

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University), Rohtak Centre, Lahli, Rohtak – 124 411
Tel. No. 01258-253595 Fax No. 01258-253506 Web Site: www.cife.edu.in

TENDER DOCUMENT



**Tender for Watch and Ward (Security Services)
on Job Contract**

INVITATION OF TENDER

For Watch and Ward (Security Services) on Job Contract basis at CIFE Rohtak Centre, Lahli

File No. 1-1CIFE/Rtk/ Security/ 13

Dated: 18.10.2016

NOT TRANSFERABLE

INVITATION TO TENDER (TWO BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK OF ANNUAL CONTRACT FOR PROVIDING WATCH AND WARD (SECURITY SERVICES) AT ICAR –CIFE, ROHTAK CENTRE, LAHLI ROHTAK – 124 411.

1.	Cost of Tender Form	Rs. 1,000/-
2.	Issue of tender document	From 20.10.2016 to 10.11.2016
3.	Last date of receipt of Tender at 1300 hrs. on	10.11.2016
4.	Tender's technical bid to be opened at 1500 hrs. on	10.11.2016
5.	Tender to remain open for acceptance up to 90 days from the date of opening of financial bids	
6.	The Tender form is also available on 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.

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University), Rohtak Centre, Lahli, Rohtak - 124 411

Tel. No. 01258 253595, Fax No. 10258 253595 Web Site: www.cife.edu.in

NOTICE INVITING TENDER

File No. 1-1CIFE/Rtk/ Security/ 13

Dated: 18.10.2016

The Officer-in-Charge, Central Institute of Fisheries Education (CIFE), Rohtak Centre, Lahli, Rohtak – 124 411 invites sealed tenders from the registered security agencies/contractors for providing Watch and Ward (Security Services) on Job Contract basis at CIFE, Rohtak Centre, Lahli, Rohtak – 124 411. Nontransferable tender document containing details of security services along with terms and conditions can be obtained from office of the undersigned on all working days on payment of **Rs. 1,000/- (Rupees One thousand only)**, in cash or by Demand Draft payable to “**CIFE, Rohtak Centre**”, **Rohtak (Non-refundable)**. Tenders will be issued from 18.10.2016 to 10.11.2016 on all working days, between 11.00 AM and 4.00 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 documents should be enclosed with their bids in the form of Demand Draft failing which the tender shall be rejected.

Sealed tenders will be received up to **1300 hrs. on 10.11.2016** and will be opened on the same day at 1500 hrs. in present 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 “**CIFE, Rohtak Centre**” payable at Rohtak . The tenders of the agencies/bidders who do not deposit EMD in the above said manner is liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted. The tender sent by post, received after due date & time will also be not accepted.

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

Officer-in-Charge
CIFE, Rohtak

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(Deemed University), Rohtak Centre, Lahli, Rohtak - 124 411
Tel. No. 01258 253595, Fax No. 10258 253595 Web Site: www.cife.edu.in

INVITATION OF TENDER

For Watch and Ward (Security Services) Job Contract at CIFE Rohtak Centre, Lahli

Note: All communications must be addressed to the Officer-in-Charge, Central Institute of Fisheries Education (Deemed University), Indian Council of Agricultural Research, Rohtak Centre, Lahli, Rohtak – 124 411.

The tender form can also be downloaded from our web site www.cife.edu.in

F. No. 1-1/CIFE/Rtk/Security/13

Dated: 18.10.2016

From: - The Officer-in-Charge
ICAR - Central Institute of Fisheries Education
(Deemed University),
Rohtak Centre, Lahli,
Rohtak – 124 411

To,

On behalf of the Director, Central Institute of Fisheries Education (CIFE), Mumbai sealed tenders are invited for **Providing Watch and Ward (Security Services) on job contract basis for the University Complex of CIFE at Rohtak Centre, Lahli, Rohtak – 124 411**. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the CIFE Institute and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Last Date and Time for submission of sealed bids in the tender box placed at office Building of CIFE at Rohtak Centre, Lahli, Rohtak – 124 411	On 10.11.2016 at 1.00 P.M.
Date and time of opening of Technical and Financial bids	On 10.11.2016 at 3.00 P.M.
Place of opening of bids	Conference room , CIFE, Rohtak centre

2. An earnest money of Rs. 50,000/- (Rupees Fifty thousand only) must be deposited in the form of crossed Demand Draft drawn in favour of **CIFE, Rohtak Centre** payable at Rohtak. The particulars of the earnest money deposit must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. In no case cheque will be accepted. Tender will not be considered if the earnest money is not sent with the tender.
3. The tender must be submitted as per details given in Schedule – I & II
4. The tenderer is being permitted to give tenders 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 fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
5. The Schedule-I & II of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
6. The quotation would be evaluated based on the firm's turnover, experience in working Govt. Deptt. /Undertaking, No. of Guards/Supervisor registered with ESI/EPF, Minimum Wages, the Service Charges quoted and actual amount to be paid to Security Guards/Supervisors.
7. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm 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. 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. Only Proprietor/Director of the agency/Pvt. Ltd. Co. or their authorized representatives are permitted to participate in the tendering process.

10. If tenderer does not accept the offer after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
11. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
12. **The original copy of the tenders is to be enclosed in double as cover. The inner cover should be sealed. The outer cover should be super scribed as tender for Security Services on Job Contract** at Central Institute of Fisheries Education (CIFE) at its Rohtak Centre, Lahli" with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. **Right is reserved to reject outstation tenders.** Tenders to be hand delivered should be put in the tenders box, which will be kept in the Office Building of the Central Institute of Fisheries Education, (Deemed University), Indian Council of Agricultural Research, Rohtak Centre, Lahli, Rohtak – 124 411 not later than 1300 hrs. on the last date of receipt. Tenders can also be sent by Registered Post but the **Institute** shall not be held liable **and responsible** for late receipt of tenders due to postal delay or other reasons.
13. The rates quoted by each firm for Watch and Ward (Security Services) contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.
14. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
15. An amount equivalent to 10% of annual contract value shall be deposited as in form of BG Security Deposit by the selected agency/successful tenderer only after

receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.

16. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
17. All statutory payment as per the Govt. norms should be quoted by the tenderer.
18. Director, Central Institute of Fisheries Education reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
19. Decision of Director, Central Institute of Fisheries Education shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Central Institute of Fisheries Education. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
20. The following documents/vouchers are required to be enclosed along with the tender form which are the terms and conditions of the tender document:-
 - a) Registration certificate (Form -D) of the firm under the work contract of the Govt. of Haryana for carrying out Security Services contract/ business.
 - b) Minimum annual turnover of the firm should not be less than Rs. 25, 00,000/- (Rupees Twenty five lakhs only) during the last three financial years.
 - c) Last three years (i.e. 2013-14, 2014-15 & 2015-16) 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.
 - d) Certified Balance Sheet of the firm for last 3 years of the service contract by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - f) Employees EPF registration certificate issued by local Govt. etc.
 - g) Employees ESI registration certificate issued by local Govt. etc.

- h) The contractor/agency must have a registration under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act **within 1 month from the date of award of the contract.**
 - i) Nos. of staff/supervisors registered with their ESI & EPF separately. Minimum **25** Nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - j) Successful Tenderer will have to enter into a detailed contract agreement with Institute/(ICAR) on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) for each work.
 - k) Only those firms will be considered for financial bid who will qualify in the technical bid.
21. Acceptance by the Institute will be communicated by FAX, Express Letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Express Letter etc. should be acted upon immediately.

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-in Charge
CIFE, Rohtak Centre
Lahli – 124 411**

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES JOB CONTRACT

1. BUILDINGS AND THEIR LOCATIONS: CENTRAL INSTITUTE OF FISHERIES EDUCATION (CIFE), (Deemed University), Indian Council of Agricultural Research, Rohtak Centre, Lahli, Rohtak – 124 411. The Security Services Job Contract are required to safeguard the properties of CIFE Campus at present.

Security Agencies are requested to visit and survey the Institute campus for estimating the security check places.

2. NUMBER OF SECURITY POINTS TO BE MANAGED:

Security personnel, as per detail below are to be manned as per the important Security /check posts:-

SN	Security Places	Requirement	No. of check points	Equivalent to
1.	Main Gate entrance	Round the Clock	1 for each shift (1 X 3)	3 manpower units
2.	Hatchery Complex	Round the Clock	1 for each shift (1 X 3)	3 manpower units
3.	Lahli Farm Boundary	Round the Clock	1 for each shift (1 X 3)	3 manpower units
4.	Baniyani Farm entrance	Round the Clock	1 for each shift (1 X 3)	3 manpower units
5.	Vennamai Shrimp Culture	Round the Clock	1 for each shift (1 X 3)	3 manpower units
6.	Tube Well no. 5 at Baniyani Farm	Round the Clock	1 for each shift (1 X 3)	3 manpower units
			Total	18 manpower units per day

4. Services:-

The entire open area and the built up area will have to be maintained from security angles. Complete security of the building and its properties shall be the responsibility of the approved contractor who shall be held accountable for any loss of property/material etc. from within the building/campus as per the detail give below:

- a. The selected agency shall provide necessary persons for Security Services on Job Contract at the institute strictly as per the charter of duty and terms and conditions mentioned in the tender form. The agency shall employ good and reliable & robust persons and clean record within the age group of 21 to 45 years to carry out the job contract. In case any of the personnel

- so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall have to replace such persons immediately.
- b. The personnel engaged by the agency for this job contract will not be employee of the Institute and **there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor.**
 - c. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages & VDA, as prescribed by the Government of India Ministry of Labour & Employment from time to time shall be payable to the personnel deployed on job contract to this institute by the Selected Agency.
 - d. The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
 - e. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be 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 contractor. The security/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to Security/Dy. Security Officer of the institute. Changing of Staff/Supervisor should be intimated to Security Officer / Dy. Security Officer of Central Institute of Fisheries Education, Rohtak Centre, Lahli.
 - g. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms to the personnel, with identity cards. The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure status etc.
 - i. Necessary enlisting/police verification of the firm and its workers is also required.
 - j. The agency shall provide **Communication Facilities, Metal Detector and Vehicle Mirror** for smooth functioning of Security Services Job Contract.
 - k. The Contractor shall not sub-let the contract.

5. ELIGIBILITY CONDITIONS:

- a) The firm should have minimum 3 years' experience of performing **Providing Security Services on job contract basis** in reputed Govt./Semi Govt./Govt. undertaking/University establishment and should have at least one annual security contract Rs. 15.00 lakh.
- b) Minimum Turnover of the Firm should not be less than Rs. 25, 00,000/- (Rupees Twenty five lakhs only) during the last **3 financial years (2013-14, 2014-15, 2015-16)**
- c) The firms should have at least 25 Security Guards registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of Guards/ Supervisor registered with the ESI/EPF.
- d) The firm must have Service Tax Registration, ESI/EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License.
- e) The firm must have solvency certificate for at least **25** lakhs from their bankers.
- f) The firm must have the license for operating Security Services in Haryana as per Private Security Agencies Act (PSARA) Rules 2005 and 2009.

6. TERMS OF THE CONTRACT: - 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 on the terms and conditions that may then be mutually agreed upon.

7. MODE F PAYMENT: The agency shall submit monthly bills **not exceeding lumpsum amount quoted in the tender document** for the job performed during the preceding month along with proof of contribution made for ESI/EPF, records of payment made to security guards/supervisor as per the Minimum wage Act and Service Tax paid for the Manpower provided to the Institute. The Institute shall make payment by **RTGS**. However taxes which are as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rule.

8. TERMINATION: - This contract can be terminated by giving **3** months' notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Council will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.

9. LOSS AND /OR DAMAGES: - In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for security duties at entire campus, full

damages will be recovered from the Agency and decision of the Director of the Institute shall be a binding on agency.

10. LIQUIDITY DAMAGE: An amount equivalent to two days of contract amount, 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 work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by Institute and if no action is taken within One Hour liquidated damages clause will be invoked.

➤ Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately

9. SECURITY DEPOSIT: - An amount of 10% of total contract value for annum or one month payment whichever is less shall be deposited as security money/performance guarantee within two weeks from the award of contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute.

10. PAYMENT OF MINIMUM WAGES:

a) The Security Agency has to pay their Security Personnel (Guards/Supervisors) 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/Supervisors) the enhanced wages and other statutory benefits accordingly. However, the institute will not pay the increased wages or statutory provisions. The Agency should quote lumpsum amount anticipating the increased in minimum wages and statutory benefits. The institute will not pay any amount over and above the quoted lumpsum amount

11. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled (The copy of draft agreement is enclosed here with for ready reference vide at Annexure-II).

12. The contractor is advised to have a complete survey of all buildings and entire institute campus before offering rates.

13. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure-III). No extra documents need to be attached with the tender form.
14. **ARBITRATION:** Decision of DIRECTOR, CIFE shall be final for any aspect of the contract and binding to all parties. **Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, CIFE, Mumbai.** The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

ANNEXURE-I

CHARTER OF DUTIES FOR SECURITY SERVICES JOB CONTRACTAT CENTRAL INSTITUTE OF FISHERIES EDUCATION ROHTAK CENTRE, LAHLI

DETAILS	
(a)	Ensure Proper locking/unlocking of all rooms, classrooms, labs, doors and windows and report to supervisor and officer concerned.
(b)	Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
(c)	Ensure safe custody of keys
(d)	To regulate traffic and ensure proper parking of vehicles.
(e)	Conduct regular patrolling along the specified beats and its surrounding area.
(f)	No stray cattle/dogs get access 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.
(g)	To check pilferage and implement anti-theft measures.
(h)	Check and keep the record of all out going material through gate pass signed by the Security officer/ Deputy Security officer or authorized officials of the Institute.
(i)	Check/control search staff /manpower engaged by any other contractor or person having access to the building.
(J)	Allow no unauthorized persons, hawkers and vendors in residential buildings and hostels.
(k)	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
(l)	Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
(n)	To maintain record of incoming and outgoing vehicles wherever applicable.
(o)	To report unusual events in suspicious circumstances occurring in the area of premises.
(p)	To keep record of staff members who are required to sit beyond office hours

	or attend office on Saturdays/Sundays and Closed Holidays in a register and obtain their signatures.
(q)	Security guards/supervisors 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.
(r)	To hoist and lower the National Flags at the buildings as per the flag code.
(s)	Any other items of work assigned with the approval of competent authority.

**TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE
CONTRACT**

Central Institute of Fisheries Education (CIFE) at Rohtak Centre, Lahli, Campus

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-in-Charge

Central Institute of Fisheries Education

(Deemed University), Indian Council of Agricultural Research

Rohtak Centre, Lahli,

Rohtak – 124 411

Sir,

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT at Central Institute of Fisheries Education (CIFE) at its Rohtak Centre, Lahli campus and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

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

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

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

5. Pay order / Demand draft no. _____ of Rs. (Rupees..... only) drawn in favour of **“CIFE, Rohtak Centre”** payable at Rohtak is enclosed as earnest money required.

Signature & Seal of the Tenderer with date

Name & Signature of Witness to contractor's signature _____

Telephone No. Office

Address _____

Resi.

Occupation _____

Mobile no.

SCHEDULE – I

Technical Bids

PART – I

1.	Name of the Firm / Agency	
2.	Full address with Post Box No.	
3.	Constitution of the Firm/Agency (Attached copy) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (Please give names of partners) c) Any other act, if any	
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. ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration. iii) If the answer to (i) or (ii) above is in 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.	Registration number of the firm	
7.	ESI No. of the Firm	
8.	EPF No of Firm	
9.	Service Tax Registration No	
10.	Registration no. under Contract Act/License No. Under Haryana Private Security Agencies (Regulation) Rules.	
11.	Experience in no. of years (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner).	
12.	Number of Guards/ supervisor registered under ESI/EPF. Latest ESI/EPF Challan for ascertaining the number of Guards/Supervisor has to be attached.	
13.	Certified copy of bank Solvency certificate to be attached.	
14.	The firm must be attached the documentary proof of annual security contract of Rs.15.00 lakh cost.	

Note:- The information required at serial no. 1 to 14 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form.

SCHEDULE – I

PART – II

1. Earnest Money Deposited: Yes / No
a) Demand Draft number with date and Bank drawn on

PART – III

Name and Address of the firm's representative
And whether the firms would be representing at
The opening of the Tenders

Name of the Permanent Representative to be
Visiting CIFE, Rohtak Centre, Lahli regarding the contract

Date : _____

Place : _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed.

Annexure-II

DRAFT OF AGREEMENT TO BE ENTERED BY THE CONTRACTING AGENCY

(Part-I)

1. The Contracting Agency shall carry out the security and watch and ward of the Central Institute of Fisheries Education, (Deemed University), Indian Council of Agricultural Research, Rohtak Centre, Lahli, Rohtak – 124 411 as per the requirements and instructions given to them by the Institute from time to time for a period of one year. The entire open area and the built up area as mentioned in the general information and term and conditions will have to be maintained from security angles. Complete security of the all the buildings and its properties shall vest fully with the approved contractor who shall be held accountable for any loss of property/material etc. from within the building/campus.
2. A list showing the jobs to be carried out by the Contracting Agency is attached as Annexure I. However, these are only illustrative and not exhaustive. Additional jobs or modifications in the job will be carried out with approval of the authorities of the Institute.
3. The Contracting Agency shall render the services on job contract basis which includes PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the Contracting Agency.
4. Security guards to be deployed shall preferably be ex-service men or having security services Job Contract experience with robust health and clean record within age group of 21 to 50 years. The Security staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall have to replace such persons immediately.
5. The Contracting Agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the Institute. Newly selected Security agency has to provide all new security guards and security supervisors. Security guards or Security supervisors who had already served in the previously engaged Security Agency by this Institute will not be allowed to be continued in any circumstances.
6. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the Institute from time to time. In case there is any change in employment of the Security Guard, such change shall be intimated to the Contracting Agency in writing.
7. The Contracting Agency will discharge all 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 Contracting Agency will indemnify and keep indemnified the Institute from any claim, loss or damages that may be caused to the Institute on account of the Contracting Agency's failure to comply with their obligations under the various law towards their staff/employees employed by the or any loss or damage to one part due to acts/omissions

of other part. The Institute will not be responsible for any loss caused so. It will be contracting agency fully responsible.

8. The Contracting Agency shall give one day weekly off to their security guards/supervisors.
9. The stationery items like registers, scales, writing pads, pencils, staplers etc. will not be provided by the Institute and uniforms will not allowed to be washed in the Institute premises. The uniform of the security personnel and other related items as mentioned above will be provided by the Contracting Agency. Institute has to pay only the amount which will be finalized as per contract.
10. The Contracting Agency shall submit their bills after completion of each month during the first week of the following month of the services rendered previous months to Director Central Institute of Fisheries Education. The payment will be made by crossed 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 Director Central Institute of Fisheries Education whose decision shall be final and binding on the Contracting Agency.
11. The Contracting Agency shall submit the record of payment made to security guards/supervisor on monthly basis which should be duly certified by Security/Deputy security officer to ensure that payment is made as per the Minimum Wage Act.
12. The Contracting 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 Contracting Agency agrees to indemnify against any claim that the Central Institute of Fisheries Education may have to meet in respect of their staff members and/or workman/employees on account of any accident or for any other reason.
13. It is further clarified that under no circumstances, the staff member and or the workmen/employees or the Contracting Agency shall be treated, regarded or considered or deemed be the employees of the Central Institute of Fisheries Education and the Contracting Agency alone shall be responsible for their remuneration, wages etc.
14. The Agency shall provide a coordinator with his name, address and telephone no for immediate interaction with the organization.
15. Contracting Agency will ensure that no theft or damages to the Central Institute of Fisheries Education property should take place during the tenancy of the service contract of the Contracting Agency. In case any theft or damage to the Institute property occurs during the service contract period with the Contracting Agency due to the negligence of the security staff/employees of the Contracting Agency, the Contracting Agency shall be held responsible for such losses and damages, if after an enquiry, the Institute comes to the conclusion that the loss is attributable to the negligence on part of security personnel of the Contracting Agency, the damage may recovered from the payment bill. The Contracting Agency shall attend all the police cases from time to time during the contract period, if required.
16. The service agency will ensure that the National Flags are hoisted/Lowered, at the respectable places on the top of both the buildings as per the flag code and hence will be completely responsible for the lapse in this regard. Any problem in this regard should be reported in writing to the undersigned or other senior officers.
17. The Contracting Agency will provide the security Service round the clock in 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 and coordinator of the Contracting Agency shall be present to supervise the security work invariably between the shifts 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 am. In case any lapse in this regard comes to the notice of Security/Deputy security officer or any other officer of the institute, action as deemed fit will be taken to make suitable deduction from the monthly bill of Contracting Agency.
18. 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 or liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the Institute competent authority.. His award shall be governed by the provisions of Arbitration & Conciliation Act 1996 for the time being in force in Indian Union and shall be binding on both the parties hereto.
19. The firm must have the license for operating Security Services in Haryana as per **Private Security Agencies Act (PSARA) Rules 2005 and 2009.**
20. Notwithstanding anything contained in clause 13 it is expressly agreed and understood that the Institute at its discretion will terminate the agreement in case of following contingencies:
- a) If the Contracting Agency fail to execute the work entrusted to the satisfaction for which Institute shall be the sole judge.
 - b) If the Contracting Agency fails to discharge their legal obligations towards the security personnel employed at Central Institute of Fisheries Education campus premises.
 - c) If for any reason whatsoever, the Contracting Agency is not able to perform their part under this agreement for continuous period of ten days or more.
 - d) If the Contracting Agency commits breach of any of the clauses of the agreement.
 - e) If the Institute 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 misbehaviour on part of the Contracting Agency.
 - f) If the Contracting Agency is unable to give proper account of tools, equipment's etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
 - g) The Institute will not be made liable or responsible to the officials of Security Guard Board. In case any objection in connection with security guards is raised by the Security Guards Board, it shall be the sole responsibility of the Contracting Agency to satisfy any of the officials of the Security Guards Board.
 - h) Under no circumstances, the Institute shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.

18. PENALTY CLAUSE

- a. The Security Supervisors and Security guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, black shoes and identity cards etc.
- b. No Security Supervisors/Security guards shall perform double duty. In case they are found performing double duty, a penalty of double the wages of security guard/security supervisor shall be recovered for total double duty period from the security bill.
- c. A daily list of Security Supervisor and Security Guards on duty should be provided to this office.

- d. A detailed list of Security Supervisor and Security Guards along with their name, age and their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of security.
- e. If the required number of security guards/Supervisors less than the required numbers, as a penalty of Rs. 500/- per worker per day will be deducted from the bill.
- f. Any misconduct/misbehaviour on part of the man power deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
- g. There will be surprise checking by an officer, if shortcomings, if any pointed out by him shall be restored by the agency within 24 hours of its bringing to his notice.

In case of any of the above contingencies, the Institute 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 Contracting Agency on account of termination of this agreement.

TERMS& CONDITIONS FOR THE SECURITY GUARDS/SUPERVISORS:

(Part-II)

1. The guards should be healthy, desirable physique of age group of 21 to 45 years. The guards must have security service experience and may be shuffled from time to time. The Security staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall have to replace such persons immediately.
2. Newly selected Security agency should provide all fresh security guards and security supervisors. Security guards or security supervisors who are engaged by the previous security agency by this institute will not be allowed to be continued in any circumstances.
3. The persons 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.
4. The guard should perform one shift per day, double duties are not allowed.
5. The guard should not develop social relationship with Institute staff.
6. The guard should be provided with uniforms, whistle, searchlight torch, lathi, (raincoats, umbrella during rainy season) etc.
7. The guard should wear neat uniform while on duty along with identity cards and name batch.
8. They should not leave the point unless and until the reliever comes for shift duties.
9. The Security supervisor will maintain all the registers which are kept at the main gate and other points.
10. Changing of Staff/Supervisor should be intimated to Security Officer / Dy. Security Officer of Central Institute of Fisheries Education, Rohtak Centre, Lahli, Rohtak.
11. They have to verify after office hours 5.30p.m. that all rooms, class rooms, labs/buildings are locked properly.
12. From 10.00 p.m. to 6.00a.m. security supervisors and night rounder must be on patrolling duty in the campuses by rotation and while patrolling he should check all the locks of buildings including pump houses. He should also switch on and switch off the street lights, fans of corridors and toilets, etc. as and when required.
13. Patrolling is to be carried out every hour to the identified points and its surrounded area particularly during night hours.
14. They should not give lenient or casual impression in the duties and they should be alert and attentive.
15. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
16. They should observe movement of all the staff, labourer and visitors etc.
17. All the vehicles are to be parked in the parking place only. The vehicle has to be checked by the Security Guard on duty while coming inside and while going out also.

18. Proper entries are to be made while handing over key to any staff/student of Institute and while taking over too.
19. 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.
20. Changing of Security Supervisor/Security Guards should be intimated to the caretaker.
21. The security staff should follow the codal formalities of Security System while on duty.
22. The Security personnel should ensure that pass has been issued by the competent officers duly signed by security/deputy security officer for the items taken out of the campus. In case of any doubt, they should immediately contact Officer-in-charge, Security.
23. Security Agency shall provide extra Security Guards on prior notice for the Institute, as and when required on Prorate basis.
24. Risk Clause: Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

Note: A pre bid meeting will be held on dt.08.11.2016 at the time 11.00AM with the bidders. All the bidders are requested to attend the meeting.

CHECK LIST

CHECK LIST FOR EVALUATION OF TECHNICAL BID

Note: Bidders are instructed to organize the Technical Bid along with all requisite annexure/enclosures/supporting documents in the sequence of eligibility criteria given below, and put page number for every document enclosed

SN	<u>Eligibility Criteria</u>	<u>Details</u>	<u>Page No.</u>
1	Tender Document: All pages of the Tender document including Annexure should be signed and stamped. Technical bid and Financial bid must be kept in separate envelopes.		
2	Cost of tender form: (Provide details of DD No. or CIFE cash receipt No. and date, name of the Bank, etc.)		
3	Details of Earnest Money Deposit (EMD): (Provide details of DD No. and date, name of the Bank, etc.)		
4	Registration certificate of the firm & license for operating Security Services a) Form D (Establishment & Registration) b) PSARA (Private Security Agencies Act (PSARA) Rules 2005 and 2009)		
5	Turnover of the Firm/Agency: (Please enclose Turnover of the Company/Agency in the last 3 years duly certified by a Chartered Accountant)		
6	Income Tax Return and Balance sheet: (please enclose last 3 Years' IT returns and balance sheets)		
7	Copy of the Work Orders: (please enclose last 3 Years' Work / Supply orders)		
8	Experience Certificate: (please enclose last 3 Years' experience certificate)		
9	PAN Card: (Please enclose a copy of PAN card)		
10	EPF Registration No.: (Please enclose a copy of EPF registration)		

11	ESIC Registration No.: (Please enclose a copy of ESIC registration)		
12	Service Tax (ST) Registration: (Pl. enclose copy of the ST registration)		
13	Labour License: (please enclose a copy of the labour license)		
14	Bank Solvency Certificate (please attach solvency certificate for at least 25 lakhs from reputed banks)		
15	List of Security Guards and Supervisors: (please provide a list of Safiwalas of your firm)		
16	Legal or Criminal cases against the firm: (please provide details of legal or criminal cases pending against the firm)		

Important:

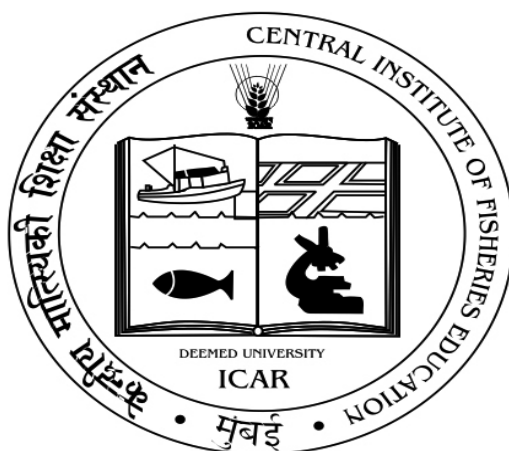
**The contractor has to attach the supporting documents with proper referencing.
No extra documents need to be attached with the tender form.**

All the rates should be quoted as per the Regional Labour Commissioner (C) / or the States wage chart for this category whichever is higher guidelines including per day wages + VDA. All statutory levies viz. ESIC, EPF, Bonus, Service Tax in a comprehensive detailed statement. Service charges extra, if any.

Note: A pre bid meeting will be held on dt. 08.10.2016 at the time 11.00AM with the bidders. Interested bidders are requested to attend the meeting.

TENDER FOR PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS

PART – II FINANCIAL BID



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University, Indian Council of Agricultural Research)

MUMBAI – 400061

FINANCIAL BID

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

Opening of Financial Bid : **Will be intimated later on by**
Phone / E-mail / Fax

(Note: Please read Special Terms and Conditions mentioned in Schedule-III)

To

The Director

ICAR - Central Institute of Fisheries Education,
Lahli, Rohtak, Haryana

Sir,

I/We wish to submit our tender for providing the Cleaning, Sanitation and Waste disposal services at CIFE Mumbai on the following rates:

SN	Particulars	Per Month
1.	Monthly Consolidated amount per month for PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS IN THE NEW CAMPUS OF CIFE, MUMBAI – 400 061 AS PER THE DETAILS GIVEN IN SCHEDULE - II. This amount includes minimum monthly wages and all statutory benefits to Security Guards and Supervisors (including contribution towards EPF, ESI, and Bonus) in accordance with the highest standards of services and as per the terms and conditions specified in the Tender Document including all acts & taxes etc. as applicable from time to time. This amount also included any increase in minimum wages and other statutory payments as per the order of Labour Commissioner, Minister of labour, Govt. of India from time to time during the contract period	

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 Document.

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

Signature : _____

Name & Address of the Firm : _____

Telephone No. : _____

Mobile No. : _____

FINANCIAL BID

BREAK UP OF MONTHLY WAGES PAYABLE TO THE SECURITY PERSONNEL

Sr. No	Description	Rates in Rs. For security Guard	Actual amount to be payable to Security Guard	Rates in Rs. For Supervisors	Actual amount payable to Security Supervisor
1	Monthly Wages of security Guard / Supervisor		(please quote actual amount of salary payable to the Guard after deductions)		(please quote actual amount of salary payable to the Supervisor after deductions)
	a. Monthly Minimum Wages				
	b. ESIC Contribution (4.75%)				
	c. EPF Contribution (13.36%)				
	d. Bonus (As per new Gazette of January 2016 (Min. Rs. 7000))				
	Total Wages per head (a + b + c + d) (i.e. Total Monthly Wages)				
2	Deductions from the salary of the Security Guard/Supervisor				
	a. EPF Contribution of employee				
	b. ESIC Contribution of employee				
	c. Professional Tax				
	d. Total deductions (a+b+c+d)				
3	Actual amount to be paid to the employee (i.e. 1-2)				

Authorized Signature and Seal of the Company _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____

FINANCIAL BID

DETAILED BREAK UP OF CONSOLIDATED AMOUNT PER MONTH

Note: Monthly Wages payable to Security Personnel should be in accordance with the minimum wages notified by Govt. of India from Time to Time. The wages must include minimum wages + EPF + EFC + Bonus + Other Statutory benefits

Description (1)	Monthly Wages Payable to Security Personnel (2)			Service Charges of the Agency (3)	Service Tax payable to Govt. (4)	Grand Total (5) (2+3+4)
	Security Guards	Supervisors	Total Amount			
Total lump-sum monthly charges for Providing Security Services as per the details mentioned in the Schedule-II						
Amount in words	Rupees ----- ----- only					

Signature _____

Name Seal and address of the firm with Phone No. -----