष से ज्यादा नहीं होनी चाहिये।
10. निगरानी कार्य हेतु लगाये जाने वाले चौकीदार हिन्दी व सम्भव हो तो अंग्रेजी भाषा लिखने व बोलने की क्षमता रखते हो।
11. ठेकेदार को निगरानी कार्य पर लगाये जाने वाले पर्यवेक्षक व चौकीदारों का सम्पूर्ण बायोडाटा फार्म मय सत्यापित फोटो परिचय पत्र व टेलीफोन/मोबाईल नम्बर के साथ कार्यालय में ठेका प्रारम्भ होने से पूर्व जमा कराना होगा।
12. ठेकेदार द्वारा उचित चौकीदारों को नहीं लगाये जाने पर, नियमों का पालन न करने पर और कार्य संतोषजनक न पाये जाने पर या लापरवाही महसूस होने पर सक्षम अधिकारी का ठेकेदार की जमानत राशि तथा बकाया भुगतान जब्त कर अनुबंध निरस्त कर दिया जायेगा। चौकीदार प्रतिदिन एक ही पारी पर कार्य करेगा। दो पारियों की ड्यूटी की अनुमति नहीं दी जायेगी। कोई भी चौकीदार तब तक ड्यूटी नहीं छोड़ेगा जब तक दूसरा चौकीदार पर नहीं आ जाता है। चौकीदार/वाचमेन को नषे की हालत में ड्यूटी देने की अनुमति नहीं होगी। यदि फर्म द्वारा कार्यादेश में वर्णित नियमों के अनुसार चौकीदार/वाचमेन उपलब्ध नहीं कराये जाते हैं तो उस अवस्था में रु. 500/- प्रति दिन प्रति चौकीदार के हिसाब से कटौती की जायेगी।
13. सुरक्षा का विशेष मुल्यांकन समय समय पर अध्यक्ष द्वारा गठित निरीक्षण दल द्वारा किया जायेगा उसकी रिपोर्ट के आधार पर ही भुगतान किया जायेगा। शिकायत प्राप्त होने पर बिल एवं धरोहर राशि से कटौती की जायेगी या अनुबन्ध रद्द करने की कार्यवाही भी की जा सकती है। संस्थान को किसी भी प्रकार की उक्त अनुबन्ध से होने वाली हानि की भरपाई ठेकेदार को करनी होगी।
14. ठेकेदार द्वारा प्रति माह भुगतान के लिए प्रस्तुत बिल पर पेन नम्बर अंकित करना अनिवार्य होगा। ठेकेदार के बिल में से नियमानुसार आयकर की कटौती की जावेगी। कार्य संतोषजनक होने पर ही बिल का भुगतान 30 दिवस में किया जाएगा।
15. चौकीदार इस संस्थान में कार्यरत किसी भी कर्मचारी का सम्बन्धी न हो।
16. पर्यवेक्षक सभी रजिस्टर व रिकार्ड का रखरखाव करेगा।
17. चौकीदारों की उपस्थिति पंजिका रखी जायेगी व अवकाश अवधि के समय की वैकल्पिक व्यवस्था की जाये जिसकी सूचना कार्यालय को समय पर दी जाये।
18. निदेशक/अध्यक्ष के द्वारा अनुबन्ध करने/जारी रखने/बिना पूर्व सूचना के रद्द करने का पूर्ण अधिकार भी सुरक्षित होगा तथा उक्त संदर्भ में लिये गये प्रत्येक निर्णय की पालना ठेकेदार को करनी होगी।

यह प्रमाणित किया जाता है कि मैंने निविदा में दर्शायी गयी सभी नियम व शर्तें भली-भांति पढ़ ली हैं तथा मुझे पूर्ण रूप से स्वीकार है। मैं संलग्न निविदा प्रपत्र में दर्शायी गई दरों पर प्रादेशिक अनुसंधान स्थात्र, काजरी, बीकानेर के मेन गेट व फार्म एरिया के मेन गेट पर 24 घण्टे चौकीदार/वाचमेन उपलब्ध करवाने व आवासीय परिक्षेत्र, मुख्य कार्यालय भवन एवं सम्पूर्ण फार्म प्रक्षेत्र की निगरानी से सम्बन्धित कार्य को वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट) के आधार पर करने हेतु सहमत हूँ। साथ ही यह भी प्रमाणित करता हूँ कि मुझे किसी विभाग एवं मंत्रालय द्वारा ब्लैक लिस्ट नहीं किया गया है।

हस्ताक्षर निविदादाता
निविदादाता का पता
मोबाईल नं.

Annexure - I

TECHNICAL BID - PART-I**Detail of the firm/contractor**

1. Name & address of Proprietor

.....

2. Name & address of Firm/Agency/Contractor:

.....

3. (a) Telephone No. : Off. Res. Mobile No.....

3.(b) E-mail ID :

4. Particulars of firm/agency/company:

(Partnership Deed/ Constitution in case of Society)

5. Authorised dealership Certificate No.:.....

6. Income Tax P.A.N. Number

7. GST Number :

8. Cost of Tender Documents : Rs. 500/- D.D. No.Date

9. Earnest Money Deposit : Rs. 40,000/- (**In favour of ICAR Unit-CAZRI, JODHPUR**) DD
No.Date

10. Performance Security Money : 10% of Total Cost of Contract.

11. The bid along with the necessary documents is to be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before Due Date i.e. 04.10.2018 up to 3.00 PM failing which it will not be considered.

12. Visit us at our website: www.cazri.res.in**Signature & Name of the authorized****Signatory with Seal of the Firm**

TECHNICAL BID (PART-II)**General Terms and Conditions of the notice inviting tender of Annual Rate Contract for Farm/Office Security for 2018-19 at ICAR-CAZRI's RRS, Bikaner.**

1. On behalf of the Director, ICAR-Central Arid Zone Research Institute, Jodhpur online tenders are invited for **Annual Rate Contract for Farm/Office Security for 2018-19 at ICAR-CAZRI's RRS, Bikaner 334004** from time to time as per the terms and conditions set forth in the following paragraphs. The ARC of agency/contract would be required initially for a period of one year. The contract can be extended further subject to satisfactory compliance of terms and conditions of the contract.
2. Tender form and terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in> and www.cazri.res.in upto 15.00 hours of 3.10.2018. On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in/eprocure/app> only by or before the last date and time i.e. 04.10.2018 upto 15.00 p.m.
3. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR - CAZRI reserves the right to accept or reject any or all the tenders.
5. The interested Firms {except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)} are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs. 20000/- (Rupees Twenty thousand only) and Tender fee Rs. 1000/- (Rupees One hundred only) in the form of Demand Draft from any of the Commercial Bank in India, in favour of "ICAR Unit – CAZRI, Jodhpur". The bidder must have current Income Tax/ GST and statutory registration(s).
6. The aforesaid DD's towards cost for Tender Document / Tender fee and EMD should be submitted off-line to the tender inviting authority i.e. ICAR – CAZRI-Regional Research Station Bikaner 334004 by or before 15.00 p.m. on 04.10.2018 and the scanned copy to be uploaded online by or before 11.00 a.m. on 05.10.2018. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after of date of tender/bid.
7. In no case Tender fee and Earnest Money will be accepted after opening of tender.
- 8. Submission of Tenders :** The bid along with the necessary documents should be uploaded in the eprocure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid is detailed in part VI of the technical bid.
9. Decision of the desire so of Director, ICAR - CAZRI, Jodhpur shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation. Tender ID : _____ Page No. _____.
- 10. Eligibility:** The contractor should be well qualified and experienced in the work and should preferably be a Registered with Shoulder Board Act 2006 or any other concerned authorities of Central Government/State Govt. or under company Act or any other Act essential for carrying out security contract otherwise tender is liable to be rejected.

11. Security Money: The Contractual Agency shall provide Security in the form of Bank Guarantee/FDR in favour of ICAR Unit, CAZRI payable at Jodhpur-342 003 for contract period as would be specified in the work order to be awarded to the successful bidder for a 10% of contract value and execute an agreement before starting the contract. The Security money will be released only after the termination/expiry of the contract. The Security money deposit should be valid up-to 2 months beyond the date of expiry of the contract. 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 ICAR - CAZRI to the bidder.

13. Documents: The documents as mention in PART-VI (Check List) of Technical Bid should be submitted with tender along with the forwarding letter on letter-head of the contractor/firm; otherwise tender will not be entertained, which may be noted.

14. Other documents: **Annual Rate Contract for Farm/Office Security**, the following documents/certificate will be submitted by the contractor/firm, if applicable.

- a) Copy of Firm Registration certificate
- b) Copy of Registration Certificate of ESI,
- c) Copy of Registration Certificate of EPF
- d) Copy of GST Registration as issued by Authorised department.
- e) Copy of License under The Private Security Agencies (Regulation) Act, 2005
- f) Copy of D.D. of Tender Fee
- g) Copy of D.D. of E.M.D.
- h) Any additional required documents mentioned in the Terms and conditions of the Tender
- i) 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.
- j) 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.
- k) PAN card in the name of firm/proprietor other related documents, Banker details/address proof etc. If any agency is exempted from depositing of the above documents a copy of supporting Govt. Orders should be enclosed.

15. Terms of the tender: Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only one year and it will be extended for further period on service provided satisfactorily by the agency.

16. Mode of payment: The agency shall submit every 7th of month bills for the job performed during the preceding month. The proof of contribution for ESI, EPF and GST, etc. should be provided to the office if applicable. The Institute shall made payment by means of online/crossed cheque drawn in favour of the agency/contractor. The agency must be submitted an authorized letter of Banker for E-Payment system to this office.

17. The schedule of preventive security work 24 hours round o'clock would be monthly in working day to this Office.

18. Successful bidder will have to enter into a detailed contract agreement with ICAR - CAZRI on non-judicial stamp paper of 0.25% on contract value (i.e. total contract price) for this contract.

19. The Director, ICAR - CAZRI, Jodhpur reserve the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR - CAZRI shall be final and binding on the contractor /agency in respect of clauses covered on the contract.

20. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
21. The contractor may clearly note that the whole responsibility of any casualty/death of any of the contractor's men/mechanic arising out of the electrical accident/electrocution would rest with the contractor himself and in no case this Institute would be responsible to pay any amount compensation on this behalf. He will discharge all the liabilities with respect to the provision of minimum wages act with the contractual workers employed by him for the aforementioned work.
22. The contractor may also unambiguously note that all the welfare measures, first aid facilities, bonus, leave salary, weekly paid holiday and liveries etc. To the concerned Chokidar/Watchmen Tender ID : _____ Page No _____ security supervisors would be the responsibility of the contractor and this Institute would not be responsible for any of the above stated items what so-ever.
23. The contractor will see that the concerned security work with the concerned In-Charge, of Security Section, ICAR-CAZRI, RRS, Bikaner or any other nominated person of the Institute for smooth working.
24. As per the Government's norms T.D.S. (income tax) and surcharge thereon as applicable will be deducted from the monthly bill of the contractor/firm, which may be noted.
25. As per the Government's norms the contractor has to submit/provide every month, a proof of payment of statutory obligation such as E.P.F., E.S.I., GST challans and others of manpower if applicable for this job contract, which may be noted.
26. The contractor will be required to submit the pre-receipted bills in triplicate after making the payment to their personnel provided to ICAR-CAZRI, for this job contract performed during the preceding month on the seventh working day and ICAR-CAZRI-RRS, Bikaner will make the payment by means of online payment/crossed cheque drawn in favour of the contractor.
27. It must be clearly noted that the proposed contractor is purely a work contractor and not the labour contract what so ever.
28. The competent authority of the ICAR-CAZRI, Jodhpur reserves the rights of accepting/rejecting/ partially accepting any or all the tenders without assigning any reasons thereof.
29. In case of any dispute the decision of the Director, ICAR-CAZRI, Jodhpur will be final.
30. The contractor will has to arrange for all the concerned apparatus/tools/kits for repairs/rectification of Air Conditioners at the Institute.
31. The workers/personnel engaged by the contractor for this job contract will not be an employee of the ICAR-CAZRI and they will be no employer – employee relationship between the ICAR-CAZRI and the personnel so engaged by the contractor and workers should not be changed very frequently.
32. The conditional tender will not be entertained.
33. Every page so attached with this tender bears signature and the official seal.
34. In case rates of one or more bidder are found similar, the criteria of finalizing the successful bidder will be as under.
 - i) Experience in the field.
 - ii) Annual turnover of the firm/agency /contractor.
 - iii) Profile of the employees deployed by the firm/agency/contractor.
35. If tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
36. 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/Institute 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.

37. The rates quoted by each firm for security work 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.

38. 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.

39. The Director, ICAR-CAZRI, Jodhpur 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.

40. The decision of Director, ICAR-CAZRI, Jodhpur 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, CAZRI. 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 .

41. Acceptance by the CAZRI Institute will be communicated by SPEED POST LETTER/REGISTERED 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 speed post/registered post etc. should be acted upon immediately.

Asstt. Administrative Officer
for and on behalf of the Head,
Central Arid Zone Research Institute,
Regional Research Station, Bikaner

INSTRUCTION FOR ONLINE BIDS SUBMISSION :

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, Using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION :

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. 6) Bidder then logs in to the site through the secured log-in by entering their User ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS:

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender Schedules. These tenders can be moved to the respective My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- Page 6 of 10 including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF forms. Bid documents may be scanned with 100 dpi with black and white option. 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'MySpace' area available to them to upload such documents. These documents maybe directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be sent by post/ given in person to the Assistant Administrative Officer, ICAR – CAZRI, RRS, Bikaner (Rajasthan) latest by the last date & time of bid submission. Failure to deposit the earnest money in office up to due date and time through offline mode will lead to rejection of bid. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Tender ID No. _____1 Page 4 of 20 scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) A standard pdf format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other

format is acceptable. Bidders are required to download to pdf file, complete Cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should submit it online, If the pdf file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Page 7 of 10.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

1) Any queries relating to the tender document and terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 18030702232

Signature of Proprietor/ representative of the firm with Seal

TECHNICAL BID PART-III**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE SECURITY WORK CONTACT:****Brief description of Security Jobs work**

Security services (Ex-serviceman)/Security person on job work contract basis for security at ICAR – CAZRI's RRS, Bikaner in approx. 236.05hectare area.

The Security Agency who provides job work will be responsible for round the clock watch and ward/security services at CAZRI ,RRS, Bikaner **as two points as below:**

- (a)The security of main office and residential area, Meteriology and Pump House etc.
- (b) Farm area:New farm office building, (Approx 236.05 hectare including fencing ,fixture, experimental area, general sown area, Two tube wells, Diggi, farm implements, equipments etc.) , animals and animal shed and other materials in farm , etc.

DUTIES OF Security Persons:

- (a) Security guards posted at main gate will screen the visitors, employees and students and will allow entry only after ascertaining the identity and purpose of the visit (other than duty).
- (b) The material and goods will be allowed to be taken outside the Institute only after verifying the gate pass issued by AAO / Security Officer/ Farm Supdt./ or authorized officer of the Institute.
- (c) Patrolling during night wherever is essential.
- (d) The watch and ward duties will be for 24 hours of all the 7 days of the week.
- (e) The duties will be subject to change as per requirement of the Institute.

*The security work contract may be awarded for a period of three months initially and may be extended later on based on the performance of security work. This may be terminated before the 3 months period without ascertaining any reasons or extended the same, this is at the discretion of the Director CAZRI, Jodhpur

Note: 1. Expected minimum numbers of chowkidars/watchmen without arms to above two points is 7.

2. Attending the above works require supply at more than 7 chowkidars/watchmen without arms, the firm will have to take up the work without any extra payment for the purpose.

Date:

Signature of tenderer with seal

TECHNICAL BID PART-IV**Other terms & Conditions of the Security work contract:**

1. The contractual security staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of security personnel is go on leave under intimation to Security Officer/Office.
2. Changing of guard/security personnel should be intimated to Security Officer.
3. The Director, ICAR - CAZRI, Jodhpur reserves the right to reject any or all quotation in whole or in part without assigning any reason therefore. The decision of Director, Jodhpur shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi.
6. The Security agency/firm/contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR/CAZRI for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by Institute should be supplied by the Chokidar/Watchmen providing agency to his guards at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either side.
9. The security agency/firm/contractor shall not sublet the work without prior written permission of the CAZRI.
10. The security agency/firm/contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary security personnel for at CAZRI, RRS, Bikaner as per labour acts. The agency shall employ good and reliable persons with robust health and physically fits. In case any of the personnel so provided is not found suitable by the CAZRI, the CAZRI shall have the right to ask for his replacement without giving any reason thereof and the agency receipt of a written communication will have to replace such persons immediately.
12. The persons so provided by the agency under this contract will not be the employee of the Council/CAZRI and there will be no employer-employee relationship between the Council/CAZRI and the person so engaged by the Security agency / firm/contractor in the aforesaid security contract.
13. Payment for security work will be made monthly upon submission of pre-receipted bill in three copies.
14. After physical inspection of the site, detailed assessment/requirements of personnel for providing security work/services at the CAZRI Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the percentage amount in respect service charges of all the work/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.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CAZRI shall not bear any extra charge on any account whatsoever i.e. EPF,ESI contribution, Uniform Liveries, OTA etc.
16. The Security agency/firm/contractor will discharge all his legal obligations in respect of the security personnels/Guards/supervisors to be employed/deployed by them/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 security agency/firm/contractor shall indemnify and keep indemnified the CAZRI 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, CAZRI, Jodhpur shall be final and binding on the security agency/firm/contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their points unless and until the reliever comes for shift duties, the security agency/firm will maintain all the registers, which are kept at concerned Section.
19. Changing of guard(s)/staff should be intimated to the Caretaker/security officer
20. 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.
21. Risk Clause : CAZRI reserves the right to discontinue the work /service at any time, if the work/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 rising a separate claim.
22. The ex-serviceman guard should be properly trained/active/attentive and have well sense of security measures.
23. If any guard/security supervisor will be found without uniform at the time of duty, a penalty @ Rs. 500/- each time will be imposed at the agency.
24. Any stationery items like register scales, writing pad pencil stapler etc. will not be provided by the Institute.
25. The Security Agency shall, within 10 days from the communication of the acceptance of the tender or such extended time as may be specified by the authority at his sole discretion, furnish security at the rate not less

- than 10 percent of total consideration payable under contract in the form of FDR/TDR valid upto 60 days after the date of completion of all contractual obligations by the Agency. In case the Agency fails to deposit the SMD within the aforesaid period, the contract awarded may be cancelled and EMD forfeited.
26. No security point should be left unmanned/unguarded, in any circumstances. In case any guard of the agency wants to take any type of leave, suitable reliever in lieu of him will be provided before proceeding on leave.
 27. In case, any guard/security supervisor/officer is found involved in any undesirable/mischievous/misbehavior activities, which adversely affect the Institute, he will be replaced by the agency with the consent of the Institute authority & penalty whatsoever decided by the Institute will be imposed on the Agency.
 28. To make proper co-ordination company/agency authorities will visit the Institute regularly, so that discrepancies/irregularities related to security matters may be directly conveyed to the agency.
 29. No security guard will be allowed to perform duty in two consecutive shifts i.e. without giving proper break for rest purpose.
 30. Initially the security work contract will be awarded for 3 months. The period, however, can be increased or decreased depending upon the satisfactory performance/requirement.
 31. If guard is deputed for security reason to VIP & he has to proceed out of station with the VIP, the security agency/firm/Contractor has to pay TA&DA to the guard.
 32. The agency should provide Photograph identity/complete address along with phone number antecedents clearance by police of all security personnel engaged for the job on awarding the contract. At the time of deployment of security personnel, the I/C security/committee will verify all such records. All equipment are also shown or provided at the time of taken over the charges. All the guards on duty should bear Identity Card all the time during duty hours.
 33. The Institute will not be responsible either to the Security agency/Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred during the course of performing duty of Watch & Ward.
 34. The watch and ward personnel should be healthy, desirable physique and proper experience and may be shuffled from time to time.
 35. Watch and Ward personnel not develop social relationship with ICAR staff or the member of their family, failing which he should be immediately replaced.
 36. In case of any contractual security guards of the security agency while on security watch and ward works happens any accident, casualty or death, the Institute will not responsible for such incident, casualty or death, the security agency shall be responsible and if any claims recovery of losses will be given by the security agency/contractor.
 37. Theft cases or any losses of fencing material, fixtures, equipments crops etc in farm area and in the Institute premises during the contract period, the recovery of such losses will be recovered and repaired by the security agency.
 38. The security guard of the security agency while on security will attentive and stop such people, walkers, who bring food for dogs and food grain for birds in the campus.
 39. The security persons will also perform the patrolling duty day & night and service provide contractor/agency will have good liaison with the respective than (police station/police post), institute authorities as well as district authorities of Bikaner.
 40. The security agency will save the experiments and other sown areas (Kharif and rabi season) from outside animals, wild animals like blue bull, deer, rabbits etc. If any losses were found due to these wild animals, the charge decided by the committee will be borne by the agency.
 41. The security agency shall provide the hut type houses for the security persons working in farm area.
 42. Contractor may quote his rate as per minimum wages prescribed by the Govt. Of India for "B" class city.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.2000/- 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 agency/firm by ICAR/CAZRI, RRS, Bikaner 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.

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

I/We agree upon all the terms and conditions mentioned from Serial No. 1-42 of terms and conditions and liquidated damage clause.

Date:

Signature of the tenderer with Seal.

TECHNICAL BID PART-V**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT
FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:**

SL. No.	Documents to be submitted	Whether Submitted or not	If submitted than mentioned page no.	Remarks
1.	Details of Cost of bid Rs. 500/-			
2.	Details of EMD deposited for Rs. 40,000/-			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of ESI, if applicable.			
5.	Copy of Registration Certificate of EPF, if applicable.			
6.	Copy of GST Registration			
7.	Copy of PAN/TAN Card			
8.	Copy of Labour license under contract labour (R&A) Act, 1970 if any available Note: <i>This license will have to be obtained by the firm in respect of this institute after submitting the work order.</i>			
9.	Experience Certificate (Please enclosed) a) <i>Three similar completed works costing not less than Rs. 3,50,000.00</i> OR b) <i>Two similar completed works costing not less than Rs. 3,90,000.00</i> OR c) <i>One similar completed work costing not less than Rs. 7,00,000.00</i>			
10.	Copy of Income Tax Return for last 2 years			
11.	Latest ESI/EPF Challan for ascertaining the number of workers has to be attached. if applicable			
12.	Minimum turnover of the firm not less than Rs. 3,50,000.00 in each of the last 2 years.			
13.	Whether the Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions(MENTION YES OR NO)			
14.	A certificate under Private Security Agency Regulation Act, 2005.			

Full Name of Bidder with Address & Date

RRS/BKN/SEC. CONT./2018-19/Signature of tenderer with seal

TECHNICAL BID PART-VI

Undertaking

1. I, _____
son/daughter/wife of Shri _____
Proprietor/Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date :

Signature & Name of the authorized

Signatory with Seal of the Firm

TECHNICAL BID PART-VIIFOR THE USE BY TENDER OPENING COMMITTEE ONLY

Name of the Firm: _____

1. Earnest money deposited/not deposited/is/not in acceptable form.
2. There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender.
3. There are _____ corrections and overwriting in the rates which have been quoted in figure/words numbered from _____ to _____ figure/words.
4. The tender is conditional/unconditional. Please refer covering letter/notes on page _____ there are _____ conditions.
5. The rates have not been quoted against item No. _____.
6. There is ambiguity in the rates quoted in figure and words against item No. _____.
7. Rates have been quoted in figures/words only.

(Tender Opening Committee)

ANNEXURE-II

वित्तीय बिड (भाग – अ)

FINANCIAL BID (Part-A)

Date of start of downloading the tender document	:	03-10-2018, 3.00 PM
Last date and time for downloading of tender form	:	25-10-2018, 3.00 PM
Last date and time for submission	:	25-10-2018, 3.00 PM
Date and time for opening the technical bids	:	26-10-2018, 3.00 AM

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance.

To

Head,
ICAR-CAZRI's Regional Research Station,
Bikaner

I/we wish to submit our tender for carrying out **ANNUAL RATE CONTRACT FOR PRPVIDING OF CHOWKIDAR/WATCHMEN WITHOUT ARMS AT ICAR-CAZRI, RRS, Bikaner** on the following rates:

Particulars	Per month
Monthly consolidated rate offered for the Annual Rate Contract for providing of chowkidar/watchmen without arms at ICAR-CAZRI, RRS, Bikaner in accordance with highest standards of allied services and as per terms and conditions specified in the tender document	Rs. _____ (Amount in figures)
	Rupees _____

	_____ (Amount in words)

I/we agree to the forfeiture of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form. The above rates including all wages & other liabilities, like EPF & ESI as prescribed by Ministry of Labour for providing services by deploying security personnel (without arms).

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

Signature & Name of Authorised
Signatory with seal of firm

Name & address of the
firm _____

Telephone No. : _____
Mobile No. : _____

वित्तीय बिड (भाग – ब)

FINANCIAL BID (Part-B)

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance.

To

Head,
ICAR-CAZRI's Regional Research Station,
Bikaner

I/we wish to submit our tender for carrying out **ANNUAL RATE CONTRACT FOR PRPVIDING OF CHOWKIDAR/WATCHMEN WITHOUT ARMS AT ICAR-CAZRI**, RRS, Bikaner on the following rates:

Description	Chowkidar/ Watchmen charges	Service charges all inclusive* (to be filled in rupees only)	GST of total cost	Total (2+3+4)
(1)	(2)	(3)	(4)	(5)
Total Monthly charges for Annual rate contract for providing of chowkidars/ watchmen (without arms) at ICAR-CAZRI, RRS, Bikaner				

**** (to be claimed by the contractor for providing each Security Guard each month for providing the security services under the ARC. it should be mentioned per security guards and it includes all other miscellaneous expenditure associated to the providing the security services) (Rs. 0.0 or, 0.1 or Rs. 0.01% not acceptable as service charge).***

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender, if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit. Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only

Signature & Name of Authorised
Signatory with seal of firm

Name & address of the
firm _____

Telephone No. : _____
Mobile No. : _____

वित्तीय बिड (भाग – स)**FINANCIAL BID (Part-C)**

Number of chowkidar/watchmen (without arms) offered & break up of Monthly Labour charges to be claimed and actual to be paid.

1. *Nos. of Chowkidar/Watchmen (without arms) (Total) :*
2. *Break-up of monthly per Chowkidar/watchmen (without arms) charges to be claimed and actual to be paid:*
3. To
Head,
ICAR-CAZRI's Regional Research Station,
Bikaner

I/we wish to submit our tender for engagement of agency for providing of manpower at CAZRI RRS, Bikaner on the following rates:

Sl. No.	Description	Security Guard (without arms)
A.	Total Cost (a+b+c+d) specified as under:-	18761.84
	a. Monthly Minimum Wages* (for each Security Guard (without arms) (26*612)	15912.00 (for 26 days)
	b. EPF contribution of employer* @13.16	2094.02
	c. ESI contribution of Employer* @4.75	0755.82
	d. Other charges including bonus, gratuity etc.	
B.	Deduction (to be made from the minimum wages of the manpower/employee)	
	(i) EPF Contribution Employee* (@ 12%	1909.44
	(ii) ESI Contribution Employee* (@ 1.75%	0278.46
	Total deduction from the minimum wages for the month {B(i)+8(ii)}	2187.90
C.	Other deduction, if any	
D.	Actual amount to be paid to employee	13724.10 or say 13724/-

**These rates are as per the rates as on date as fixed by the central or state government, whichever is higher, and the same i.e. minimum wages and all other Govt. liabilities will be paid on revised rates as and when the same is revised during the period of Annual Rate Contract as, extended time to time.*

Any additional expenditure on this account will have to be met out from service charges to be claimed by the firm as the institute will not consider any claim on this account. The bidder may note this carefully.

#Service Charges to be claimed by the Firm/ Agency will remain constant/ unchanged for entire period of contract, as extended time to time.

I/we agree to the forfeiture of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part as laid down in the quotation form. The above rates including all wages & other liabilities, like EPF & ESI as prescribed by Ministry of Labour for providing services by deploying security personnel (without arms).

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

नोट : उपरोक्त ठेका कार्य आरंभ में कार्य आदेश जारी किये जाने की तिथि से एक वर्ष के लिए स्वीकृत दरों पर प्रभावी होगा। आपसी सहमति से स्वीकृत दरों पर ही ठेका कार्य की अवधि आगे भी बढ़ाई जा सकती है।

Signature & Name of Authorised
Signatory with seal of firm

Name & address of the
firm _____

Telephone No. : _____
Mobile No. : _____