



**CENTRAL INSTITUTE FOR COTTON RESEARCH**  
**REGIONAL STATION, COIMBATORE 641003**



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F.No.ST-III/1-4/09-10

Dated: 20.2.2010

Sealed tenders are invited from reputed and registered agencies to provide security service to our office, farm and laboratory on contract basis. The tender forms can be had from our office on payment of Rs.100/- by cash. The last date of submission of completed tender form is 6.3.2010 (16.00 hrs) for more details please see our website [www.cicr.org.in](http://www.cicr.org.in)

Project Coordinator & Head.



**CENTRAL INSTITUTE FOR COTTON RESEARCH**  
**REGIONAL STATION, COIMBATORE 641003**



**Quotation for providing Security Services**

**Location of the Institute:** Near Botanical Garden, Tamil Nadu Agricultural University, Maruthamalai Road, Coimbatore

**PART-A**

The Central Institute for Cotton Research, Regional Station, Coimbatore under **I.C.A.R.** is the Lead Institute for research on cotton. It is located on Maruthamalai Road adjacent to Tamil Nadu Agricultural University. In addition to main farm, there is another farm (New Farm), adjacent to Sugarcane Breeding Institute on the Vadavalli-Veerakeralam Road. The main buildings/installations are as follows:

**Location A. Main Farm area:**

1. Office-cum-Main Laboratory
2. Farm Buildings
3. Insectary
4. Seminar Hall
5. Silver Jubilee Building
6. Generator Room
7. Farm land including wells fitted with Motor Pump having starter and switches at different locations.
8. Old Laboratory Buildings near TNAU Laboratories
9. Glass and Poly Houses
10. Coconut and other trees.

**Location B. New Farm area:**

1. Farm buildings
2. Generator Room
3. Farm land including wells fitted with Motor pumps having starters and switches at different places.
4. Coconut and other trees.

The security services are required to protect all the above installations including the crops. Area can be inspected by contacting the Drawing and Disbursing Officer on any working day. The rate may be quoted on consolidated monthly basis.(including all applicable taxes)

**Rate: Location A. Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
per month for Main Farm Area.**

**Location B. Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
per month for New Farm Area.**

Full name of the Firm, Postal Address, Telephone Number, Registration number of the Firm, Authority issuing the Registration and the Validity Period, proof of payment of contract service tax may be furnished.

**Please Note:**

1. The Firms shall provide all valid documents, desired in the Quotation.
2. The Quotation of the Firms shall stand cancelled in case of violation.
3. The Firms shall provide list of Agencies where service is currently provided by them.
4. An E.M.D. of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft (Cheque/Cash not accepted) from any nationalized bank drawn in favour of the Project Coordinator and Head, Central Institute for Cotton Research, Regional Station, Coimbatore to be deposited with the Regional Station, Coimbatore by successful bidder. This amount is refunded to the firm after expiry of agreement.
5. The decision of the Project Coordinator & Head, Central Institute for Cotton Research, Regional Station, Coimbatore is final and binding on all as regards accepting or rejecting any quotation submitted without assigning any reasons thereof.
6. The sealed quotation complete in all respects addressed to the Project Coordinator & Head, Central Institute for Cotton Research, Regional Station, Coimbatore – 3 should reach this office on or before 6.3.2010 (16.00 hrs.)

**Project Coordinator & Head,  
Central Institute for Cotton Research,  
Regional Station, Coimbatore – 641 003**

I agree to abide by the above terms and conditions and those specified in Part-B of the Quotation.

**(Signature with Seal of the Security Agency)**

## **PART-B**

If the proposal is accepted, the Firm should enter into an Agreement with CICR, Regional Station, Coimbatore with the following Terms and Conditions.

### **TERMS AND CONDITIONS FOR THE SECURITY SERVICES**

1. The Security Agency will provide round the clock security cover to the premises and installations of **C.I.C.R**
2. The Security Agency will be given the mutually agreed upon amount per month for fulfilling this Job **CONTRACT** completely and to the perfect satisfaction of C.I.C.R. for the entire period of contract and the Security Agency will not have any additional claim in this regard subsequently.
3. The Security Agency (Contractor) will be responsible for to follow the provisions under **Minimum Wages Act as per the Ministry of Labour including Provident Fund for the Security Guards employed by them.**
4. The Security Guards to be deployed shall have to be provided with proper uniform with badge of the Security Agency, a stick, a torch, a whistle and his own name on the badge, all items to be provided by the Security Agency. **The security guards so deployed shall be of 55 years or below with sound health and strength.**
5. Any member(s) of the Security Personnel provided by the Security Agency falling sick or proceeding on leave will immediately be replaced by the Security Agency at no additional expenses to the Institute. On occasions when due to paucity of men or for any other reasons, it is not immediately possible to provide suitable relief for absentee(s), the Security Agency will ensure that the work of the absentee(s) would be managed by other Security Guard by performing extra duties on payment of overtime to them by the Security Agency.
6. The security guards will be trained guards fully conversant with the security job, fire fighting, etc. in the case of any emergency.
7. The Contract would be till 31.3.2011 and can be extended further with consent of both the parties on the same rates, terms and conditions of Contract.
8. The Contract can be terminated by either party by giving two calendar months notice in writing. However, in case of non compliance of terms and conditions, the contract will be terminated by the Director, C.I.C.R., Nagpur without any Notice. The monthly charges for the purpose shall be calculated on the average amount of the Contractor bill for the last three months.
9. The bill will be submitted by the Contractor in the 1<sup>st</sup> week of subsequent month for the previous month to the Principal employer and the bill will be paid by the Principal employer by 10<sup>th</sup> of the subsequent month.
10. The Security Agency shall arrange without additional cost periodical and or surprise checks of the Security Guards in order to supervise the performance of the security arrangements for suggestions and precautionary measures to be adopted by the Institute.
11. **a. Main Farm area:** The sites of the security arrangements in the main farm are the Main Gate and Western Gate in the Maruthamalai Road and Old Building area.  
  
**b. New Farm area:** Eastern and Western gates and farm lands.

The above sites are to be manned for 24 hours a day and for 7 days in a week as explained to the Security Agency.

12. The persons provided by the Contractor under this Contract will not be the employees of the C.I.C.R., Coimbatore and there will be no employer-employee relationship between the C.I.C.R. and the personnel so provided.
13. In case of any theft or pilferage loss due to Security Guards to any property at the C.I.C.R., Coimbatore during the period of contract, the Security Agency will have to make good the loss first. If, it is not done, the same losses will be recovered from the monthly payment bills/E.M.D. The Security Agency will depute their Inspectors, without any extra cost for conducting preliminary enquiry and submit their report on the findings and also pursue the case with the Police and other Agencies.
14. The Director, CICR shall have the right to impose any penalty by way of deduction from the bill for non-satisfactory performance of duty by the personnel employed by the Security Agency (Contractor).
15. The Security Agency has to follow all the rules and regulations required under contract labour (regulations and abolition Act, 1970).
16. In case the CICR is not satisfied with the working behaviour of the any Security Guards supplied by the Security Agency they will have to be replaced by the Contractor on their own responsibility.
17. In case of any dispute arising out of this Contract provisions the decision of the Director, CICR, Nagpur shall be final and binding on the Security Agency (Contractor).
18. All the documents including details of payment made by the Security Agency to the personnel employed by it shall be open for inspection by the Project Coordinator and Head, Central Institute for Cotton Research, Coimbatore.
19. Any compensation for disengagement on account of death, disability of any security personnel provided for deployment in the CICR, Coimbatore during the contract period will be the responsibility and liability on the Security Agency, even if such disability manifests after the termination of assignment.
20. The Security Agency should register with Central Labour Commissioner, Coimbatore and Regional Provident Fund Commissioner, Coimbatore
21. Identification of the each Security Guards (Name etc.) deployed at CICR, Coimbatore will be given by the Security Agency and changes if any, will be intimated immediately to the Project Coordinator and Head, CICR, Coimbatore in writing. These changes will have to be reflected with EPF statement, etc.,
22. The Security Agency, i.e., Contractor has to submit all relevant registers such as wage payment register with acquittance, EPF deduction, etc. to the Project Coordinator and Head, C.I.C.R., Coimbatore for inspection once in three months.
23. The Director, CICR, Nagpur has the right to add or delete any provisions of the terms and conditions of the Contract and the Security Agency is binding for the same.

Project Coordinator and Head