

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Kakinada Centre, Beach Road, Kakinada – 533 001

Tel. No. 0884-2376746, 2379146

Fax No. 0884-2373602

Website: www.cife.edu.in

TENDER DOCUMENT



TENDER FOR PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS-2016

PART – I TECHNICAL BID



भा.कृ.अनु.प. – केन्द्रीय मात्सियकी शिक्षा संस्थान

(यू.जी.सी. अधिनियम 1956 की धारा 3 के तहत घोषित विश्वविद्यालय)

काकिनाडा केंद्र, काकिनाडा - ५३३००१

ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION

(A University Established Under Sec. 3 of UGC Act 1956)

KAKINADA CENTRE, KAKINADA - 533001



ABOUT THE INSTITUTE

Central Institute of Fisheries Education (CIFE) Kakinada Centre is one of the nodal centres imparting training programmes on various aspects of brackishwater and freshwater aquaculture. This centre is under the control of CIFE, Mumbai which is the National Fisheries University in the Country. It is under the administrative control of Indian Council of Agricultural Research (New Delhi), under Ministry of Agriculture (Govt. of India). The main objectives of this centre are (i) to conduct short term training programmes on various aspects of Aquaculture. (ii) to organize field demonstrations, transfer of technologies of proven technologies in Aquaculture and (iii) to undertake research activities in the field of brackishwater and freshwater aquaculture.

This centre has two farms i.e. (i) brackishwater fish farm at Kakinada and freshwater fish farm at Balabhadrapuram. The brackishwater farm established in 1968 spreads over an area of about 16 acres. Shellfish and finfish production is taken up year round with special reference to R&D and on farm demonstrations. The freshwater fish farm is located at equidistant of 35 Kms between Kakinada and Rajahmundry. It is spread over an area of about 7 acres. Research and development on alternative aquaculture species and seed production are the major thrust area of the farm. The security services on job contract basis will be covering both the farms and campus of the centre.

Infrastructure:

Brackishwater Fish Farm: Rearing ponds, growout ponds, Hostel, Dormitory, Prawn hatchery, Molecular biology Lab., Chemistry Lab, Lecture hall, Office building, Library, Office quarters.

Freshwater Fish Farm, Balabhadrapuram: Office Building, Girls Hostel, Magur hatchery, Carp hatchery, Library, Magur nurseries, Nursery ponds, stocking ponds, Dormitory, Ornamental Fish culture Unit, Live feed culture unit



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F.No.CIFE(KKD)/Security Services/2016-17/

Dated: 20-11-2016

NOTICE INVITING TENDER

The Officer-In-Charge, Central Institute of Fisheries Education (CIFE), Kakinada Centre, invites sealed tenders in Two-Bid system (Technical and Financial Bid) from the eligible and registered Agencies/Contractors for **“SECURITY SERVICES ON JOB CONTRACT BASIS”** at CIFE Kakinada Centre, Kakinada - 533001. Non-transferable tender document can be obtained from office of the undersigned on all working days on payment of Rs. 1000/- (Rupees One thousand only) in cash or by Demand Draft payable to “ICAR Unit - CIFE” at Mumbai (Non-refundable). Tenders will be issued from 20.11.2016 to 10.12.2016 on all working days between 10.30 AM and 4.30 PM to the registered and reputed agencies. The tender papers shall not be issued by post. Tender form can also be downloaded from our website www.cife.edu.in and the cost of tender document should be enclosed along with bid in the form of Demand Draft/Pay Order failing which the tender will be rejected.

The prospective agencies/contractors may attend the **Pre-bid meeting** scheduled on 06.12.2016 at 11.00 AM in the ICAR-CIFE Kakinada office. Sealed tenders will be received up to **1030 hrs. on 12.12.2016**. The Technical Bids will be opened on the same day at 1200 hrs. in presence of the intended tenderers. An amount of **Rs. 50,000/- (Rupees Fifty thousand only)** towards EMD should be deposited in the form of crossed Demand Draft payable to “Officer-in-Charge, CIFE Kakinada Centre” payable at Kakinada. The tenders of the agencies/bidders who do not deposit EMD in the above said manner are liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted.

The Director, ICAR-CIFE, Mumbai reserves the right to accept or reject any or all tenders without assigning any reason whatsoever it may be. No correspondence shall be entertained in this regard.

Officer-in-Charge
ICAR-CIFE Kakinada Centre
For and by the Director of ICAR-CIFE, Mumbai

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**TENDER FOR PROVIDING “SECURITY SERVICES” ON JOB CONTRACT
BASIS-2016**

To

M/s. -----

Sub : Supply of blank Tender Form - reg.

Dear Sir,

With reference to your application dated _____, please find enclosed herewith blank Tender form along with the detailed specifications receipt no. _____ Dated _____ for Rs. _____ for above mentioned job work / service contract.

Kindly acknowledge the receipt of the same.

Yours faithfully,

Officer-In-charge

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**TENDER FOR PROVIDING “SECURITY SERVICES” ON JOB CONTRACT
BASIS-2016**

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KAKINADA CENTRE, KAKINADA - 533001



F.No.CIFE(KKD)/Security Services/2016-17/

Dated: 20-11-2016

TENDER DOCUMENT (NON-TRANSFERABLE)

INVITATION TO TENDER (IN TWO BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR PROVIDING "SECURITY SERVICES" ON JOB CONTRACT BASIS-2016

- | | |
|--|----------------------------|
| 1. Cost of Tender Form | : Rs. 1,000/- |
| 2. Issue of tender document | : 20.11.2016 to 10.12.2016 |
| 3. Last date of receipt of Tender 1030 hrs. on | : 12 December 2016 |
| 4. Technical bid to be opened at 1200 hrs. on | : 12 December 2016 |
| 5. Pre-bid Meeting at 1100 hrs. at CIFE Kakinada office on | : 06 December 2016 |
| 6. Tender to remain open for acceptance up to 90 days
From the date of opening of Financial Bids | |
| 7. The Tender form is available on CIFE's website : www.cife.edu.in | |

NOTE :

1. The Director, Central Institute of Fisheries Education, Mumbai may at his/her discretion extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a holiday, the Tender shall be deemed to remain open for acceptance till the next working day.



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F. No. CIFE (KKD)/Security Services/2016-17/

Dated: 20.11.2016

SUBJECT: SECURITY SERVICES ON JOB CONTRACT BASIS-2016 AT ICAR-CIFE KAKINADA CENTRE, KAKINADA -533001

Note: All communications must be addressed to the Officer Incharge, ICAR-Central Institute of Fisheries Education, Kakinada Centre, Beach Road, Kakinada – 533001.

From

Officer-In-charge,

ICAR-Central Institute of Fisheries Education,
Kakinada Centre,
Kakinada – 533001.

To

M/s. -----

Dear Sir(s),

Sealed Tenders (in 2 bid system – Technical and Financial bid) are hereby invited on behalf of the Director, Central Institute of Fisheries Education (CIFE), Mumbai for Contract of “**SECURITY SERVICES ON JOB CONTRACT BASIS-2016**” at Central Institute of Fisheries Education (Deemed University), Indian Council of Agricultural Research, Kakinada Centre, Beach Road, Kakinada– 533 001.

1. 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 CIFE and by the Research Institutes of the ICAR and the special terms and conditions detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. Non-transferable tender document can be obtained from office of **The Officer-in-Charge, CIFE Kakinada Centre, Kakinada -533001** on all working days on payment of Rs. 1000/- (Rupees One thousand only) **in cash or by Demand Draft** payable to “ICAR Unit - CIFE” at Mumbai (Non-refundable). Tenders will be issued from 20-11-2016 to 10-12-2016 on all working days between 10.30 AM and 4.30 PM, to the registered and reputed agencies. The tender papers shall not be issued by post. Tender form can also be downloaded from our website www.cife.edu.in and the cost of tender document should be enclosed along with bid in the form of Demand Draft/Pay Order failing which the tender will be rejected.
3. An earnest money (EMD) of **Rs. 50,000/- (Rupees Fifty thousand only)** must be deposited in the form of demand draft/pay order payable to “**Officer-in-charge, CIFE Kakinada centre**” payable at Kakinada. However, Agencies holding/registered with Central purchase Organization, National Small Industries Corporation (NSIC) or concerned Ministry or Department are exempted from paying EMD. Such Agencies have to enclose necessary certificates to this effect along with the Technical Bid. **The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/receipt number and date, failing which the tender will not be opened. The Tender will not be considered if earnest money is not deposited with the Tender.**
4. The tenderer is being permitted to give Tender in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the CIFE. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the CIFE.
5. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and to be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed; otherwise, the tender may be rejected.
6. The quotation will be evaluated based on the firm’s turnover, experience in working Govt. Dept./Undertaking, Number of workers/ Supervisor registered with ESIC/EPF, Minimum Wages, the Service Charges quoted and actual amount to be paid to the labourers
7. The Tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender are not fully filled in. Individual signing the tender or other documents connected with the contract may

specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

8. If the Tenderer does not accept the offer, after issue of letter of Intent (i.e. LOI) by the Institute (CIFE) within 15 days, the offer made shall be withdrawn and Earnest Money Deposit (EMD) will be forfeited.
9. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the CIFE 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 tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
10. The original copy of the tender is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscripted as Tender for **“SECURITY SERVICES ON JOB CONTRACT BASIS-2016”** with address of this office and of the tenderer. Right is reserved to reject outstation tenders. All tenders should be sent by Registered Post. Tender may be hand delivered and should be put in the Tender Box which shall be kept in the Office Building of ICAR-CIFE, Kakinada Centre, Kakinada – 533001 not later than **10.30 AM on 12 December 2016.**
11. The rates quoted should be both in words and figures, failing which the Tender 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 Tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.
12. The CIFE does not pledge itself to accept the lowest or any other tender and also reserve to itself the right of accepting the tender in whole or in part of the tender. You are however at liberty to tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tender is considered fully. **Other conditional Tenders will not be accepted.**
13. **The successful bidder, after award of the contract and before commencing the work, should deposit an amount equivalent to 10% of the annual value of the contract as Performance or Security Deposit.** In the event of non-deposition of the same, the Earnest Money Deposit (EMD) will be forfeited.
14. No interest on Performance/Security Deposit (SD) & Earnest Money Deposit (EMD)

shall be paid by the CIFE to the tenderer.

15. Service Tax or any other statutory taxes in respect of this contract shall be payable by contractor, and CIFE will not entertain any additional claim whatsoever in this respect once the tender has been finalized. However the service taxes or any other tax which is as per the Government norms shall be deducted at source from monthly bills of the successful tender, as per rule/instructions made applicable from time to time by Govt.
16. DIRECTOR, CIFE, MUMBAI reserves the right to reduce or terminate the period of contract or extend its duration in the interest of the CIFE for any justifiable reasons. It is not mandatory on the part of CIFE to communicate the same to the tenderer.
17. The contract will be initially for a period of one year and further extendable for a period of one more year (total 2 years) on year to year basis, subject to satisfactory performance of the Tenderer and his/her willingness to continue on mutual understanding basis.
18. The decision of DIRECTOR, CIFE, MUMBAI 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/her level; and, will not be referred to any outside arbitration.
19. Acceptance by the Institute (CIFE) will be communicated by FAX, E-mail, Speed post or any other form of communication. Formal letter of acceptance and work order will be forwarded as soon as possible, but the earlier instructions in the FAX/E-mail/Express letter etc. should be acted upon immediately.
20. **Qualification criteria:-** The firm shall be having a minimum annual turnover of **Rs. 25 lakhs and above in the last 3 financial years (2013-14, 2014-15, and 2015-16)**. The firm should have experience of having undertaken similar type of works in the past. A minimum of one work or two works of **Rs. 25 lakhs per Annum or more** during one financial year in the last three years in Central Govt. / State Govt. / PSU / University etc. Preference will be given to the tenderer quoting for all the schedules of work; subject to fulfillment of terms and conditions and other statutory Govt. levies.
21. The Competent Authority at its discretion may detail a Committee consisting of two-three officers to visit the place(s) where the firm may be providing the services before finalizing the firms for technical evaluation. Only the technically found suitable firms would be called to witness the process of opening the financial bids.
22. **CHECK LIST:** The following documents **must be enclosed** along with the duly filled in tender form so as to consider it eligible for services (for technical bid):-
 - a) Last three years continuous experience of the firm in the field of providing such Services in Central Govt. establishment/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.

- b) **Registration Certificate:** The firm should contain valid registration certificate under the Govt. of Andhra Pradesh. The firm should have the license for operating security services in Andhra Pradesh as per Private Security Agencies Act (PSARA) Rules 2005 and 2009.
- c) **Copy of Work Orders:** Work / Supply Orders in support of Minimum Annual Turnover of the Agency / Firm in the last 3 years (2013-14, 2014-15, and 2015-16) (as per point No. 20 above) and also in support of 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 / Corporate Offices / reputed public or private organizations must be enclosed.
- d) **Certificate for turnover:** Certificate for turnover of the firm for the last 3 financial years (2013-14, 2014-15, and 2015-16). **This turnover certificate should be issued by registered Chartered Accountants**, failing which tender is liable to be rejected.
- e) **IT and Balance Sheet:** Income Tax Return and balance sheet of the Firm/Agency for the last 3 financial Years (2013-14, 2014-15, and 2015-16) & a copy of PAN Card.
- f) **Experience - Cum - Satisfactory Services Certificate:** Duly certified copies (minimum three) of the satisfactory performance where the tenderer has provided satisfactory services during the last three years (2013-14, 2014-15, and 2015-16).
- g) **Client list:** A list of clients where the Firm has undertaken similar works
- h) **EPF Certificate:** Employee EPF registration certificate issued by local govt. etc.
- i) **ESIC Registration:** ESIC registration certificate issued by local Govt. etc.
- j) Copy of Professional Tax License.
- k) **Service Tax (ST) Certificate:** Service Tax (ST) registration certificate issued by the local Govt. etc.
- l) **Labour License:** The contractor/agency must have a registration with the contract labour (Regulation & Abolition) Act, 1970. If the Tenderer is not presently having the labour license, the same shall obtained within 30 days from the date of issue of the work order from the successful bidder under the said Act.
- m) The firm must have solvency certificate for at least Rs. 25 lakhs from their bankers.
- n) **No legal Suit / Criminal Case against the Agency/Firm:** Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESIC, Minimum Wages Act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it.
- o) Nos. of Security guards/supervisors registered under ESIC & EPF separately. A Minimum

of 25 guards/Supervisors of the Security agency should be registered under ESIC & EPF. A documentary proof of latest vouchers/challans is required to be attached.

(Note: Documents in support of above mentioned items of the Check List must be enclosed along with the Technical bid in the same sequence as mentioned above. Each document must be properly flagged with title of the document clearly written on it)

24. Successful tenderer will have to enter into a detailed contract agreement with CIFE on non-judicial stamp paper of Rs. 100/-.

25. Only those firms will be considered for financial bid who will qualify in the technical bid

26. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. The Proprietor/Director of the agency/Pvt. Ltd. Co. is permitted to participate in the tendering process.

Note: The Technical bid and Financial bid must be submitted in Two Separate Envelopes to be sealed and put in a main Envelope/Cover.

Yours faithfully,

**Officer Incharge
ICAR-CIFE, Kakinada Centre
Kakinada – 533001**

TENDER FOR “PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS-2016” AT ICAR-CIFE KAKINADA CENTRE, KAKINADA -533001

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/Cellular No. :

E-Mail address :

FROM:

TO

The Officer Incharge

Central Institute of Fisheries Education
Kakinada Centre
Kakinada – 533 001

Sir,

1. I / We have read all the particulars regarding the general information and other terms and conditions of the contract for **SECURITY SERVICES ON JOB CONTRACT BASIS-2016** at the Central Institute of Fisheries Education, Kakinada Centre, Kakinada and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I to this tender and I/we agree to hold this offer open till **90 (Ninety) days from the date of opening of Financial bids**. The rates quoted will be valid for a period of one year in the event of award of the Contract or till the termination of the Contract whichever is later. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions of the contract and shall provide the best services strictly in accordance with these requirements.
3. The total no. of sheets including Tender Document and all supporting papers is -----
4. The following pages have been added to and form a part of this tender_____.
The Schedules-I & II to accompany this tender are at pages_____
5. Every page so attached with this tender bears my signature and the office seal.
6. Pay order/DD No._____ of Rs._____ drawn in favour of **“Officer-in-Charge, CIFE Kakinada Centre”** and payable at Kakinada is enclosed as earnest money required.
7. Pay order/DD No._____ of Rs._____ drawn in favour of **“ICAR Unit CIFE”** and payable at **Mumbai** is enclosed towards the cost of tender form as we have downloaded the tender document from CIFE web site.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness:

Telephone No. Office:

Address:

Residence:

Occupation:

Mobile:

Signature of witness to contractor's signature

SCHEDULE TO TENDER

S.No.	Details	Information
PART – I		
1	Name of the Firm/Agency:	
2	Full address with Post Box No. if any, Telephone, FAX, Mobile No., E-mail if any:	
3	Constitution of the Firm/Agency (Attach copy)	
	a) Indian Companies Act, 1956:	
	b) Indian Partnership Act, 1932: (Please give names of partners)	
	c) Any other Act, if not, the owners:	
	d) Details, if not the Owners:	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender:	
(i)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration	

(ii)	If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Name and Full Address of your Banker	
6	Your permanent Income Tax Number/Circle/Ward	
7	Any other relevant information	
PART – II		
8	Earnest Money Deposited: Yes/No If Yes, details –	DD or Pay order No. ----- Dated: ----- Amount: Rs. ----- Issuing Bank: ----- -----
PART – III		
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the tender:	
10	Name of the permanent Representative (with Telephone Mobile No.) to be visiting ICAR-CIFE regarding the contract	

Note: Please add supplementary pages to be numbered wherever needed by the tendered.

Date: _____

Place: _____

Authorized Signatory

SCOPE OF WORKS, GENERAL INFORMATION AND TERMS & CONDITIONS OF THE CONTRACT

SECTION - I

Scope of Work

1. BUILDINGS AND THEIR LOCATIONS: CENTRAL INSTITUTE OF FISHERIES EDUCATION (CIFE), (Deemed University), Indian Council of Agricultural Research, Kakinada – 533 001. The Security Services Job Contract are required to safeguard the properties of both the Freshwater fish farm Balabhadrapuram campus and the Backishwater fish farm campus of the CIFE Kakinada centre, Kakinada at present.

Security Agencies are requested to visit and survey the centre campus for estimating and examining the security check-post places.

2. Security Services Required:

Security personnel (without arm), as per detail below are to be manned as per the important Security /check posts:-

Sr.No	Security Places	Requirement	No. of check points
1.	CIFE Kakinada Centre Main Gate entrance	Round the Clock	One for each shift (3 per day)
2.	Office premises of CIFE Kakinada	Round the Clock	One for each shift (3 per day)
3.	Brackish water Fish Farm at Kakinada	Round the Clock	One for each shift (3 per day)
4.	Office premises at Freshwater fish farm, Balabhadrapuram	Round the Clock	One for each shift (3 per day)
5.	Freshwater Fish Farm at Balabhadrapuram	Round the Clock	One for each shift (3 per day)

Note: 1st Shift = 6 am to 2 pm

2nd shift = 2 pm to 10 pm

3rd shift = 10 pm to 6 am

N.B.:- Proper Security supervision / co-ordination have to be made by the Security Agency so that no points should be left uncovered / unsecured round the clock. However, no separate supervisor needs to be employed by the security agency chargeable to CIFE.

3. IMPORTANT CHARTER OF DUTIES

1. Security Guards should ensure proper locking/unlocking of all Office rooms, Classrooms, Labs, Doors and Windows, and report to Supervisor on day to day basis. They have to verify all the laboratories/rooms/offices in the building after office hours to ensure that all buildings are locked properly. Proper entries are to be made while handing over the keys to students / research scholars / staff after office hours.
2. Security Guards should ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner. They should observe movement of all staff, laborers, visitors' vehicle, office vehicle, and office materials etc. They should not allow anybody with vehicles in to CIFE Campus without proper entry in the visitors' register. They should report unusual events in suspicious circumstances occurring in the area of premises.
3. Security Guards should regulate traffic and ensure proper parking of vehicles in the premises. 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.
4. The Security personnel should ensure that proper gate pass has been issued by the Competent Authority/Security Officer for the items being taken out of the campus. In case of any doubt, they should immediately contact security incharge. They should also keep the record of all out going items/materials through gate pass signed by authorized officials of the Institute.
5. The Security Agency shall carry out the security and watch & ward of the CIFE Kakinada office, farm, hostel, quarter etc premises as per the requirements and instructions given to them by the Authorities of CIFE, centre Kakinada from time to time for a period of one year or until further orders. A daily list of security supervisor and security guards on the duty should be maintained in a Register and provide the same to the Security Officer/incharge for examination as and when required.
6. The Security Guard on duty is required to inform immediately regarding fire, theft, accident etc. to the fire station, police station as the case may be so as to initiate immediate action under intimation to the Security Officer
7. The Security Guard should ensure safe custody of keys all the laboratories/rooms/offices in the buildings.
8. The Security Guard should conduct regular patrolling to the identified places/points and its surrounding area as per the directions given in schedule-II.
9. The Security Personnel should always wear proper uniform, cap, shoes, name badge, and valid identity card. They should always be fit and ready for action with essential items like whistle, torch, lathi, etc. They should maintain proper decorum, good behavior and discipline while performing the duty and dealing with guests/visitors and officers/Staff of the Institute. The Security Personnel should not develop any social relationship with the Staff and Students of the institute.
10. The Security Personnel (guard) should perform one shift per day only, double duties are not

allowed.

11. The Security Guards should stop the entry of stray cattle/dogs in to the guarded area. It is duty of security guards to keep them away from the premises. If fail to do so, penalty clause may be imposed.
12. The Security Personnel should check pilferage and implement anti-theft measures.
13. The Security Personnel should check and search the staff/manpower engaged by other Agency / Contractor who have access to the building.
14. The Security Personnel should not to allow any unauthorized persons, hawkers and vendors in residential buildings and hostels. They should not allow any person in to the residential buildings without the due permission of the Competent Authority.
15. The Security Personnel should 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.
16. The Security Personnel should maintain complete record of visitors at the Main Gate and Hostel etc. They should also maintain the record of incoming and outgoing vehicles wherever applicable.
17. The Security Personnel should 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.
18. Security guards should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. Security guards should hoist and lower the National Flags at both the buildings as per the flag code.
20. Security guards should not give any lenient or casual impression and they should be always alert and attentive.
21. Security guards should carry out any other relevant works / assignments with the approval of competent authority.

OFFICER INCHARGE

ICAR-CIFE, KAKINADA CENTRE

SECTION-2

GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. The security personnel (Security Guards) should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Supervisor/Staff should be intimated to the Head of the Office.
3. The Director, Central Institute of Fisheries Education, Mumbai reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, Central Institute of Fisheries Education shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The Security Guards should also maintain secrecy and discipline in the premises of Institute.
5. The Security Guards should be capable of reading and writing Telugu and English (preferable) with a minimum qualification of Middle standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with color specification and patterns approved by CIFE/ICAR should be supplied by the contractor to the workers at his own cost and it should be ensured that the Security Guards and Supervisors are in proper uniform while on duty. The Contractor should provide valid Identity Card to Security Guards and Supervisors employed by him.
8. The Agreement is terminable with one month notice on either side.
8. The contractor shall not sublet the work without prior written permission of the Institute. The Security Guards and Supervisors shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The selected Agency shall provide the necessary Security Personnel (i.e. Security Guards) in the ICAR-CIFE Kakinada centre as per labour acts prevalent in Govt. of Andhra Pradesh/Govt. of India. The Agency shall employ good and reliable persons. The Security Personnel (i.e. the Guards) deployed by the Security Agency should be preferably ex-serviceman with robust health and of age group of 21 to 45 years. They should be

healthy and have good physique. In case any of the Security personnel so provided by him is not found suitable by the Institute (CIFE), the Institute shall have the right to ask for replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.

11. The Security Personnel so provided by the Agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill.
13. The number of Security Personnel indicated in Schedule-II is present minimum requirement assessed by the Institute. The bidders are instructed to make a physical inspection of the campus understand the nature of security points/spots in the premises of Central Institute of Fisheries Education (CIFE) Kakinada. The Security Personnel to be deployed for the institute shouldn't be less than the minimum number indicated in schedule-II. The bidder should indicate only the lump-sum amount in respect of all the Security Services covered under this contract and that rates should not be proposed on the basis of number of security personnel to be deployed under the contract. No request for alternation in the Service Charges of the Agency once quoted will be permitted within one year or till the contract is in force..
14. The monthly consolidated/lump-sum amount quoted by the Bidder/Agency should be inclusive of the cost of each and every item required for successful execution of the contract during the contract period. The monthly lump-sum amount quoted should be inclusive of wages payable to security personnel (Guards/Supervisors), transportation cost, other costs (i.e. uniform, shoes, lathi, stationeries, etc.), and requisite taxes etc. The monthly wages payable to the Security Personnel (Guards/Supervisors) must include minimum wages applicable for watch and ward duties as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India from time to time and other statutory benefits (i.e. minimum wages + EPF + WCP + Bonus). Monthly wages of Security Guards (Unarmed) should be calculated considering providing of Security Services on all days of the month including Sundays and Holidays in accordance with security services reflected in Section-I of Schedule-II . The cost of Uniform, rain coat, Gumboot, Shoes, Torches, Whistle, Lathi, Stationeries (registers, pen, pencil, etc.), shall be borne by the Agency and should be included in the Service Charges of the Agency. The Institute / ICAR shall not bear any extra charge on account of such cost (i.e. Uniform, Stationeries, Gumboot, Lathi, Whistle, etc.).
15. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and

regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute 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, CIFE shall be final and binding on the Agency/Firm/Contractor.**

16. Income Tax will be deducted from the payments due for the work done as per rule.
17. The supervisor appointed by the Firm at the cost of the Firm will maintain all the registers. The Security Guards should not leave their points/places unless and until the reliever comes for shift duties. The supervisor will maintain all registers, which are kept at concerned Section. Changing of Security Guards should be intimated to the Security Officer / Officer-In-Charge.
18. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the prescribed works at both the farms of CIFE shall be got done from other sources at the expenses of the defaulting firm.
19. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
20. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt/State Govt. relating to this contract made applicable from time to time.
21. The service shall have to be provided for both the farms of CIFE ,Kakinada centre. The campus can be inspected by the concerned officer any day at any time.
22. The contractor shall maintain register for making the attendance by SG/Supervisor deployed by him, which can be seen / verified by the authorized officer of CIFE periodically.
23. The staff should follow the codal formalities of Working System while on duty.
24. It will be the duty of the contractor to personally or through his/her supervisors over see the performance of all workers in both the farms of CIFE.
25. **Risk Clause:** CIFE reserves the right to discontinue the Contract at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the Contract to any other Agency at the risk and cost of Current Agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.

26. The contractor shall be responsible for the faithful compliance of the work awarded to his firm/Agency. Any breach or failure to perform the same may result in termination of the Contract and forfeiture of the security deposit.
27. A detailed list of security guards along with their photographs attested by the Agency/Firm indicating their permanent address and police verification certificate should be provided to the CIFE for record before taking over the charges of security.
28. No security guards should 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.
29. The Security Agency shall employ their own staff/employees as may be required for the purpose of providing security services at the institute which shall be subject to the approval of the Management of CIFE..
30. The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, the contractor shall comply with the oral and written instructions given to him on day to day basis, by the officer(s) authorized by the CIFE from time to time. They will be bound by office timing, duty, placement, locations, wearing of uniform etc. as decided by the CIFE .
31. **ABSENCY CLAUSE:** If any security guard is found missing from the allotted security point for more than one hour, an amount equivalent to double the daily wages of the concerned guard/supervisor shall be deducted from the bill of the contractor/security agency
32. Any misconduct/misbehavior on the part of the Security Personnel (Guards / Supervisors) deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
33. The stationery items like registers, scales, writing pads, pencils, staplers etc. will not be provided by the ICAR- CIFE Center Kakinada, and the uniforms will not be allowed for washing in the CIFE premises. The uniform of the security personnel's and other related items as mentioned above will have to be provided by the Security Agency. The ICAR- CIFE Centre Kakinada will pay only the lump-sum amount quoted in the Financial Bid.
34. **LIQUIDATED DAMAGES CLAUSE :**

An amount equivalent to 2 days Contract Value, subject to a minimum of Rs. 2,000/- (Rupees two thousand only) will be levied as liquidated damages per day. Whenever and wherever it is found that the security services are not up to the mark in any of the

security points in the Institute or if the security guards remain absent or not performing the duties satisfactorily or security personnel showing carelessness in duties and attitude / negligence, it will be brought to the notice of the supervisory staff of the Agency/Firm by the Authorized Officer of CIFE and if no action is taken within one hour liquidated damages clause will be invoked.

30. Any loss, theft or damage to the life and/or property of the employees of the CIFE and/or Property of the CIFE shall be compensated by the Contractor/Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the Security guards of the Contractor/Agency.

31. The successful bidder has to enter into an Agreement with CIFE on Non-judicial stamp paper of value Rs. 100/- (to be arranged by the Agency). The agreement is terminable with one month's notice on either side

32. Arbitration clause:

In case of any disputes, the matter shall be referred to an Arbitrator appointed by Secretary, ICAR, New Delhi or Director, CIFE, Mumbai. The decision of Arbitrator shall be final and binding on all concerned.

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

**Officer-in-charge
ICAR-CIFE, Kakinada**

SECTION-3
INSTRUCTIONS FOR PROVIDING SECURITY SERVICES

- (1) **Services:** The entire open area and the built up area of the Institute (ICAR-CIFE Kakinada) will have to be maintained from security angles. The complete security of the building and its properties shall be the responsibility of the approved Security Agency / contractor who shall be held accountable for any loss of property/material etc. from within the buildings or the campus.
- (2) **Contract period:** Initially, the contract will be valid for a period of 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 subject to satisfactory performance of the Agency and his/her willingness to continue on the terms and conditions that may then be mutually agreed upon.
- (3) The Institute shall not directly or indirectly engage any personnel of the Security Agency during the period of contract. The personnel engaged by the Agency for this job contract will not be the employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the Agency/Contractor. It is further clarified that under no circumstances, the Guards/Supervisors/Staff of the Security Agency shall be treated/regarded/considered or deemed to be the employees of the CIFE, Mumbai, and the Security Agency alone shall be responsible for their remuneration, wages and other statutory benefits, and the service conditions. The Security Agency shall indemnify and keep indemnified the Institute/Council AGAINST ANY CLAIM THAT may have to meet towards the employees of the security agency.
- (4) The Security Agency shall render the services on the job contract basis at the rates quoted in the Financial Bid which includes wages and statutory benefits (EPF and ESIC contribution, Bonus, etc.) payable to security guards/ supervisors (as per minimum wages structure notified by the Govt. from time to time), service tax, and service charges of Security Agency for providing full uniform, rain coat, gum boots, whistle, badges, I-cards, torches, lathi, etc. required for performing the duty by Security Guards/Supervisors, and any other statutory provisions and liabilities to be discharged by the security agency. This office will not make any other payment under any circumstances except the Lump-sum amount quoted in the financial bid.
- (5) The Security Agency at its own cost shall also provide Communication Facilities, Metal Detector and Vehicle Mirror for smooth functioning of Security Services in the premises of the centre.
- (6) The security supervisor of the security agency should be present to supervise the security guards and overall security work invariably during all the shifts.
- (7) 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 Officer In charge, ICAR- CIFE, Kakinada. The payment will be made within 2-3 weeks of receiving the bill and 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 Director, ICAR-CIFE, Mumbai whose decision shall be final and binding on the security agency. Income tax & surcharge as applicable will be deducted from the bill amount. The Security Agency should pay the wages as per the Minimum Wages Act to their Supervisor / Guards deployed in the premises of ICAR-CIFE Kakinada on or before the 7th day after completion of each month without waiting for CIFE to make payment of their bill submitted for settlement.

- (8) **Loss and/or Damages:** The Security Agency will ensure that no theft or damages to the ICAR-CIFE, Kakinada property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to the ICAR-CIFE, Kakinada property occurs during the service contract period with the security agency due to the negligence of the security guard/supervisor 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 CIFE, Mumbai and one member of the security agency) come to the conclusion that the loss is attributable to the negligence on the part of security personnel of the security agency and the same will be recovered from the bill of the security agency. Decision of the Director, ICAR-CIFE, Mumbai will be final and binding on the Security Agency.
- (9) The security agency shall attend all the police cases in connection with security arrangements from time to time during the contract period, if required.
- (10) **Termination of the Contract:** The contract can be terminated by giving 1 (one) month's 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 to the address herein given under registered post. The Council will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. Providing watch & ward, and security services as per the details given in Schedule-II are on Job work / service basis; not on man-days basis. The bidders are hereby instructed to quote lump-sum amount per month on job work / service basis for the entire work.

2. The number of Security Guards mentioned in Schedule-II is approximate and minimum. The bidders are instructed to visit the Centre's campus to understand the nature of duties involved at every security point and estimate the actual requirement. However, this shall not be less than the number of Security Guards mentioned in schedule-II. Total number of Security Guards to be provided by the Agency is indicated in the scope of work (Schedule – II).

3. PAYMENT OF MINIMUM WAGES:

(a) The Security Agency has to pay their Security Personnel (Unarmed Guards) minimum wages with all statutory benefits like EPF, ESIC, and Bonus as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India from time to time.

(b) Whenever there is increase in the minimum wages and other statutory benefits like VDA, EPF, ESIC, Bonus, etc. as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India, the same has to be strictly implemented and the Security Agency has to pay his Security Personnel (Guards) the enhanced wages and other statutory benefits accordingly. However, the institute will not increase the quoted lumpsum amount during the period of contract. Therefore, the lumpsum amount should be calculated anticipating the increase in VDA etc. during the contract period. The institute shall not be responsible for any under-estimated lump sum amount.

4. EPF AND ESIC ISSUES:

(a) The successful Agency/Contractor has to open EPF and ESIC Accounts of his Security Personnel (Guards) employed for providing security services in the ICAR-CIFE Centre Kakinada premises within a month of commencement of the work. Monthly bill must be accompanied with Challans/vouchers in support of the payment of EPF & ESIC contributions. A report on monthly updates of EPF and ESIC Accounts of the Guards must be submitted with supporting vouchers/Challans.

(b) The details of EPF and ESIC Accounts should be provided to the every Guard/Supervisor engaged by the Agency/Contractor. Details of monthly updates of EPF & ESIC Accounts of workmen along with supporting vouchers / challans should be provided to both the security personnel and the institute.

(c) Vouchers / Challans in support of payment of EPF & ESIC contributions must be enclosed

along with monthly bill, failing which the bill shall not be passed. Non-deposition of EPF & ESIC contributions will lead to termination of contract.

(d) Immediately after signing the Agreement, the Agency/Contractor has to provide the Institute a list of Guards engaged along with all details of EPF and ESIC Account number.

5. Watch & ward and security services are to be carried on all days of the month including second Saturday, Sundays, and holidays. However, one guard should not be allowed to work more than 26 days in a month. Only one shift (8 hours) per day is allowed per guard. While quoting the consolidated amount, the contractor must consider the services of their security guards on all days of the month (30 or 31 days; each shift is of 8 hours duration) (i.e. including reliever).

6. Since the present tender is not based on the manpower or man days, the tenderers should quote the consolidated lump-sum amount per month considering the Security Personnel (Guards) required for providing watch & ward, and services as reflected in Schedule-II.

7. The Security Agency is bound to discharge all their legal obligations of their employees (guards/supervisors) 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, EFC & MP Act, Industrial Dispute Act, etc. The security agency agrees to indemnify and keep indemnified the CIFE from any claims, loss or damages that may be caused to the CIFE, Mumbai 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 ICAR-CIFE Centre, Kakinada due to acts.

8. The security agency is liable/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 should agree to indemnify against any claim that the ICAR-CIFE, Centre Kakinada may have to meet in respect of their staff members and/or workman/employees on account of any accident or for any other reason.

9. The contractor has to maintain all relevant registers – Salary register, Overtime register, Attendance register, etc. as per the prevailing labour laws. All these registers must be available with the Supervisor deployed by the contractor, which can be verified by the Security incharge or OIC of the Centre periodically.

10. The personnel provided shall be under direct control and supervision of the Contractor/Agency. However, the Contractor shall comply with all instructions given to him by the authorized Officer of the Institute from time to time. The Guards of the

Agency/Contractor must bound by Office timing, duty, placement, locations, wearing uniform, and maintaining discipline in the Institute's premises.

11. The Contractor/Agency shouldn't give lenient or casual impressions in duties. They should be always alert and attentive. The Contractor/Agency shall be solely and fully responsible for carelessness and negligent attitude of his guards/supervisors towards assigned work/job. In case of any loss, theft, damage to the life and property of the institute and its employees due to carelessness and inattentiveness attitude of his staff/supervisor, the Contractor/Agency shall compensated the amount of loss or damages.

12. The Contractor shall issue duly signed and numbered Photo Identity Card (i.e. ID card) to his Staff/supervisor deployed in the premises of the Institute. All his Staff/Supervisors must wear the ID cards while they are on duty.

13. The Agency/Contractor should also provide Police verification report of the workers

14. Right is reserved to reject outstation Tenders.

15. Payment to the workers should be made either by RTGS method or by Crossed cheque in presence of the concerned officers in CIFE.

16. The contractor should abide by all prevailing labour laws including providing medical facilities to his workers. CIFE shall not be responsible in such matters.

17. **Arbitration Clause:** 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 contract or about the rights of liabilities of the parties hereto, then such a question or dispute shall be referred to the sole arbitrator and such arbitrator shall be appointed by the Director, ICAR-CIFE, Mumbai as per the directives of the Secretary, ICAR, New Delhi. The award shall be governed by the provisions of the arbitration & conciliation Act 1996 at the time being in force in Indian Union and shall be binding on both the parties hereto.

18. Every Endeavor has been made to make this document simpler and clear. All information related to the job is mentioned. However, if any clarification is required, the bidders may ask the same in writing to the OIC ICAR-CIFE centre, Kakinada or the same may be got clarified in pre-bid conference.

20. The Technical Bids and Financial Bids should be filled strictly in accordance with the requirements mentioned in tender document.

Officer In-Charge

ANNEXTURE - I

DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE / WORK DONE

Sl. No.	Name of the Dept. / Organization & Name of contact Person with Ph. No.	Period		No. of Staff deployed	Remarks
		From	To		

(Authorized Signatory)

CHECK LIST

Note:

- (1) Every supporting document enclosed along with this tender should be properly numbered.
- (2) Each and every page should be seen, read, and signed by the Tenderer.
- (3) Tenderers should complete the following check list ; and, page number of each item of the check list should be furnished in the below given table:

Sno.	Particulars	Enclosed or not (Yes or No)	Page No. (if enclosed)
1.	Tender document		
2.	Cost of Tender Form		
3.	Details of Earnest Money Deposit (EMD)		
4.	Registration Certificate		
5.	Copy of Work Orders		
6.	Turnover Certificate		
7.	IT return and Balance Sheet		
8.	Experience — cum — Satisfactory Services Certificate		
9.	Client List		
10	EPF Registration number / Certificate		
11	Bank solvency certificate		
12	PAN card		
13	ESIC Registration number / Certificate		
14	Service Tax registration Certificate		
15	List of Security guards and supervisors of the firm (min. 25)		
16	Labour License		
17	No Legal Suit or Criminal Case		

Signature : _____

Stamp & Date:

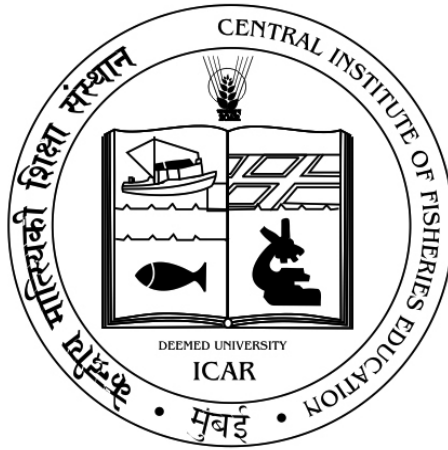
Name & Address of the Firm : _____

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Kakinada Centre, Beach Road, Kakinada – 533 001

Tel. No. 0884-2376746, 2379146

Fax No. 0884-2373602

Website: www.cife.edu.in



**TENDER FOR PROVIDING “SECURITY SERVICES” ON
JOB CONTRACT BASIS-2016**

PART – II

FINANCIAL BID

ANNEXTURE - II

Payment to the Workers engaged by the Agency for “**SECURITY SERVICES ON JOB CONTRACT BASIS-2016**” at ICAR-CIFE, Kakinada centre must be made as per the prevailing Minimum Wages structure including all statutory benefits prescribed by the Ministry of Labour & Employment , Govt. of India from time to time. **Where both Central and State Govt. has fixed the minimum wages, the rates of wages whichever is higher will be applicable.** The lump sum amount per month may be worked out in accordance components given in the following table:

S.No.	Component	Security guard
1	Daily Rate of Minimum Wages of each Security guard/ man power	
2	E.P.F. @ 13.36%	
3	ESIC @ 4.75%	
4	Bonus as per prevailing rate (Minimum Rs. 7000/-)	
5	Total amount of each man power per day	
6	Salary of each Security guard for 1 month (considering maximum number of allowable working days in a month)	
7	Total salary considering total number of equivalent manpower units (i.e. 26 manpower units) (A)	
8	Contractor’s Service Charges (B)	
9	Service Tax @ 15% of (A+B) (C)	15%
10	Total amount (A + B + C)	

Note:

- (1) If there is any increase in the minimum wages and other statutory benefits to the Security guard during the period of contract, the same shall be paid to the Security guards by the Agency, which shall be reimbursed to the Agency by the Institute.**
- (2) However, there will not be any increase in the Service Charges of the Contractor / Agency during the Contract Period (i.e. till the contract is expired / terminated)**
- (3) Along with the financial bid, all bidders must enclose a statement showing the break-up of lump-sum amount quoted in the enclosed format (Annexure-III), failing which Tender is liable to be rejected.**

FINANCIAL BID

(Please enclose this financial bid in separate envelope with seal)

Opening of Financial Bids will be intimated to the successful bidders (i.e. bidders who qualify in the Technical Bids) by Phone / E-mail / Fax

**To
Officer-In-charge,
ICAR-Central Institute of Fisheries Education,
Kakinada Centre,
Kakinada – 533001.**

Sir,

I/We wish to submit our tender for providing the “Security Services” on job contract basis-2016 at ICAR-CIFE Kakinada centre on the following rates:

Sr. No.	Particulars	Consolidated Amount in Rupees Per Month
1.	Consolidated amount per month for PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS-2016 at ICAR-CIFE, Kakinada as per the details given in schedule-II The quoted monthly consolidated amount should include minimum wages with all statutory benefits to workers including contribution towards EPF, ESIC, Bonus, and Service tax (as mentioned in Annexure-II), and other mandatory deductions (like TDS and other taxes), and to be paid to each manpower in accordance with the highest standards of services and as per the terms and conditions specified in the Tender including all acts & taxes etc. as applicable from time to time.	<hr/> (in Figure) <hr/> <hr/> <hr/> <hr/> <hr/> (in Words)

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. : _____

E-mail ID : _____

BREAK UP OF THE LUMP SUM AMOUNT QUOTED

(A) Structure of minimum wages as per the prevailing rates of minimum wages prescribed by Ministry of Labour and Social Justice, Govt. of India

SN	Particulars of wages and other statutory benefits to each worker	Amount
1	Minimum wages per Each Security guard/Manpower per Day	
2	E.P.F. @13.36%	
3	ESIC @4.75%	
4	Bonus as per prevailing rate (Minimum Rs. 7000/-)	
5	Total amount per day	
6	Minimum wages of each security guard per month (i.e. considering 26 working days)	

(B) Break up of Lump-sum amount

Minimum Monthly wages payable to security guard (Monthly wages X Number of Manpower Unit)	Service Charges (Lump-sum Amt. in Rupees)	Service Tax	Total amount

Signature : _____

Stamp with date

Name & Address of the Firm : _____