

**CENTRAL INSTITUTE OF FISHERIES EDUCATION
(DEEMED UNIVERSITY, ICAR)
Rohtak Centre, Lahli,
District: Rohtak -124 411(Haryana)**

**TENDER FOR SECURITY SERVICES
AT
Rohtak Centre, Lahli, District: Rohtak -124 411(Haryana)**

TENDER DOCUMENT

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**CENTRAL INSTITUTE OF FISHERIES EDUCATION
(DEEMED UNIVERSITY, I.C.A.R.)
Rohtak Centre, Lahli, District: Rohtak -124 411(Haryana)**

TENDER FOR SECURITY SERVICES

TENDER ISSUED TO : _____

**OFFICER INCHARGE
Rohtak Centre, Lahli,
District: Rohtak -124 411(Haryana)**

CENTRAL INSTITUTE OF FISHERIES EDUCATION (DEEMED UNIVERSITY, I.C.A.R.)

Rohtak Centre, Lahli, District: Rohtak -124 411(Haryana)

ABOUT THE CENTRE

Central Institute of Fisheries Education (CIFE) was established by Ministry of Agriculture, Govt. of India, in July 1961, as a small training institute to impart post graduate Diploma in Fishery Science (D.F.Sc.) to the Fishery officers sponsored by various state government. It was in recognition of the pivotal role played by the Institute in Fisheries Education that the Ministry of Human Resource Development and the University grants commission accorded the **Deemed University status to CIFE on 29.03.1989.**

The CIFE established full fledged centre at Lahli- Baniyani near Rohtak, in Haryana in March, 1996 to take up the research programme on saline aquaculture.

This Central Institute of Fishery Education, Rohtak Center, Lahli Via Anwal, Rohtak-124411 is located about 08 Km away from Rohtak Municipal boundary on Rohtak –Bhiwani State Highway. The centre has two areas in villages Lahli and Baniyani, separated by a village Road.

The total area of the Fish Farm , Lahli is app. 36 acres with pilot prawn hatchery and multiple hatchery block. The centre has five type I and four type II quarters and a guest house. Office block, laboratories, teaching block, Hostel & farms etc. The fish farm was taken over by CIFE, Rohtak centre in 1996, from the State Fisheries Department, Govt. of Haryana , on lease basis , for 25 years for research. The centre has 4.5 ha farm at Lahli and 10 ha farm at Baniyani, the former representing the low saline zone and the latter high saline zone.

The security services are required to safeguard the properties of campus of CIFE Rohtak centre.

TENDER FOR PROVIDING SECURITY SERVICES

PART - I

GENERAL INSTRUCTIONS TO TENDERER

1.1 GENERAL

- 1 Sealed tenders are invited by OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411, on behalf of the President, Indian Council of Agricultural Research (ICAR) from the eligible and reputed security agencies at the CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411 -61.
- 2 Non-transferable tender document containing details of duties and terms & conditions of the contract, etc, can be obtained from the office of the Office Incharge, CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411, on payment of Rs.500.00 (Rupees five hundred only) in cash payable at CIFE's cash counter up to **20th February,2008**, on all working days (1000 to 1600 hrs).
- 3 Tenders, which must be placed in a sealed cover with the name of the work written on the envelope will be received at the Central Institute of Fisheries Education, Rohtak Centre, Lahli up to **1500 hrs on 21st February,2008** and will be opened on the same day at **1600 hrs** in the Conference room of CIFE Rohtak Centre.
- 4 This tender for "House keeping" is a **JOB CONTRACT** and the tenderers are instructed to quote **LUMPSUM AMOUNT PER MONTH.**

1.2 SITE VISIT

The tenderers are advised in their own interest to visit and examine the site of work before submission of tender. They may obtain all relevant information that may be necessary for preparation of the bid.

1.3 TENDER DOCUMENT

1. The tenderer required further information or clarification on the tender document may contact the office of the OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411, up to 20th February,2008 date, during office hours only.
2. The tenderer must fill and submit the tender document without making any additions or alterations in the tender document. Incomplete tenders and those submitted not as per the instructions are liable to be rejected.

1.4 MANNER OF SUBMISSION OF TENDER

1. The tender shall be submitted in a wax sealed envelope with the name of job (i.e. "Tender for Security Services") super scribed over it. The name and address of the tenderer shall be written on the bottom left hand corner of the envelope. The tender shall be addressed to "The OIC ,CIFE Rohtak Centre(Deemed University), Lahli, Distt. Rohtak, Haryana-124 411.
2. **The sealed envelope shall contain the following:**
 - I. Tender Document, duly filled and signed
 - II. Tenderer's covering letter (As per the enclosed Performa)
 - III. Crossed Demand Draft for Earnest Money
 - IV. Copy of Labour Licence
 - V. Exemption copy of Security Guard Board for CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411
 - VI. PAN Number and copy of latest Income Tax Return
 - VII. Upto date Income Tax Clearance Certificate from income Tax Officer
 - VIII. Service tax Number
 - IX. Copy of Shop & Establishment Licence / registration of firm
 - X. EPF registration Number/Account
 - XI. ESIC Registration Number/Account
 - XII. Experience certificate / company's profile
 - XIII. List of clients

Note: No page shall be removed from or added to the complete set of tender document issued by CIFE.

1.5 SIGNING THE DOCUMENT

All pages of tender document including various annexure shall be signed and stamped at the lower right hand corner and wherever required by the tenderer.

1.6 EARNEST MONEY DEPOSIT

1. The tenderer shall pay a sum of **Rs.10,000.00** (Rupees ten thousand only) towards Earnest Money Deposit (EMD) along with the tender in the form of Crossed Demand Draft payable to **ICAR Unit – CIFE Mumbai** .
2. The Earnest Money of the tenderer shall be forfeited to CIFE without prejudice to any other rights or remedies.
 - (a) If the tenderer withdraws his tender during the specified period of tender validity
 - (b) If, after acceptance of his tender, the tenderer fails to take up the job.
 - (c) If, the tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - (d) If, after acceptance of his tender, the tenderer fails to furnish the balance of Security Deposit.

- (e) If, after acceptance of his tender, the tenderer fails to commence the work within the stipulated time period
3. The tenders received without EMD in the prescribed form shall be rejected

1.7 PERIOD OF VALIDITY OF TENDER

The tender shall remain valid for 180 days after the date of opening prescribed by CIFE.

1.8 PERIOD OF CONTRACT

The present contract is for a period of six months. However the contract can be extended, based on the performance of the services, for a period of another six months or less as decided by the OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411

1.9 CARE IN SUBMISSION OF TENDER

1. Before submitting his/her tender, the tenderer shall be deemed to have satisfied himself/herself by actual inspection of the site and locality regarding the site conditions, working hours, approach road, available working area, working conditions of the Institute, etc., that are likely to be encountered during the execution of works, and he shall be deemed to have taken all these factors into account while quoting the rates. The rate quoted by him/her shall be deemed to be all inclusive for execution of work to the satisfaction of the OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411,
The tender document shall not contain any interlineations, erasures or overwriting except as necessary to correct the errors made by the tenderers in which case such correction shall be initialled by the tenderer along with his company's stamp.
3. The tender duly filled in all respects must be received by "The OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411",not later than stipulated time and date as mentioned in the tender schedule
4. Any tender received later than the dead line prescribed for submission is liable to be rejected
5. The sealed envelopes shall be superscripted as "**Tender for Security Services**"

1.10 OMISSIONS AND DECREPANCIES

Should a tenderer finds discrepancies in, or omissions from the document or any of the tender documents or should be in doubt as to their meaning, he/she should at once notify the authority inviting the tenders, who may send a written instruction to all the tenderers. It must be understood that every endeavour has been made to avoid any error which can materially effect the basis of the tender and the successful tenderer shall take upon himself/herself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account.

1.11 OPENING OF THE TENDER

At the advertised time and date, the tenders received shall be opened, in the presence of the intended tenderers, in the conference room of CIFE, Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411 and where practicable the names of the tenderers and the rates quoted by them will be read out. If the advertised date is declared as holiday, the tenders will be opened on the next working day at 1600 hrs.

1.12 CANVASSING

Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

1.13 RIGHT OF CIFE TO DEAL WITH TENDERS

The right of acceptance of the tender will rest with the OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411, who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all of the tenders received without assigning any reasons whatsoever. Wherever the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard

1.14 MISLEADING INFORMATION

If the tenderer / tenderers deliberately gives/give any wrong information or suppresses any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/her/their tender, CIFE reserves the right to reject such tender at any stage or cancel the order even after acceptance of the tender at the risk and cost of the tenderer / tenderers.

1.15 AWARD OF WORK

CIFE will notify the successful tenderer in writing by a registered letter or by Telex/Fax to be confirmed that his/her tender has been accepted.

1.16 SIGNING OF CONTRACT

The successful tenderer has to sign the agreement deed (the format of the **agreement deed** is attached as Annexure –II on non-judicial stamp paper valued **Rs. 100/- within 7 days** from the receipt of offer of contract. The successful tenderer has to arrange the stamp paper at his/her own cost.

1.17 SECURITY DEPOSIT

The successful bidder will be required to furnish a bank guarantee/FDR in the name of the **ICAR Unit-CIFE Mumbai** for the amount of 10% of the total tendered amount (for six months) as a security deposit before commencing the work for due discharge of obligations under the contract. Security deposit will remain with the institute as long as the contract is in force. The security amount fully or in part is liable to be forfeited in case the agency commits breach of any of the conditions mentioned above. If not forfeited, the security money is liable to be refunded to the agency on the expiry of the contract period.

1.18 OTHER INFORMATION

1. Tenderers shall quote the rates as **LUMSUM AMOUNT PER MONTH** in proper tender form. The quoted rates must be inclusive of wages, profit, PF, GIS, Service Tax, etc.
2. The contractors should write in figures as well as in words the rate and amount tendered by them.
3. When a contractor signs a tender in an Indian language the tendered amount or the total amount tendered should also be written in the same language.
4. The tender documents are not transferable.
5. Non-compliance with any of the conditions set forth here above is liable to result in the tender being rejected.
6. The agent / contractor shall not be permitted to participate in the tender if his/her near relative is posted in any capacity at the CIFE, CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411.
7. The security persons supplied should be able to carry their duties and they should not be less than 18 years of age
8. The tenderers shall submit list / lists of Departments where they are already engaged in such type of job.
9. Validity of the tender for the above work shall be for a period of **six months** from the date of commencement of the contract. The contract may be terminated at any time if the work is found be of substandard or unsatisfactory and the amount of Earnest Money will stand forfeited.
10. The job contract can be renewed for a period of another six months or less if the work is found satisfactory. However the decision of the Director, CIFE Mumbai shall be final and binding on all concerned in this regard.
11. On acceptance of the tender, the agency / contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the Security In-charge of this Institute for executing the day to day works.

1.19 IMPORTANT DATES AND INSTRUCTIONS

1. The scope of present work is “**Providing Security Services to safeguard the properties of CIFE at the CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411**”
2. Tender Document shall be sold to the tenders **upto 1600 hrs on 20th February,2008**, against the **non-refundable** prescribed fee of **Rs. 500/- (Rupees Five Hundred only)** in the form of **Cash payable** at CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411”, **or** in form of crossed **Demand Draft** drawn in favour of the “**ICAR Unit - CIFE, Mumbai**”
3. The wax sealed envelope shall be super scribed:
 - a. Title as “**Tender for Security Services**”
 - b. Do not open before **1600 hrs of 21st February,2008**
 - c. The tender shall be addressed to “**The OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411,**
4. The tender shall be submitted before **15:00 hrs on 21st February,2008** and the same shall be opened on the **same day at 16:00 hrs**, in the committee room of CIFE in presence of intended tenderers.
5. The tenderer shall pay along with the tender the sum of **Rs. 10,000/- (Rs. Ten Thousand only)**, towards Earnest Money deposit (EMD) in the form of crossed Demand Draft drawn in favour “**ICAR Unit - CIFE, Mumbai**. The EMD in any other form will not be accepted.
6. The tender duly filled in all respects must be received by “**The OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411, not later than 1500 hrs on 21st February,2008**

**Officer Incharge,
CIFE, CIFE Rohtak Centre,
Lahli, Distt. Rohtak, Haryana-124 411**

PART – II

TERMS & CONDITIONS OF THE CONTRACT

1. The security agency shall carry out the security and watch and ward of the CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411 as per the requirements and instructions given to them by the authorities of One Part/First Party from time to time for a period of six months w.e.f. 01-03-2008 until further orders. The contract shall be extended for a period of another six months or less based on the merit of performance of the agency.
2. A list showing the jobs to be carried out by the security agency is attached as **Annexure-I**. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with the approval of the authorities of the Institute (CIFE).
3. The security agency shall render the services on the **job contract basis** at the rate of Rs. _____ p.m. which includes PF contribution, ESI contribution (not applicable to service man), tax and any other statutory provisions and liabilities to be discharged by the security agency.
4. Security guards to be deployed shall be preferably ex-servicemen with robust health and clean record preferably within age group of below 45. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the One Part/First Party from time to time. In case there is any change in employment of the Security Guard, such change shall be initiated to the security agency in writing well in advance.
5. The security agency shall employ their own staff/employees as may be required for the purpose of execution and supervision of the work which shall be subject to the approval of the Institute (CIFE) authorities.
6. The security agency must agree to discharge all their legal obligations of their employees in respect of their wages and other 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, viz, statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act, Industrial Dispute Act etc. The security agency should agree to indemnify and keep indemnified the CIFE from any claims, loss or damages that may be caused to the Institute (CIFE) on account of the Security Agency's failure to comply with their obligations under the various law towards their staff/employees employed by them or any loss or damage to one part due to acts/omissions of other part.
7. The stationery items like registers, scales, writing pads, pencils, staplers, etc. will not be provided by the Institute (CIFE) and Uniforms will not allowed to be washed in the One Part/First Party premises. The uniform of the security personnel's and other related items as mentioned above will be provided by the Security Agency. The Institute (CIFE) will pay only the amount as quoted by the agency (i.e. ----- Rupees per month).

8. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered previous months to the OIC , CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411. The payment will be made by cross cheque on receipt of confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of OIC , CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411 whose decision shall be final and binding on the security agency.
9. The security agency should agree to get all the security staff members and their employees insured against any liability arising under the Workman's compensation act or under the common law. The security agency must agree to indemnify against any claim that the Institute (CIFE) may have to meet in respect of their staff members and/or Workman/employees on account of any accident or for any other reason.
10. It is further clarified that under no circumstances, the staff member and/or the workmen/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of the Institute (CIFE) and the security agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the Institute (CIFE) against any claim that may have to meet towards the employees of the security agency.
11. The security agency must ensure that no theft or damages to the Institute's (CIFE) property take place during the tenancy of the service contract of the security agency. In case any theft or damage to the Institute's (CIFE) property occurs during the service contract period with the security agency due to the negligence of the security staff/employees of the security agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry (consisting of two members of the Institute (CIFE) and one member of other security agency) come to the conclusion that the loss is attributable to the negligence on part of security personnel of the security agency. The security agency shall attend all the police cases from time to time during the contract period, if required.
12. The security agency will provide the security services at the rates mentioned in the foregoing paragraph round the clock in three shifts running from 8.00 a.m. to 4.00 p.m., 4.00 p.m. to 12.00 (mid night) and 12.00 (mid night) to 8.00 a.m. The security supervisor of the security agency should be present to supervise the security work invariably between the shifts from 8.00 a.m. to 04.00 p.m. to 12.00 p.m. and 12.00 p.m. to 8.00 a.m.
13. If any question or dispute arises between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, than such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the Institute (CIFE) his award shall be governed by the provisions of the Arbitration & Conciliation Act 1996 for the time being in force in India Union and shall be binding on both the parties hereto.
14. The contract shall be terminated in case of following contingencies:

- a) If the security agency fails to execute the work entrusted to the satisfaction of the Institute (CIFE) of which the Institute (CIFE) shall be the sole judge.
- b) If the security agency fails to discharge their legal obligations towards the employees security personnel employed at Institute (CIFE) premises.
- c) If for any reason whatsoever, the security agency is not able to perform their part under this agreement for continuous period of ten days or more.
- d) If the security agency commits breach of any of the clauses of the agreement.
- e) If the Institute (CIFE) is required to pay any damages and/or compensation and/or any payment to their customers/visitors on account of any negligent action and/or misbehavior on part of the security agency.
- f) If the security agency is unable to give proper account of tools, equipments etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
- g) The security agency shall inform the Institute (CIFE) immediately of their having been granted the approval by the Government of India to operate as Private Security Guards Agency under regulation of Employment and Welfare Act 1981. The Security Agency shall obtain the license under section 12 of the contract labour (Regulation & Abolition) Act 1970 from the Competent Authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement security agency shall have license under section 12 of the Contract Labour (R&A) Act 1970. In default of these agreement will be liable to be terminated.
- h) The Institute (CIFE) will not be made liable to answer any officials under Security Funds board. It shall be the sole responsibility of the security agency to satisfy any of the officials of the Security Guards Board.
- i) Under no circumstances, the Institute (CIFE) shall be made liable or additional monetary involvement than what has been mutually agreed earlier.

15. PENALTY CLAUSE:
- i) The Security Supervisors and Security Guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, shoes and identity card, etc.
 - ii) No Security Supervisors/Security Guards perform double duty, in case if they are found performing double duty or remain absent from the duty a penalty of double the wages shall be recovered from the security bill.
 - iii) A daily list of Security Supervisor and Security Guards on duty should be provided to this office.
 - iv) A detailed list of Security Supervisor and Security Guards along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of security.
16. The guards should be healthy, desirable physique and proper experience and may be shuffled from time to time.
17. The guards must have the working knowledge of Hindi and English.
18. The guards should perform one shift per day, double duties are not allowed.
19. The guards should not develop social relationship with CIFE staff.
20. The guards should be provided with uniforms, whistle, torch, lathi, etc.
21. The guards should wear neat uniform while on duty along with identity cards.
22. They should not leave the point unless and until the reliever comes for shift duties.
23. The security supervisor will maintain all the registers which are kept at main gate and other points.
24. They have to verify all the labs, rooms etc. of the Campus after 5.30 p.m. to ensure as to whether all buildings are locked properly.
25. From 10.00 p.m. to 6.00 a.m. one security supervisor must be on patrolling duty in the campus by rotation and while patrolling he should check all the buildings locks including pump houses.
26. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
27. They should observe movement of all the staff, labourers and visitors etc.
28. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitor's registers and permission from concerned officials.
29. 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, for any item of suspicion.

30. Proper entries are to be made while handing over key to any staff/student of CIFE and while taking over too.
31. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor/Security guards going on leave under intimation to this office.
32. Changing of Security Supervisor/Security Guards should be intimated to the Caretaker.
33. Patrolling to the identified sensitive point to be carried out every hour in the night.
34. The security staff should follow the codal formalities and disciplines of Security System while on duty.
35. The security personnel should ensure that proper gate pass has been issued by the Competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contact Officer In-charge.
36. CIFE shall not provide any residential accommodation in the premises of the CIFE Rohtak Centre to any security guard / supervisor.
37. The security agency shall be responsible for and shall pay any compensation to his workmen/guards under the Workmen's compensation act 1923 (VIII of 1923) (hereafter call the said act) for injuries caused to the workmen in any type of accident or whatsoever during the duty hours.
38. Successful bidder has to sign an agreement deed on Indian Non Judicial stamp paper of appropriate value as per the rate prevalent in this state in a proper format (the format of the agreement deed along with terms and conditions is attached as Annexure –II)

**OIC,
CIFE Rohtak Centre,
Lahli, Distt. Rohtak,
Haryana-124 411**

PART – III
FINANCIAL BID

- Note :-**
- i) The quotation should carefully read the nature of duties and services which are mentioned in Annexure-I.
 - ii) Important security points should be considered and taken into account while quoting the rates.
 - iii) The present quotation is “job contract on lump-sum basis”, Hence, the rates should be quoted as lump-sum amount per month.

Sr. No.	Details of work	Amount per month
1	Security services for safeguarding the properties of Central Institute of Fisheries Education (CIFE) Rohtak Centre Campus(total area of 36 acres in Lahli and Baniani), and carrying out the security jobs/works/services as mentioned in the annexure-I	

Date :

Seal :

Signature of the contractor

**BRIEF DESCRIPTION OF NATURE OF DUTIES/RESPONSIBILITIES
OF SECURITY GUARDS AND SECURITY AGENCY**

1. The guards should be healthy, desirable physique and proper experience and may be shuffled from time to time.
2. The guards must have working knowledge of Hindi and English language.
3. The guards should perform one shift per day, double duties are not allowed.
4. The guards should not develop social relationship with CIFE staff.
5. The guards should be provided with uniforms, whistle, torch, lathi, etc.
6. The guards should wear neat uniform while on duty along with identity cards.
7. They should not leave the point unless and until the reliever comes for shift duties.
8. The security supervisor will maintain all the registers which are kept at main gate and other points.
9. They have to verify all the labs, rooms etc. of the Campus after 5.30 p.m. to ensure as to whether all buildings are locked properly.
10. From 10.00 p.m. to 6.00 a.m. one security supervisor must be on patrolling duty in the campuses by rotation and while patrolling he should check all the buildings locks including pump houses.
11. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
12. They should observe movement of all the staff, labourers and visitors etc.
13. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitor's registers and permission from concerned officials.
14. 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 for any item of suspicion.
15. Proper entries are to be made while handing over key to any staff/student of CIFE and while taking over too.
16. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor/Security Guards going on leave under intimation to this office.
17. Changing of Security Supervisor/Security Guards should be intimated to the Caretaker.

18. Patrolling to the identified sensitive point to be carried out every hour in the night.
19. The security staff should follow the codal formalities and disciplines of Security System while on duty.
20. The security personnel should ensure that proper gate pass has been issued by the Competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contact Officer In-charge.
21. The important security / check points are as follow:

Sr. No.	Security points	Requirement
1	Main entrance gate	(Round the clock)
2	Tube well no1	(Round the clock)
3	Ponds Nos2&3	(Round the clock)
4	Tube well No4,5	(Round the clock)

It is responsibility of the security agency to safeguard the properties of the entire campus and facilities developed at the institute from time to time.

AGREEMENT DEED

This agreement is made at _____ on this _____ day of _____ 2008 between the Indian Council of Agricultural Research, a Society registered under the Societies Registration Act 1960, through the Secretary, ICAR (Herein after called first party) of the First Party and _____ having its office at _____ (hereinafter called the security agency) of the other part.

WHEREAS the One Part/First Party desired to avail the security on job/service contract basis for the purpose of carrying out the security and watch and ward of their property etc.

NOW THEREFORE it is agreed by and between One Part/First Party and the security agency as under :-

1. The security agency shall carry out the security and watch and ward of the CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411 as per the requirements and instructions given to them by the authorities of One Part/First Party from time to time for a period of six months w.e.f. **01.03.2008** until further orders.
2. A list showing the jobs to be carried out by the security agency is attached as **Annexure-I**. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with the approval of the authorities of the One Part/First Party.
3. The security agency shall render the services on the job contract basis at the rate of Rs. _____ p.m. which includes PF contribution, ESI contribution (not applicable to service man), tax and any other statutory provisions and liabilities to be discharged by the security agency.
4. Security guards to be deployed shall be preferably ex-servicemen with robust health and clean record preferably within age group of below 45. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the One Part/First Party from time to time. In case there is any change in employment of the Security Guard, such change shall be initiated to the security agency in writing well in advance.
5. The security agency shall employ their own staff/employees as may be required for the purpose of execution and supervision of the work which shall be subject to the approval of the One Part/First Party authorities.
6. The security agency agrees to discharge all their legal obligations of their employees in respect of their wages and other 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, viz, statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act, Industrial Dispute Act etc. The security agency agrees to indemnify and keep indemnified the One Part/First Party from any claims, loss or damages that may be caused to the One Part/First Party on account of the Security Agency's failure to comply with their obligations under the various

law towards their staff/employees employed by them or any loss or damage to one part due to acts/omissions of other part.

7. The stationery items like registers, scales, writing pads, pencils, staplers, etc. will not be provided by the One Part/First Party and Uniforms will not allowed to be washed in the One Part/First Party premises. The uniform of the security personnel's and other related items as mentioned above will be provided by the Security Agency. The One Part/First Party has to pay only the amount which has been agreed to as per items No.3.
8. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered previous months to the OIC , CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411. The payment will be made by cross cheque on receipt of confirmation regarding satisfactory execution of services by the officer authorised for this purpose. In case, the services are not provided upto the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of OIC ,CIFE Rohtak Centre, Lahli, Distt. Rohtak, Haryana-124 411, whose decision shall be final and binding on the security agency.
9. The security agency agrees to get all the security staff members and their employees insured against any liability arising under the Workman's compensation act or under the common law. The security agency agrees to indemnify against any claim that the One Part/First Party may have to meet in respect of their staff members and/or Workman/employees on account of any accident or for any other reason.
10. It is further clarified that under no circumstances, the staff member and/or the Workmen/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of the One Part/First Party and the security agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the One Part/First Party AGAINST ANY CLAIM THAT may have to meet towards the employees of the security agency.
11. Further, it is agreed that the security agency will ensure that no theft or damages to the One Part/First Party property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to the One Part/First Party property occurs during the service contract period with the security agency due to the negligence of the security staff/employees of the security agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry (consisting of two members of the One Part/First Party) and one member of the other security agency) come to the conclusion that the loss is attributable to the negligence on part of security personnel of the security agency. The security agency shall attend all the police cases from time to time during the contract period, if required.
12. The security agency will provide the security services at the rates mentioned in the foregoing paragraph round the clock in three shifts running from 6.00 a.m. to 2.00 p.m., 2.00 p.m. to 10.00 p.m., and 10.00 p.m. to 6.00 a.m. The security supervisor of the security agency will be present to supervise the security work invariably between the shifts from 6.00 a.m. to 2.00 p.m. to 10.00 p.m. and 10.00 p.m. to 6.00 a.m.
13. If any question or dispute arises between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of

liabilities of the parties hereto, than such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the One Part/First Party his award shall be governed by the provisions of the Arbitration & Conciliation Act 1996 for the time being in force in India Union and shall be binding on both the parties hereto.

14. Notwithstanding anything contained in clause 13 it is expressly agreed and understood that the One Part at its sole discretion will terminate the agreement in case of following contingencies :
- i. If the security agency fails to execute the work entrusted to the satisfaction of the One Part of which the One Part/First Party shall be the sole judge.
 - ii. If the security agency fails to discharge their legal obligations towards the employees security personnels employed at One Part/First Party premises.
 - iii. If for any reason whatsoever, the security agency is not able to perform their part under this agreement for continuous period of ten days or more.
 - iv. If the security agency commits breach of any of the clauses of the agreement.
 - v. If the One Part/First Party is required to pay any damages and/or compensation and/or any payment to their customers/visitors on account of any negligent action and/or misbehavior on part of the security agency.
 - vi. If the security agency is unable to give proper account of tools, equipments etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
 - vii. The security agency shall inform the One Part/First Party immediately of their having been granted the approval by the Government of India to operate as Private Security Guards Agency under regulation of Employment and Welfare Act 1981. The Security Agency shall obtain the license under section 12 of the contract labour (Regulation & Abolition) Act 1970 from the Competent Authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement security agency shall have license under section 12 of the Contract Labour (R&A) Act 1970. In default of these agreement will be liable to be terminated.
 - viii. The One Part/First Party will not be made liable to answer any officials under Security Funds board _____. It shall be the sole responsibility of the security agency to satisfy any of the officials of the Security Guards Board.
 - ix. Under no circumstances, the One Part/First Party shall be made liable or additional monetary involvement than what has been mutually agreed.

15. PENALTY CLAUSE:

- i. The Security Supervisors and Security guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, shoes and identity card, etc.
- ii. No Security Supervisors/Security guards shall perform double duty, in case if they are found performing double duty or remain absent from the duty CIFE has the rights to impose a penalty and recover an amount of double the wages from the security bill.
- iii. A daily list of Security Supervisor and Security Guards on duty will be provided to CIFE office.
- iv. A detailed list of Security Supervisor and Security Guards along with their photographs attested by the agency including permanent address will be provided to the CIFE for record before taking over the charge of security.

In case of any of the above contingencies, the One Part/First Party will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and/or loss which may be suffered by the Security Agency on account of termination of this agreement.

In WITNESS, whereof, the parties herein to have set their respective hands on this day of

**For and one behalf of
Secretary, ICAR_____**

**For and on behalf of
the Security Agency**

Signature

Signature

**Name & Designation and
Stamp/seal**

**Name with Designation and
Stamp/seal**

Witnesses

1. **Signature** **Name/Address**

2. **Signature** **Name/Address**

AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS

TO,

THE OIC ,
CIFE ROHTAK CENTRE, LAHLI, DISTT. ROHTAK, HARYANA-124 411
(DEEMED UNIVERSITY, ICAR)
LAHLI,
DISTT. ROHTAK,
HARYANA-124 411

Sir,

1. Having examined the tender document thoroughly including instructions to Tenderers, conditions of Contract, mode of Payment, Schedule of Contract, Quantities, and Annexures, etc, (every thing mentioned in the tender document), for execution of above mentioned jobs, We the undersigned offer to execute and complete the works, if we are awarded the job.
2. We undertake, if our Tender is accepted, to commence the works within seven days of issue of acceptance letter to commence works comprised in the contract
3. If our tender is accepted, we will furnish the Security Deposit as per the terms and conditions mentioned in the Tender Document
4. Unless and until an agreement is prepared and executed, the tender together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also agree to abide by and fulfil all the terms and provisions of the conditions of the contract, and in default thereof to and pay to CIFE the sums of money mentioned in the said conditions.

Date:

(Signature of the tenderer)

Seal:

DETAILS OF EARNEST MONEY DEPOSIT (EMD)

JOB :

AMOUNT : Rs.

DEMAND DRAFT / CASH RECEIPT NO :

DATE OF DRAWN :

NAME OF THE BANK :

ANY OTHER DETAILS :

(SIGNATURE OF THE TENDERER)

DATE:

SEAL :