

Central Institute for Cotton Research
(Indian Council of Agricultural Research)
Regional Station, Sirsa-125055 (Haryana)
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Ref. No. F.No. Stores/09-10/Security/

Dated: 02-05-2009

Subject: Tender/Quotation for Security arrangements at CICR, Regional Station, Sirsa- 125055 –reg.

Sealed quotations are invited by the Head, CICR, Regional Station, Sirsa-125055 (Haryana) for the security of the Main entrance of Campus/Office and entire Office Premises, Experimental fields, all Tube wells with motors and farm Implements.

Terms & Conditions:

1. The Security Agency will provide round the clock security cover to the entire premises and installations of CICR, Regional Station, Sirsa. A minimum of towards round the clock will be required.
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 CICR for the entire period of contract and the security agency will not have any additional claim in this regard subsequently.
3. The Security Agency will be responsible to follow the provisions under minimum wages Act as per Ministry of Labour including Provident Fund, ESI for the Security Guards employed by them. In the tender the company should clearly mention about these points.
4. The Security Guard to be deployed shall have to be provided with proper uniform with badge of the Security Agency, a stick, torch, whistle and his own name plate.
5. Any member(s) of the security personnel provided by the security agency falling sick or proceeding in leave will immediately be replaced by the security agency at no additional expense to the institute. On occasions when due to paucity of men or for any other reason, it is not immediately possible to provide suitable replacement for absence, 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 guard will be trained guards fully conversant with the security job, fighting etc in the case of any emergency.
7. The contract would be for a period of one year and can be extended further with the consent of the both the parties on the same rate, terms and conditions.
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 Competent Authority without any notice will terminate the contract.
9. The bill will be submitted by the contractor in the 1st. Week of subsequent month for the previous month to the Head, CICR, Regional Station, Sirsa and the bill will be paid by 15th 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. The persons provided by the contractor under this contract will not be the employees of CICR and there will be no employer-employee relationship between the CICR and the personnel so provided.
12. In case of any theft or pilferage loss due to security guards to any property at the CICR, Sirsa 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. The security agency will depute their Inspector without any extra cost for conducting preliminary enquiry and submit their report on the finding and also pursue the case with the police and other agencies.
13. Head, CICR, Sirsa 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.
14. The Security Agency has to follow all the rules and regulations required under contract labour (regulations and abolition Act, 1970).
15. In case of any dispute arising out of this contract provisions the decision of the Head, CICR, Sirsa shall be final a binding on the Security Agency /Contractor.
16. 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 Head, CICR, Sirsa.
17. Any compensation for disengagement on account of death /disability of any security personnel provided for deployment in the CICR, Sirsa during the contract period will be the responsibility and liability of the security agency, even if such disability manifests after the termination of assignment.
18. The firm should be registered as security agency with competent authority and also with Regional Provident Fund Commissioner, Haryana. Please attach registration certificate.
19. Identification of the each security guard (Name etc.) deployed at CICR, Sirsa will be given by the security agency and change if any will be intimated immediately to the undersigned in writing, these changes will have to be reflected with EPF statement etc.
20. The Security Agency/Contractor has to submit all relevant registers such as wage payment register with acceptance, EPF deduction payment register etc. to the undersigned for inspection once in three months.
21. Head, CICR, Regional Station, Sirsa is having the right to add or delete any provisions of the terms and conditions of the security agency is binding for the same.
22. The sealed quotations addressed to The Head, CICR, Regional Station, Sirsa should reach the office before 16-05-2009 upto 1PM
23. The Security Agency if having experience to provide security to other Govt. Institutions, Please attach related documents.
24. The successful firm/contractor will have to deposit Rs. 10,000.00 as security to this office before start of the work
25. The firm should also mention about the service tax payable as per Govt. rules.

Head of the station