

# **ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION**

(Deemed University, Indian Council of Agricultural Research)  
Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8

Fax No. 022-26361573

Web Site: [www.cife.edu.in](http://www.cife.edu.in)



## **TENDER DOCUMENT**



## **PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS**

# **TENDER DOCUMENT PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS**



## **PART – I TECHNICAL BID**

### **ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION**

**(Deemed University, Indian Council of Agricultural Research)**

**Panch Marg, Off Yari Road, Versova, Andheri (West)**

**MUMBAI - 400061**

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(DEEMED UNIVERSITY, ICAR), MUMBAI - 400 061**

**TENDER FOR  
PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS**

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TENDER ISSUED TO : \_\_\_\_\_

\_\_\_\_\_

Signature of the Bidder

Joint Secretary

## CHECK LIST FOR EVALUATION OF TECHNICAL BID

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

S. No.	Eligibility Criteria	Particulars	Whether Complied Yes/No with Page No./-
1	<b>Tender Document:</b>	All pages of the Tender document including Annexures should be signed and stamped. Technical bid and Financial bid must be kept in separate envelops.	
2	<b>Details of Earnest Money Deposit (EMD):</b> (Provide details of DD No. and date, name of the Bank etc.)	An amount of <b>Rs. 9 Lakhs</b> must be deposited in the form of demand draft/pay order payable to ICAR Unit-CIFE" Mumbai. Agencies holding NSIC or MSME certificate may be exempted.	
3	<b>Registration certificate of the firm &amp; license for operating Security Services from the concerned State Government</b>	Registration certificate of the firm under <b>BOMBAY SHOPS &amp; ESTABLISHMENT ACT 1948(FORM-D)</b> Govt. of Maharashtra or equivalent certificate issued by other states/central Govt.	
4	<b>Turnover of the Firm/Agency:</b>	Average Annual turnover @ ₹ 20.0 crores per year. Certificate for turnover of the firm for the last 3 financial years (2019-20, 2020-21 and 2021-22). This turnover certificate should be issued by registered Chartered Accountant failing which tender is liable to be rejected.	
5	<b>Income Tax Return and Balance sheet:</b>	Last 3 financial years Income Tax Return and balance sheet of the Firm/Agency for the (2019-20, 2020-21 & 2021-22)	
6	<b>Copy of the Work Orders:</b>	Work/Supply orders in support of Minimum Annual Turnover of the Agency/Firm in the last three financial years the (2019-20, 2020-21 & 2021-22). Firm should attach experience of Security services of minimum 01(one) Crore annual value for any single work/contract performed in a Government organization failing which tender is liable to be rejected.	
7	<b>Experience Certificate:</b>	Duly certified copies (last three years) of the satisfactory performance where the tenderer has provided satisfactory services during the last three financial years the (2019-20, 2020-21 & 2021-22)	
8	<b>PAN Card:</b>	A copy of PAN card may please be enclosed.	
9	<b>EPF Registration No.:</b>	Employee EPF registration certificate issued by concerned govt. authority	
10	<b>ESIC Registration No.:</b>	ESI registration certificate issued by concerned govt. authority	
11	<b>Service Tax (GST) Registration:</b>	Goods & Services tax (GST) registration certificate issued by the concerned govt. authority	

12	Labour License (For carrying out security services which should be valid on the last date of submission of tender.)	The contractor/agency must have a License for providing security services under the contract labour (Regulation & Abolition) Act, 1970 from appropriate authority Ministry of Labour govt. of India.	
13	Bank Solvency Certificate	Bank Solvency Certificate <b>2 crore</b> or more.	
14	Legal or Criminal cases against the firm: (Please provide the details of legal cases pending against the firm)	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, 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. <b>(last 05 years)</b>	
15	Client list :	A list of clients where the work of security services has been taken.	

# **ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION, MUMBAI - 400061**

## **ABOUT THE INSTITUTE AND GENERAL SCOPE OF THE WORK**

ICAR-Central Institute of Fisheries Education (CIFE), Mumbai was established in the year 1961 under the Ministry of Agriculture, Govt. of India with the assistance of FAO/UNDP. It became part of Indian Council of Agricultural Research (ICAR), New Delhi in 1979 and was conferred Deemed University status in March 1989. CIFE conducts post-graduate (M.F.Sc.) and Doctoral (Ph.D.) academic programmes in Fisheries Science, undertakes basic and strategic research in frontier areas of fisheries, conducts demand-driven training programmes to various stake-holders, and provides inputs for policy development. In over 50 years of its existence, CIFE has emerged as a center of excellence for higher education in fisheries and allied disciplines and has nurtured many illustrious scholars and leaders. Today CIFE takes pride in its elegant and expansive campus comprising of state of art laboratories, library, hostels, guest house and sports facility.

Central Institute of Fisheries Education (CIFE) is located in Versova, Mumbai. It has two campuses located close to each other. While the old Campus is located on Fisheries University Road, Seven Bungalows, Versova, Andheri (W), the New Campus is located on Panch Marg, Off Yari Road, Versova, Andheri (W). The distance between these two campuses is about 1 kilometer. The present tender for the contract of **“Providing Security Services on job contract basis”** is for the New Campus of CIFE and Old Campus as well as its regional centres (Kolkata, Kakinada, Rohtak, Powerkheda and Motipur). The new campus is built on 16.5 acres land with Main Academic Building (Ground + IV) including large underground parking, Library building, Type-IV & Type-V Residential buildings, Director’s Bungalow, Boys & Girls Hostels, and International Guest House, while the Old Campus is about 4 acres with Main building, Boys Hostel, Guest House and residences located in close proximity to each other.

The scope of work in the present tender includes watch and ward and providing security services at various points in the New & Old Campuses of CIFE and Regional centres (Kolkata, Kakinada, Powerkheda and Rohtak). These works/services are to be provided under different categories (i.e. Security guards and Security Supervisors). The details of these works are mentioned in the Annexure showing the scope of works. All these works are to be executed and requisite services are to be provided in 8 hours shift on all days (including Sundays & Holidays) of the month. Bidders are instructed to quote monthly consolidated amount on job contract basis. Although the contractor has to make payment to their workers as per minimum wages act with all Government statutory benefits like EPF, ESIC & others, if applicable, this tender is not manpower or man days based contract. It is a work/job contract for which bidders are required to quote monthly consolidated amount.



## ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

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F.No.50/22-23/Security /JCC/

Dated : 02.09.2022

### **NOTICE INVITING TENDER**

The Director, Central Institute of Fisheries Education (CIFE), Mumbai-400 061 invites online Tenders in 2 (two) Bid system (Technical and Financial Bid) from the eligible, experienced, and registered Agencies/Contractors for **“Providing Security Services on Job Contract Basis”** in the campus of CIFE along with the its regional centres ( Kolkata, Kakinada, Rohtak ,Motipur and Powerkheda). Tender document containing details of works, and terms and conditions of the contract can be downloaded from CPP portal **from 02.09.2022 to 12.09.2022**. Tender details can also be seen at CIFE’s website [www.cife.edu.in](http://www.cife.edu.in).

An amount **₹ 09.00 lakh** towards EMD excluding MSME/ NSIC holder, should be deposited in the form of crossed Demand Draft payable to **“ICAR Unit-CIFE” at Mumbai**. The Tenders of the Agencies/Bidders who do not deposit EMD in the above said manner are liable to be rejected. The DDs can be dropped in the Tender box or posted to Joint Secretary , Attention: Asstt. Admin Officer (Job Contract Cell), CIFE, Off Panch Marg, Versova, Mumbai 400061.

The prospective Agencies/Contractors may attend the **Pre-bid meeting** scheduled on **05.09.2022 at 1500 hours** in the Committee Room No. 314 of the Main Academic Building in the new campus of CIFE.

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.

**JOINT SECRETARY**



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F.No.50/2022-23/Security /JCC/

Dated : 02.09.2022

## NON TRANSFERABLE TENDER DOCUMENT

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

- |   |            |
|---|------------|
| 1. Tender documents available from  | 02.09.2022 |
| The Pre-bid Meeting at 1500 hrs. in the CIFE New  |            |
| 2. Campus on  | 05.09.2022 |
| 3. Last date of receipt of online tender  | 12.09.2022 |
| 4. The Technical bid to be opened on  | 13.09.2022 |
| 5. Tender to remain open for acceptance up to 90 days from the date of opening                            |            |
| 6. The Tender document is also available on website: <a href="http://www.cife.edu.in">www.cife.edu.in</a> |            |

#### **NOTE :**

1. The Director, Central Institute of Fisheries Education, Mumbai may at his discretion, extend Bid submission date and such extension shall be binding on all 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), Indian Council of Agricultural Research

Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site [www.cife.edu.in](http://www.cife.edu.in)



F.No.50/2022-23/Security /JCC/

Dated : 02.09.2022

**SUBJECT: TENDER FOR PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS IN THE CAMPUS OF CIFE, MUMBAI AND ITS REGIONAL CENTRES.**

**FROM:**

**The Director**

Central Institute of Fisheries Education (CIFE)  
Panch Marg, Off Yari Road, Versova, Andheri (W)  
Mumbai – 400 061

**TO**

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Dear Sir(s),

Online E-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 “PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS” at Central Institute of Fisheries Education (Deemed University), Indian Council of Agricultural Research, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061 and its regional centres (Kolkata, Kakinada, Powerkheda, Rohtak and Motipur).

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. An earnest money (EMD) of ₹ 9.00 lakh must be deposited in the form of demand draft/pay order payable to “ICAR Unit-CIFE”, Mumbai. 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.

3. 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.
4. 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.
5. 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 (EMD) will be forfeited.
6. 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 warrant 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.

## 8. Details of Bid Submission online

### Technical Bid:

Prequalification documents: All claims made at page 4-5 shall have to be supported by self-attested document, otherwise the claim shall not be considered and the tender is liable to be rejected.

**Financial Bid:** Financial Bid (.e. BOQ)

9. 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.**
10. The successful bidder, after award of the contract and before commencing the work, should deposit an amount equivalent to 5% of the annual value of the contract as

**Performance or Security Deposit.** In the event of non-deposition of the same, the earnest money (EMD) will be forfeited.

11. No interest on Performance/Security Deposit (SD) & Earnest Money Deposit (EMD ) shall be paid by the CIFE to the tenderer.
12. 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. The Income Tax shall be deducted at source (TDS) on GST from monthly bills of the successful tenderer, as per rule.
13. 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.
14. 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.
15. 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.
16. **Qualification criteria:-** The firm shall be based in Mumbai or at any city where CIFE regional Centre is located and having a minimum turnover of Rs 20 Crores per annum and above in the last three financial years (2019-20, (2020-21) and 2021-22). The firm should have experience of having undertaken similar type of works in the past. A minimum of one work of Rs 1 crore or more during one financial year in the last three consecutive years in the Offices of Central Govt. / State Govt. / PSU / University / School / Colleges etc. Preference will be given to the tenderer quoting for all the schedules of work; subject to fulfilment of terms and conditions and other statutory Govt. levies and who have been carrying out security work in ICAR- Institute/Govt. organization.
17. 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.
18. Successful tenderer will have to enter into a detailed contract agreement with CIFE on non-judicial stamp paper of Rs. 100/-.

Yours faithfully,

**Joint secretary  
For and on behalf of the DIRECTOR  
CIFE, Mumbai-400 061**

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION (CIFE) (DEEMED UNIVERSITY, ICAR), MUMBAI-400 061**

**TENDER FOR “PROVIDING SECURITY SERVICES ON JOB WORK / SERVICE CONTRACT BASIS IN THE CIFE CAMPUS, MUMBAI – 400 061”**

Full Name & Address of the Tenderer in :  
Addition, Post Box No., if any, should be  
quoted in all communications to this  
office

Telephone No. :

Telegraphic Address/FAX/Mobile No. :

E-Mail address :

**From:**

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To

**The Director**

ICAR - Central Institute of Fisheries Education (CIFE)  
Panch Marg, Off Yari Road, Versova, Andheri (W)  
Mumbai – 400 061

Sir,

- (1) I / We have read all the particulars regarding the General information and all other terms and conditions of the contract for **“Providing Security Services on job contract basis”** at the Central Institute of Fisheries Education, Mumbai and its regional centres (Kolkata, Kakinada, Powerkheda, Rohtak & Motipur) and agree to provide the services as detailed in the schedules 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 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 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/DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **“ICAR Unit CIFE” and payable at Mumbai** is enclosed as earnest money (EMD) required.

Yours faithfully,

**Dated:**

**Signature & Seal of the Tenderer**

**Witness:**

**Telephone No. Office:**

**Address:**

**Residence:**

**Occupation:**

**Mobile:**

**Signature of witness to contractor's signature**

## SCHEDULES TO THE TENDER

### SCHEDULE - I

#### PART-I

Sr. No.	Description	Details
1	Name of the Firm/Agency:	
2	Full address with Post Box No., if any, Telephone, FAX, Mobile No., E-mail, etc.	
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 EPF Registration No
- 8 ESIC Registration No.
- 9 GST Registration No

**B PART – II**

Earnest Money Deposited  
Yes/No  
If yes,

Yes or No

Pay Order/DD No.

Date:

Amount:

Issuing Bank

**C PART – III**

- 10 Name and Address of the firm's representative and whether the firm would be representing at the opening of the tender:
- 11 Name of the Representative(s) with Telephone Mobile No. to be visiting CIFE New Campus regarding the contract:

Date :

Place :

**AUTHORISED SIGNATORY**

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

## **SCHEDULE-II**

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

#### **SECTION – 1**

### **SCOPE OF WORK**

#### **1. BUILDINGS AND THEIR LOCATIONS:**

Central Institute of Fisheries Education (CIFE) - Deemed University – functioning under the administrative control of Indian Council of Agricultural Research (ICAR), Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061 has two campuses namely Seven Bungalows Campus located at Fisheries University Road, Seven Bungalows, Versova, Mumbai and Yari Road Campus located at Panch Marg, Off Yari Road, Versova, Mumbai at a distance of about 1 km from each other. The present tender is for providing security services on job contract basis in the CIFE Head Quarter and its regional centres (Kolkata, Kakinada, Powerkheda, Rohtak and Motipur).

The Security Services Job Contract basis is required to safeguard the properties of New University Campus of CIFE. The additional Security Services if required at any time can be deployed on prorated basis.

**Security Agencies are requested to visit and survey the Institute's campus premises for estimating and examining the security check places/ points.**

#### **2. SECURITY SERVICES REQUIRED:**

Below given are the important Security / Check posts in the Campus of CIFE and its regional centres (Kolkata, Kakinada, Powerkheda and Rohtak). The Security personnel (Guards) are to be deployed at these points as per the details of working schedule given below:

- |                                     |        |
|-------------------------------------|--------|
| 1. CIFE Mumbai-                     | 34 Nos |
| 2. CIFE Regional Centre Kolkata-    | 5 Nos  |
| 3. CIFE Regional Centre Kakinada-   | 15 Nos |
| 4. CIFE Regional Centre Powerkheda- | 15 Nos |
| 5. CIFE Regional Centre Rohtak-     | 13 Nos |
| 6. CIFE Regional Centre Motipur     | 2Nos   |

**Note: The places of the engagement/deployment of security guards postings mentioned above are only indicative, and the Institute reserves the right to shift/change the postings anywhere in the New and Old campus premises of CIFE, Mumbai. Similarly the Security manpower requirements of the main Institute and its Regional centre may be increased / decreased depending on actual basis.**

- NOTE :
- i) Bidders may visit the site / Institute during working days/hours.
  - ii) All the rates should be quoted as per the guidelines issued by Regional Labour Commissioner (C) . All statutory levies viz. ESIC, EPF, GST etc , as applicable may be quoted in a comprehensive detailed statement. Services charges extra, as applicable may be quoted.



## 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 into 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 officer in-charge (Security). They should also keep the record of all out going items/materials through gate pass signed by the Security officer/ Deputy Security officer or authorized officials of the Institute.
5. The Security Agency shall carry out the security and watch & ward of the CIFE premises as per the requirements and instructions given to them by the Authorities of CIFE, Mumbai from time to time for a period of one year or until further orders. A daily list of Security supervisors and security guards on the duty should be maintained in a Register and provide the same to the Security Officer 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 of all the laboratories/rooms/offices in the buildings.
8. One or Two Guards (selected by the Agency) shall monitor and supervise all the security guards on duty and their work and shall be held responsible overall. In case the (Supervising) Guard notices anything amiss at any point, he shall immediately attend to it / get it checked by concerned Guard / report to the Security Officer. The Security Guard/Supervisor should conduct regular patrolling to the identified 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/supervisor) should perform one shift per day only, **double duties are not allowed.**

11. The Security Guard/Supervisor 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 failed 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 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 authorized residents or the Competent Authority and issue of Visitor Pass.
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, Girls Hostel, Boys 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/supervisors should hoist and lower the National Flags at both the buildings as per the flag code
20. Security guards/supervisors should not give any lenient or casual impression and they should be always alert and attentive.
21. The Security Agency shall impart periodic training to security guards deployed at CIFE Campus premises so as to ensure that they effectively and efficiently safeguard the premises.
22. Security guards should carry out any other relevant works / assignments with the approval of competent authority.

**JOINT SECRETARY**

**SECTION – 2****GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

- (1) The Security Personnel should follow strict attendance and alternative arrangements are to be made by the Agency whenever any Security Guards going on leave. No designated posts can be kept vacant.
- (2) Changing of Security Guard should be intimated to the Security Officer / Officer-In-charge (Manpower) of this Institute.
- (3) The Director, CIFE reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of DIRECTOR, CIFE 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 the Institute.
- (5) All the Security Guards should be capable of reading and writing in Hindi and English with a minimum educational qualification of Middle standard i.e. successful completion of 8<sup>th</sup> Standard from a govt. recognized school & board of examination.
- (6) The Contractor shall keep a complaint register with his Supervisor, and it shall be open to verification by the authorized Officer of this 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 Security Guards/Supervisors 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 Contract Agreement is terminable with one month notice on either side.
- (9) The contractor shall not sublet the work without prior written permission of the CIFE/ICAR.
- (10) The contractor or his Security Guards shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- (11) The selected Agency shall provide the necessary Security Personnel as per labour acts prevalent in Govt. of India. **The Agency shall employ agile, physically fit and reliable Security guards / Supervisors between 21 and 45 years of age, having minimum specified educational qualifications (i.e. 8<sup>th</sup> Std. complete).** The Security Personnel (i.e. the Guards & Supervisors) deployed by the Security Agency may be preferably ex-servicemen to the extent possible with robust health and of age group of 21 to 45 years.  
  
In case any of the Security personnel so provided by him is not found suitable by the Institute (ICAR-CIFE), the Institute shall have the right to ask for replacement without giving any reason thereof and the Agency shall on receipt of such a written communication have to replace such persons immediately.
- (12) The Security Personnel provided by the Agency under this contract will not be the employee of the Institute (ICAR-CIFE) / Council (ICAR) and there will be no employer-employee relationship between the ICAR-CIFE and the Security Personnel so engaged by the contractor in the aforesaid services.

- (13) Payment for service contract will be made on monthly basis upon submission of pre-receipted bill.
- (14) 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 and understand the nature of security points/spots in the premises of ICAR-Central Institute of Fisheries Education (CIFE).  
**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.
- (15) 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, stationaries, etc.), and requisite taxes etc.. The monthly wages payable to the Security Personnel (Guards) must include minimum wages applicable as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India from time to time and other Government statutory benefits.  
**Monthly wages of Security Personnel (Guards) should be calculated considering 30 working days of each security guard in a month including Sundays and Holidays as per roster plan in accordance with security services reflected in Section-I of Schedule-II.** The cost of Uniform, Gumboot, Shoes, Torches, Metal Detectors (2 Nos), Whistle, Lathi, Umbrellas, raincoats Stationaries (registers, pen, pencil, etc.), as required shall be borne by the Agency. The Institute / ICAR shall not bear any extra charge on account of such cost (i.e. Uniform, Stationaries, Gumboot, Lathi, Whistle, Torch, etc.).
- (16) The contractor will discharge all his legal obligations in respect of the Security Guards to be employed/ deployed by him for 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/Council 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 Secretary, ICAR shall be final and binding on the Contractor/Agency.
- (17) Income Tax will be deducted from the payments due for the Agency for providing Security Services as per rule.
- (18) 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.
- (19) Changing of Supervisor/ Guard should be intimated to the Security Officer / Officer-In-Charge (Manpower)
- (20) The Contractor must employ adult labour only. Employment of child labour is strictly prohibited and deployment of child labour may lead to the termination of the Contract.
- (21) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government, State Government relating to this contract made applicable from time to time.
- (22) **Risk Clause:** CIFE/ICAR 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 reserves 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 recovered from S.D. or pending bills or by rising a separate claim.
- (23) 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.
- (24) 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.

- (25) 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.
- (26) 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
- (27) **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 shall be deducted from the bill of the contractor/security agency
- (28) Any misconduct/misbehavior/indiscipline on the part of the Security Personnel deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- (29) The stationery items like registers, scales, writing pads, pencils, staplers etc. will not be provided by the CIFE, Mumbai and the uniforms will not be allowed for washing in the CIFE premises. The uniform of the security personnel and other related items as mentioned above will have to be provided by the Security Agency. The CIFE, Mumbai will pay only the lump-sum amount quoted in the Financial Bid.
- (30) **LIQUIDATED DAMAGES CLAUSE:** An amount equivalent to 2 (two) days of contract amount subject to a **minimum of Rs. 2,000/- 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** security personnel 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 satisfactory action/corrective measures is taken within one hour liquidated damages clause will be invoked.
- (31) The successful Tenderer will have to enter into a detailed Contract Agreement with ICAR-Central Institute of Fisheries Education (CIFE), Mumbai on non-judicial stamp paper of face value Rs. 100/- (Rupees One Hundred Only).
- (32) Since ICAR-CIFE is not profit earning organization and no regular employee of this Institute is paid any bonus hence contractual staff will not be paid by this Institute. The institute has however no objection if the security agency pays any such amount/bonus to its guards at its own level, out of its own resources.

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

**JOINT SECRETARY**

## SCHEDULE-II

### SECTION – 3

#### INSTRUCTIONS FOR PROVIDING SECURITY SERVICES

- (1) **Services:** The entire open area and the built up area of the New Campus of the Institute (CIFE) 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 all Govt. statutory benefits (EPF and ESI contribution, and others, if applicable) 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, metal detectors ( 2 Nos), whistle, badges, I-cards, torches, lathi, Umbrellas, Raincoats 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** and **Metal Detector** for smooth functioning of Security Services in the premises of the Institute, if required.
- (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 Director, CIFE, Mumbai. The payment will be made by RTGS method 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, 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 CIFE on or before the 7<sup>th</sup> 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 CIFE, Mumbai property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to the CIFE, Mumbai 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, 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 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.

**DETAILS OF THE MINIMUM 3 YEARS' EXPERIENCE/WORK DONE**

SN	Name of the Deptt./ Organization & Name of contract person with Phone No.	Period		No. of staff deployed	Annual Contract Value
		From	To		

**(Authorized Signatory)**



## **SCHEDULE - III**

### **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 University 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/Supervisors mentioned in schedule-II. Total number of Security Guards/Supervisors to be provided by the Agency is indicated in the scope of work (Schedule – II).
3. Supervising Guards shall supervise all the security guards posted during a particular shift and shall be held responsible overall. He shall monitor all the functional CCTV cameras installed at various locations through a central monitoring unit round the clock and supervise the work of all the security guards on duty effectively. He shall ensure that all the guards attend to duty at the designated post, and no untoward incidents happen in the Campus premises. In case the Supervising Guard notices anything amiss at any point, he shall immediately attend to it / get it checked by concerned Guard / report to the Security Officer.
4. **PAYMENT OF MINIMUM WAGES:**
  - a. The Security Agency has to pay their Security Personnel (Guards/Supervisors) minimum wages with all Govt. statutory benefits like EPF, ESIC, and others if applicable as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India from time to time.
5. **EPF AND ESIC ISSUES:**
  - (a) The successful Agency/Contractor has to open EPF and ESIC Accounts of his Security Personnel (Guards/Supervisors) employed for providing security services in the CIFE 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/Supervisors 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/Supervisors engaged along with all details of EPF and ESIC Account number.
6. **Watch & ward, and security services are to be carried on all days of the month including second Saturday, Sundays, and holidays. However, one guard/supervisor should not be allowed to work more than 30 days in a month. Only one shift (8 hours) per day is allowed per guard/supervisor.**
7. **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.**
8. 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 CIFE, Mumbai due to acts of omission on Agency's part.

9. 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 CIFE, Mumbai may have to meet in respect of their staff members and/or workman/employees on account of any accident or for any other reason.
10. 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 Officer or any other officer of the Institute designated by the Institute's authority periodically.
11. 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/Supervisors of the Agency/Contractor must bound by Office timing, duty, placement, locations, wearing uniform, and maintaining discipline in the Institute's premises.
12. 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.
13. 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.
14. The Agency/Contractor should also provide Police verification report of the workers
15. The contractor should abide by all prevailing labour laws including providing medical facilities to his workers. CIFE shall not be responsible in such matters.
16. **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. 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.
17. Every Endeavor has been made to make this document simpler and clear. Every information related to the job is mentioned. However, if any clarification is required, the bidders may ask the same in writing to the Joint Secretary or the same may be clarified in the pre-bid conference.

**JOINT SECRETARY**

# **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

### (A) BREAK UP OF MONTHLY WAGES PAYABLE TO THE SECURITY PERSONNEL for CIFE Head Office Mumbai and Kolkata Centre

SN	Component	Amount in Rupees
1	Minimum Wages of each Manpower	
2	EPF @ 13% restricted to limit of Rs 15,000/- per manpower	
3	ESIC @ 3.25% restricted to limit of ₹ 21,000/- per manpower	
4	Wages of each Manpower for 1 month (considering 30 days as maximum number of allowable working days in a month) (1+2+3)x30 days	
5	<b>Contractor's Service Charges</b> (Service Charges should not be of negligible value, otherwise the bid may be rejected)	
6	<b>GST (18%)</b>	
<b>Totalamount (4+5+6)</b>		

### (B) BREAK UP OF MONTHLY WAGES PAYABLE TO THE SECURITY PERSONNEL for CIFE regional centres at Kakinada, Powarkheda, Rohtak and Motipur

SN	Component	Amount in Rupees
1	Minimum Wages of each Manpower	
2	EPF @ 13% restricted to limit of Rs 15,000/- per manpower	
3	ESIC @ 3.25% restricted to limit of ₹ 21,000/- per manpower	
4	Wages of each Manpower for 1 month (considering 30 days as maximum number of allowable working days in a month) (1+2+3)x30 days	
5	<b>Contractor's Service Charges</b> (Service Charges should not be of negligible value, otherwise the bid may be rejected)	
6	<b>GST (18%)</b>	
<b>Totalamount (4+5+6)</b>		

Authorized Signature and Seal of the Company \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No/s. \_\_\_\_\_

Mobile No/s. \_\_\_\_\_

## ANNEXTURE - II

### FINANCIAL BID

- **Opening of Financial bid (BOQ) will be online**

- (1) **Before quoting the Lump-sum amount, the bidders are instructed to read the details of works to be executed as mentioned in Section-III**
- (2) **Contractors/Bidders are instructed to quote lump sum amount per month & taxes are to be mentioned clearly in the format given below**

Sr. No.	Particulars	Per Month
1.	Monthly Consolidated amount per month for <b>PROVIDING SECURITY SERVICES ON JOB CONTRACT BASIS at CIFE main Mumbai campus and its regional centres AS PER THE DETAILS GIVEN IN SCHEDULE – II.</b>  This amount includes minimum monthly wages and all statutory benefits to Security Guards (including contribution towards EPF, ESIC, and Others, as applicable) 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.	<div></div> <div>(in Figure)</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>(in Words)</div>

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. : \_\_\_\_\_