## F.No.17/Sec/2021 Date: 19.03.2021

## TENDER NOTICE

Online bids are invited through CPP portal for providing Security Services on Job/Work contract at ICAR-IIOR, Rajendranagar, Hyderabad. For more information visit [www.icar-iior.org.in](http://www.icar-iior.org.in) and also htps://eprocure.gov.in/eprocure/app

SR.ADMN.OFFICER, IIOR

### ICAR- INDIAN INSTITUTE OF OILSEEDS RESEARCH

### RAJENDRANGAR, HYDERABAD-500 030

## F.No.17/Sec/2021 Date: 18.03.2021

##  TENDER SCHEDULE

##  ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad-500 030 invites e-tenders from the interested agencies who are already engaged in similar Job/Services under two bid system for providing the Security Services on Job/Work contract.

Tenders documents and terms & conditions can be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **critical date sheet** as under:

**CRITICAL DATE SHEET**

|  |  |
| --- | --- |
| Tender No | F.No.17/Sec/2021 |
| Date and Time for Issue/Publishing  | 22.03.2021 |
| Document Download/Sale start date and time  | From 22.03.2021 at 3.00PM |
| Bid submission start date and time  | From 22.03.2021 at 3.30PM |
| Bid submission end date and time  | 13.04.2021 up to 2.00PM |
| Date and time for opening Tech. bids  | 14.04.2021 at 11.00 AM |
| Date and time for opening of financial bids  | 16.04.2021 at 11.00 AM  |
| Address for Communication  | Sr.Admn.Officer, ICAR-Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad-500 030 (Telangana) |

**The Tenderers are requested to read all the instructions carefully before submitting the Technical and Financial bids.**

  **SR.ADMN.OFFICER, IIOR**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION (SECURITY SERVICES ON JOB/WORK CONTRACT)**

1. The tender from/bidding documents may be downloaded from the website:https://eprocure.gov.in/eprocure/app. Online submission of Bids through Central Public Procurement Portal (https//eprocure.gov.in/eprocure/app) is mandatory. Manual/Offline bids shall also be accepted if any technical errors are identified while downloading the tender documents with documentary evidence with convincing remarks.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> 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 date of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested firms are also required to submit the EMD of Rs.50000.00 (Rupees Fifty thousand only) in the shape of Demand Draft prepared in favour of ICAR Unit: IIOR, Hyderabad payable at Hyderabad may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original brochures of the product and may be addressed to the Sr. Administrative Officer, ICAR-IIOR, Rajendranagar, Hyderabad on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-IIOR. They can view live bid opening after login on CPP-e-procurement portal at their remote end. If bidder wants to join bid opening event at ICAR-IIOR then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

8 The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of I) a sole proprietor of the firm of 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 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.

1. If Tenderer does not accept the offer, after issue of letter of award by, ICAR Unit, IIOR, within15 days, **the offer made shall be withdrawn & earnest money forfeited.**
2. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from 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 IIOR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tenders and the schedules to the Tenders and annexure, if any.
3. The rates quoted by each firm for Job/service manpower contract in Tenders be given both in words and figures failing which the same is liable to be rejected.
4. The IIOR does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole.
5. An amount of **Rs.3,50,000.00 (Rupees Three lakhs and fifty thousand only)** 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 IIOR. **In the event of non-deposition of the same, the earnest money will be forfeited. The validity of BG must be for a period of 15 months.** The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency and no interest will be paid on the Security money deposited with IIOR.

14. The sales tax or any other taxes as applicable from time to time, which is as per the rule will be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful tenderer as per the rule.

1. The Director, IIOR reserves the right to reduce or terminate the period of contractor to extend its duration in the interest of the IIOR, for any reasons, not mandatory to be communicated to the Tenderer.

16. Decision of the Director, IIOR will 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 level and will not be referred to arbitration.

1. Acceptance by the IIOR will be communicated by FAX, 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/Express letter, etc. should be acted upon immediately.
2. Should have experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of GOI/Corporation of GOI/Reputed Public organizations (Providing details)
3. The Proprietor/Partner should have the valid certificates of participating in Fire Fighting system etc.
4. The Agency must be conversant with the statutory provisions of Labour Acts of Govt. of India and quote accordingly.
5. Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years and the contractor/agency must have a Registration with the contract labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, Office of the Asst. Labour Commissioner(Central) and validity of license in force. The contractor shall obtain the labour license under this act.
6. The Technical bids and financial bids may be submitted in separate envelops to be sealed and put in a main cover.
7. Any suppression of information or furnishing wrong information disqualifies the tenderer.
8. Influencing the IIOR authorities or bringing any external influence disqualifies the tenderer.
9. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on Non-judicial stamp paper of Rs.100/- for each work.

Yours sincerely,

SR.ADMN.OFFICER, IIOR

**FINANCIAL BID:**

1. **Price Bid as BoQ\_XXXX.xls.**

**ICAR-INDIAN INSTITUTE OF OILSEEDS RESERH**

**RAJENDRANAGAR, HYDERABAD-500 030**

Tender No.17/SEC/21 Date: 18.03.2021

Serial No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOT TRANSFERABLE

***INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES AT IIOR MAIN CAMPUS AT RAJENDRANAGAR AND NARKHODA RESEARCH FARM, NARKHODA VILLAGE, SHAMSHABAD MANDAL.***

To

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Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Director, IIOR (DOR) Rajendranagar, Hyderabad for contract of providing of **Security on Job/Service contract at IIOR Main Campus Rajendrangar Farm and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal.** 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 placed by the IIOR (DOR), ICAR and the special terms and conditions detailed in the Tenders forms and its Schedules. Please submit your rates in the Tenders form if you’re in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of Rs.50,000/- (Rupees Fifty thousand only) must be deposited in the form of demand draft/pay order payable to the ICAR Unit, IIOR, Hyderabad The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. **The Tenders will not be considered if earnest money is not enclosed with the Tenders.**

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part after submitting his Tenders; he will not resile from his offer or modify the terms and conditions thereof. If Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer given 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 Council.

4. 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.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of I) a sole proprietor of the firm of 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 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.

6. If Tenderer does not accept the offer, after issue of letter of award by, IIOR (ICAR) within15 days, the offer made shall be withdrawn & earnest money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from 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 IIOR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. **The Tenderer should sign each page of the Tender documents, schedules and annexure, if any.**

8. 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 **“Providing of Security on Job/Service contract at IIOR Campus at Rajendranagar, Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal**. With address of this Office and of the Tenderer. All Tenders should be sent by Registered Post.

 The rates quoted by each firm for Job/service security contract in Tenders be given both in words and figures failing which the same is liable to be rejected. You are 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 your behalf should be indicted in your Tenders. Please also state the name and address of your permanent representative, if any, may also be indicated.

10. In compliance of Section 21 of the contract labour (Regulation and Abolition) Act and Rule 25 of the contrct labour (Regulation and Abolition) Central Rules,1971, the contractor shall pay timely

10. The IIOR does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole.

11. An amount of Rs.3,50,000/- (Rupees Three lakhs and fifty thousand only) as a security deposit in the form of DD/Bank Guarantee for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the IIOR/ICAR. **In the event of non-deposition of the same, the earnest money will be forfeited.** The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency and no interest will be paid on the Security money deposited with IIOR.

12. No interest on Security deposit and earnest money deposit shall be paid by the IIOR to the Tenderer.

13. The sales tax or any other tax which is as per the rule shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful tenderer as per the rule.

14. The Director, IIOR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the IIOR, for any reasons, not mandatory to be communicated to the Tenderer.

15. Decision of the Director, IIOR will 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 level and will not be referred to arbitration.

16. Acceptance by the IIOR will be communicated by Mail/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/Express letter etc. should be acted upon immediately.

17. The agency must be registered with the ESI, EPF and Service Tax Department and must be in possession of permanent account number (PAN), The firm/agency should also produce Income tax clearance Certificate for the last three years and latest GST clearance (12 months).

17. The following documents/vouchers are required to be enclosed with Tenders form, which are the terms and conditions of the Tenders document: -

1. Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of GOI/Corporation of GOI/Reputed Public Sector Enterprises.
2. Employees EPF Registration Certificate issued for Central Govt. organization.
3. Employees ESI Registration Certificate issued for Central Govt. organization.
4. Agency must have Certificate of Service Tax Registration issued by the Government.
5. The Proprietor/Partner may be having the certificates of participating in Fire Fighting system etc.
6. The Agency must be conversant with the statutory provisions and quote accordingly.
7. The consolidated rates (Per month) may be given for civilian covering all statutory provisions as per relevant Acts. (Copy of the relevant order should be enclosed).
8. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on Non-judicial stamp paper of Rs.100/- for each work.
9. Minimum turnover of the firm not less than Rs.70.00 lakhs during the last financial year, Balance sheet of the firm with due signature of the Chartered Accountant should be enclosed.
10. The Contractor/Agency must have a registration with Contract Labour (regulation and abolition) Act, 1970. The contractor shall obtain the Labour license under this Act.
11. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). **The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.**
12. The firm should have at least 40 manpower on its rolls.
13. Number of staff/supervisors registered under ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
14. The firm/agency must enclose a certificate indicating that it has not been blacklisted for similar work/Job on contract for the period of last two years by any Govt./autonomous organization.

Yours faithfully,

 **SR.ADMN.OFFICER, IIOR**

**TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES AT IIOR(DOR) MAIN CAMPUS, RAJENDRANAGAR AND NARKHODA RESEARCH FARM, NARKHODA VILLAGE, SHAMSHABAD MANDAL.**

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/Cell No.

E-Mail address

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From

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

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

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

To

The Director,

Indian Institute of Oilseeds Research,

Rajendranagar, HYDERABAD-30.

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for providing of Security on Job/Service contract at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal and agree to provide the services as detailed in the schedule herein or to such portion thereof as you any specify. In the acceptance of the Tender at the rates given in Schedule-1 to this Tender and I/we agree to hold this offer open till 60 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 the requirement.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_\_. The Schedules-I & II TO ACCOMPANY THIS tenders are at pages\_\_\_\_\_\_\_\_\_\_\_\_.

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

5. Pay order/DD No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ drawn in favour of IIOR(DOR) ICAR Unit, Hyderabad and payable at Hyderabad is enclosed as earnest money required./

Yours faithfully,

Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Seal of the Tenderer.

Address----------------------- Telephone No. Office

Occupation--------------------- Resi.

Signature of witness to contractor’s signature Mobile:

Address:

Name & Signature of Witness:

Address:

##### **SCHEDULE-I**

### 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) |  |
|  | 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 singed 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 of 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./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 IIOR 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 OF SECURITY SERVICES AT IIOR, MAIN CAMPUS AT RAJENDRANAGAR, NARKHODA RESEARCH FARM, NARKHODA VILLAGE, SHAMSHABAD MANDAL**

**1.** Scope of Work: The work of providing of security services at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal shall have to be undertaken without causing any damage at the IIOR properties. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal, the contractor shall make the same good. The agency shall also have to ensure that there is no theft of the moveable/immovable property at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the IIOR/ICAR on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.

2. Payment for security service bill will be made monthly upon submission of pre-receipted bill.

3. An earnest money of Rs.50,000/- (Rupees Fifty thousand only) in the form of DD/Pay order is required to be attached with the Tender. No Tender will be considered without the earnest money. **The earnest money will be forfeited if the bidder resiles from the officer.**

4. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, work of maintenance of Security at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal shall be got done from other source at the expenses of the defaulting firm.

5. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turnout. The agency shall, at its own cost, provide suitable uniform (Both Summer and winter) to the personnel with identity cards.

6. All essential items for security services personnel like Torch, Lathi etc. will be provided by the Agency at its own cost.

7. The Security Services shall be provided for the entire locality of the IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal both inside and at its main gates. **The contractor is advised to have a complete survey of this Office, Research Farm of Narkhodha village done before offering rates.**

8. After physical inspection of the site, very detailed assessment/requirements of security personnel for providing security services at the IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal shall have to be furnished along with the Tender. However, the Tenders should indicate in detailed in respect of all the services covered under this contract as per the financial bid. No request for alteration in the rates once quoted will be permitted within one year.

9. The agency shall deployed Security guards/supervisor should have good and reliable persons with robust health and clean record preferably within the age group of 18 to 60 years.. In case any of the personnel so provided is not found suitable, the IIOR shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.

10. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. as per labour law applicable for watch and ward category (Central).

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

12. The contractor shall provide full particulars of each employee including their antecedents verification, etc. employed by the agency along with photograph duly attested before starting of the work and from time to time. The firm also endorse a copy of returns furnished to the labour department under the contract labour (Regulation and Abolition) Act 1970.

13. The contractor shall not sublet the work without written permission of the ICAR-IIOR, Hyderabad.

14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

15. The selected agency shall provide necessary personnel for ICAR-IIOR, Hyderabad as per labour acts prevalent in the Central labour laws. The agency shall employ good and reliable manpower with robust health within the age group of 18 to 60 years. In case any of the personnel so provided is not found suitable by the ICAR-IIOR shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such personnel immediately.

16. In compliance of Section 21 of the contract labour (Regulation and Abolition) Act and Rule 25 of the contract labour (Regulation and Abolition) Central Rules, 1971, the contractor shall pay timely and shall ensure the disbursement of wages in the presence of security officer/nominated officer of IIOR. Rate of wages shall not be less than that of the maximum wages as declared by the Regional Labour Commissioner (Central, Hyderabad). As and when the wages are revised by the RLC(Central, Hyderabad) for watch and ward sector, the revised wages shall be paid by the client. The revised wages paid to the security personnel can be claimed from the IIOR. The contractor should ensure payment of wages to his workmen or or before 7th of every succeeding month. The wages shall be paid to workmen without any deduction expect those under the payment of wages act/statutory of labour act.

17. The contractor will discharge all his legal obligations in respect of the workers/guards 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 IIOR 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, IIOR shall be final and binding on the contractor.

18. The selected agency shall provide the necessary personnel for providing Security services at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal as per labour acts prevalent in Central Govt. organization.

19. Income Tax will be deducted from the payments due for the work done as per rule.

20. The guards/workers should be able to communicate in Hindi and also in English if possible. This Institute shall provide necessary accommodation within the premises of the building only for the personnel to be relieved or waiting for mid-night shifts for performance of their duties for security purposes. Shift of more than 8 hours /per day will not be allowed for any persons deployed for Security services. Double duties are not allowed. The guard should not develop social relationship with IIOR Staff.

21. They should not leave their points unless and until the reliever comes for shift duties. Security supervisor will maintain all the registers, which are kept at main gate & other points.

22. They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all buildings are locked properly.

23. From 10.00 PM to 6.00 AM one security supervisor must be on patrolling duty in the campuses by rotation and while patrolling he should check all the building locks including pump houses.

24. They should not give lenient or casual impressions in the duties and they should be alert and attentive and they should also maintain secrecy and discipline in the premises of the Institute.

25. They should observe movement of all the staff, labourers and visitors etc. & registered.

26. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.

27. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also. Necessary movement register should be maintained and it will be shown to the Officer in charge as when required.

28. To make proper Co-ordination, the authority of the Agency will visit the Institute campus minimum once in a month or whenever required, so that any discrepancies/irregularities related to the security services may be directly conveyed to the Competent Authority.

29. EPF/ESI subscription in respect of the guards will be deposited by the contractor to the concerned department, for which they will have to submit self-attested copy of the receipts to the Officer Incharge. A separate challana/receipt to be submitted as proof of making the payment of Service Tax paid by the Contractor against the amount claimed in the Bill of the respective month.

30. In compliance Rules 75,76,77 of the Contract Labour (Regulation and Abolition) Central Rules,1971, the contractor shall maintain a register of workers in Form XIII and issue employment card to each worker in Form XIV and shall also issue service certificate to every workman on his termination in Form XV.

31. The personnel engaged by the agency for this job contract will not be employee of the IIOR and there will be no employer-employee relationship between the IIOR and the personnel so engaged by the contractor.

32. Proper entries are to be made while handing over key to any staff of IIOR and while taking over too.

33. The security personnel should follow strict attendance and alternative arrangements may be made by the agency whenever any Security Supervisor/Security Guards going on leave under intimation to this office.

34. Changing of security supervisor/security guards should be intimated to the security Officer/Senior Administrative Officer or any other authorized officer of IIOR.

35. Patrolling to the identified points as per Annexure to be carried out strictly.

36. The Security staff should follow the codal formalities of Security system while on duty.

37. It will be the duty of the Security Agency to keep entire IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal free of stray dogs.

38. The security agency shall get all the security staff members ensured against any liability arising under the workman’s compensation act or under the common law. The security agency shall indemnity against any claim that ICAR-IIOR may have to meet in respect of their staff members and/or workman/employees on account of any accident or for any other reason.

39. The agency shall furnish details of disbursement made to the staff indicating the bill amount received from IIOR against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee’ share and net amount paid to each individual in the presence of officer nominated by this office duly supported by details of payments made to the contractual staff before presenting the claim for the next month. The proof of payment of statutory obligations such as ESI, EPF etc., and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld. If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.

40. **As per the Guidelines of Ministry of Finance, Govt. of India, the Nil consideration bids over and above the Minimum wages offered by the Tenderers will not be considered.**

41. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of India, the incremental wages, if applicable, will be provided.

42. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. The detailed of worksheet for rates offered should be enclosed along with the price bid. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

43. **Initially the terms of the contract will be for one year**. On the expiry of the contract or on its termination, the IIOR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.

44. This contract can be terminated by giving two months’ notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The IIOR will have no responsibility for any loss/damage caused to them, this also cannot be challenged through any court of law.

45. The Contractor has to attach the supporting documents with proper referencing as per the Check list Schedule –II. No extra documents need to be attached with the tender form.

46. Notwithstanding anything contained herein above, it is expressly understood that the Institute at it sole discretion may terminate the security contract without assigning any reason thereof.

47. **Difference of wages, if any due to rise in minimum wages as notified by the Labour department during the period of contract will be reimbursed as per rules on production of necessary documentary evidence.**

**48. The Contract Agency has to submit separate sheets of financial bids for the wages of Central Government/State Government for all categories as applicable. The technical bids and financial bids are to be submitted in separate envelops. Sealed and put in a main cover before submission. Financial bids of only those firms who qualify in the technical bid will be opened.**

The Director, IIOR (ICAR) reserves the right to reject any or all Tenders in whole or in par without assigning any reasons therefore. The firms are however at liberty to bid 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. The decision of Director, IIOR (ICAR) shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**SR.ADMN.OFFICER, IIOR**

**CHARTER OF DUTIES FOR SECURITY SERVICES AT IIOR**

1. Ensure proper locking/unlocking of all doors and windows and report the Security Officer and officer concerned immediately.
2. Ensure that no unauthorized persons of vehicle get entry into the guarded premises in an irregular manner.
3. Ensure safe custody of keys and conduct regular patrol along the specified beats.
4. No stray cattle/dogs get access to the guarded area and to check pilferage and implement anti-theft measures.
5. Check and keep all the records of outgoing material through gate pass singed by the authorized officials of IIOR
6. Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation.
7. Allow no authorized persons except the staff members with due permission of the competent authority in the guarded area.
8. To maintain complete record of visitors and maintain record of incoming and outgoing vehicles wherever applicable.
9. To report unusual events in suspicious circumstances occurring in the area of premises. To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/Sundays and closed Holidays in a register and obtain their signatures.
10. To hoist and lower the National flags at both the places of IIOR Main Campus and Narkhodha Research Farm as per the flag code.
11. Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
12. Any other works assigned with the approval of the competent authority.
13. Check/control search staff engaged by any other contractor or person having access to the Building.
14. Patrolling to the identified points to be carried out every hour in the night.
15. The security personnel should ensure that pass has been issued by the Competent Offices for the items taken out of the Campus. In case of any doubts, they should immediately contact Security Officer I/c/Sr.Admn.officer.

**FINANCIAL BID:-**

(This financial bid to be enclosed in a separate envelop with seal)

Last date for submission of Tender: **05.04.2021 up to 14.00hrs**

Date of opening of Financial Bid: **07.04.2021 at 11.00 hrs.**

To

The Director,

Indian Institute of Oilseeds Research,

Rajendranagar, Hyderabd-500 030

Sir,

 I/we wish to submit schedule of rates for providing security services on job/ service contract basis on Monthly consolidated rate offered for providing the Security Services at IIOR Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal, in accordance with the highest standards of Security 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.

|  |  |  |
| --- | --- | --- |
| **No.** | **Particulars**  | **Security Services**  |
|  |  | **Civilian Security Services Rates Per day**  |  **Per month**  |
| **1.** | **Monthly consolidated rate offered for providing the Security Services at ICAR-IIOR** Main Campus at Rajendranagar and Narkhoda Research Farm, Narkhoda Village, Shamshabad Mandal (as per Scope of work Annexure-I enclosed) in accordance with the highest standards of Security Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all Labour Statutory acts & GST etc. as applicable from time to time( **The Tenderer should carefully read the below mentioned important note before quoting the Tender amount)** |  |  |

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:

**IMPORTANT NOTE:**

1. **Tenderers should not quote below the prescribed rates for relevant category fixed by respective State Government or by the Labour Commissioner (Central) whichever is higher along with the statutory payments will be taken into consideration.**
2. **The Tenderer has to submit the detailed worksheet (format enclosed) for the total amount offered and number of Security Personnel going to be engaged and rate of wages taken into consideration along with the proof of circulars to that extent.**

**SCOPE OF THE WORK REQUIRED SECURITY SERVICES AT VARIOUS POINTS:**

**IIOR MAIN CAMPUS (RAJENDRANAGAR)**

1. Main Gate (Supervisor) : Round the clock (3 shifts)

2. Main Building : Round the clock (3 shifts)

3. Farm Building Complex, Labs &Hostel : Round the clock (3 shifts)

**IIOR, NARKHODA RESEARCH FARM, NARKHODHA VILLAGE**

1. One Security Guard at Gate A : Round the Clock (3 shifts)

2. One Security Guard at Gate B : Round the Clock (3 shifts)

3. One Security Guard for night patrolling : One shift

NOTE Additional guards have to be deployed during the important meetings/Seminars at this office as and when required. No extra payment will be made on this account.

**SCHEDULE-II**

**CHECK LIST (TECHNICAL BID)**

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Description of requirement  | Yes/No  | Remarks  |
| 1. | The firm is registered with the Contract Labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, and Office of the Asstt.Labour Commissioner (Central) or Valid Registration certificate of the firm under the work contract of the Government of A.P/Telangana |  |  |
| 2. | Copies of Balance sheet and P&L A/c for the last 2 years duly certified by C.A. The firm must attach the documentary proof of annual Security contract of Rs.50.00 lakhs cost for Financial year 2017-18, 2018-19, 2019-20. |  |  |
| 3. | Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of AP/Telangana  |  |  |
| 4. | Copy of Registration certificate/allotment of service tax number |  |  |
| 5. | Copy of Registration Certificate/allotment letter PAN from Income Tax Department and IT returns for last two years. |  |  |
| 6. | Registration certificate of ESI enclosed  |  |  |
| 7. | Proforma containing details of other organization where such contracts were/are undertaken (attach supportive ) |  |  |
| 8. | DD of EMD for Rs.50,000.00 |  |  |
| 9. | Price bid proforma completed & sealed in separate envelope |  |  |
| 10. | List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write “Not Applicable”. |  |  |
| 11. | Undertaking of Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment. Number of Manpower should be at least 40 (Forty) |  |  |
| 12. | Acceptance of terms and conditions attached. Each page of Tender form and terms and conditions to be duly signed as token of acceptance and submitted as part of tender document. |  |  |
| 13. | Undertaking by the bidder to the effect that there is no police case pending or being contemplated against the proprietor/firm/parties relating to previous service contracts.. |  |  |
| 14. | Office address in Hyderabad(Telangana) |  |  |
| 15. | At least two valid Similar Contracts in Government organization as on 01.01.2021 |  |  |
| 16. | Solvency Certificate for at least 25 lakhs from the Bankers  |  |  |
| 17. | Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum wages Act or other laws (Undertaking to be enclosed)  |  |  |

**Details of the Minimum 3 years’ experience/work done**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Name of the Deptt/organization & Name of the contract person with Phone No. | Period | No. of Staff deployed  | Remarks  |
|  |  | From  | To  |  |  |
| 2018-19 |  |  |  |  |  |
| 2019-20 |  |  |  |  |  |
| 2020-21 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SIGANTURE OF THE TENDERER**

**IMPORTANT NOTE:**

**\* Suppression of any relevant/factual information if found later, the contract will be terminated immediately and appropriate action will be taken accordingly.**

**FORMAT OF WORKSHEET**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| SL.No. | Particulars  | Guard  | Supervisor  | Specific remarks if any  |
|  |  | Per day  | Per month  | Per day  | Per month  |  |
| 1. | Basic Wages (including VDA) |  |  |  |  |  |
| 2. | ESI (As applicable) |  |  |  |  |  |
| 3. | EPF( As applicable) |  |  |  |  |  |
| 4. | Other charges including (Weekly off etc.) \* |  |  |  |  |  |
| A | **Sub-Total**  |  |  |  |  |  |
| B | Service charges Per month  |  |  |  |  |  |
| C | GST on (A+B) |  |  |  |  |  |
| D | **Grand Total (A+B+C)** |  |  |  |  |  |

\*If no details are specified the amount will be treated as Nil.

**SIGNATURE OF THE TENDERER**