

**ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH**  
**Regional Station, Coimbatore - 641003**  
**Phone: 0422-2430045 Fax: 0422-2454021 Email:cicrcbe@gmail.com**

F. No. ST-III/1-3/2018-19

Date: 25.01.2019

**TENDER DOCUMENT**  
**FOR PROVIDING SECURITY SERVICES – WATCH**  
**AND WARD (WITHOUT ARMS)**

2018-2019

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH  
Regional Station, Coimbatore 641003  
Phone: 0422-2430045 Fax: 0422-2454021 Email:cicrcbe@gmail.com

F. No. ST-III/1-3/2018-19

Date: 25.01.2019

### E-TENDER NOTICE

Sub: Service contract for providing security services – watch and ward (without arms) at ICAR – CICR, Coimbatore – Invitation of E-Tender

The ICAR- Central Institute for Cotton Research, Nagpur invites online OPEN TENDER in TWO BIDS (TECHNICAL AND FINANCIAL) system through e-tendering method from reputed firms with adequate experience and financial capability for providing the security services – watch and ward (without arms) at ICAR – CICR, RS, Coimbatore.

The open tender enquiry document contains the following :-

### CRITICAL DATA SHEET

Tender No	Ref : ST –III /1-3 /2018-19
Date and Time for issue / Publishing	25.01.2019 15.00 hrs
Document Download / Sale start date and time	25.01.2019 15.00 hrs
Bid submission start date and time	25.01.2019 15.30 hrs
Bid submission end date and time	14.02.2019 15.00 hrs
Date and time for opening of technical bid	16.02.2019 11.00 hrs
Tender Fee	NIL
EMD	Rs.55,000/- in the form of Demand Draft in favour of The Project Co-ordinator and Head, CICR, payable at Coimbatore
Period of contract	12 months
Bid Validity	90 days from the date of Technical bid opening

EMD Validity	90 days from the date of Technical bid opening
Security Deposit (SD) / Performance Bond (PB)	10% of the total contract value (annually) EMD / Bank guarantee in favour of the Project Co-ordinator and Head, ICAR-CICR, Coimbatore
Validity of SD / PB	60 days after the expiry of the contract
Submission of Bids	Online bids (Technical and Financial) uploaded on CPP Portal ( <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> ) from 25.01.2019 to 14.02.2019 upto 3.00 PM. Original EMD i.e. hard copy should reach before closing date and time of e-tender to The Project Co-ordinator and Head, ICAR-CICR, Coimbatore. The tenders will not be considered if earnest money is not deposited in the tender
Details of tender	Tender documents and notice is also available on CICR website <a href="http://www.cicr.org.in">www.cicr.org.in</a>

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH  
Regional Station, Coimbatore 641003  
Phone: 0422-2430045 Fax: 0422-2454021 Email:cicrcbe@gmail.com

F. No. ST-III/1-3/2018-19

Date: 25.01.2019

**E-TENDER NOTICE**

The ICAR- Central Institute for Cotton Research, Nagpur invites online OPEN TENDER in TWO BIDS (TECHNICAL AND FINANCIAL) system through e-tendering method from reputed firms with adequate experience and financial capability for providing the security services – watch and ward (without arms) at ICAR – Central Institute for Cotton Research, Regional Station, Coimbatore. Eligible firms may submit tenders / bids online on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) from 25.01.2019 to 14.02.2019 upto 3.00 PM. Tenderers are required to submit all other documents online before tender closing date and time. Details can be obtained from [www.cicr.org.in](http://www.cicr.org.in) .

Sd/-

(SUNDARAVALLI.M.KUMAR)  
DRAWING AND DISBURSING OFFICER  
ICAR-CICR, COIMBATORE

Dear Tenderer,

.....

.....

Online bids are hereby invited on behalf of the Director, ICAR-Central Institute for Cotton Research, Nagpur for contract for providing security services- watch & ward (without arms) at ICAR-CICR, Regional Station, Coimbatore. The terms and conditions of the contract which will govern are those contained in the general conditions of contract applicable to the contracts placed by the CICR and detailed in the tender forms. 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. **Please submit your financial bid online on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) along with all the requisite documents before tender closing date & time.**

1. **An earnest money of Rs. 55,000/-** (Rupees Fifty five thousand only) must be deposited in the form of demand draft payable to The Project Co-ordinator and Head, CICR, payable at Coimbatore. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/ exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-CICR.
2. The firm is being permitted to e-tender in consideration of the stipulation on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-CICR. In the event of the offer made by the firm not being accepted, the amount of earnest money deposited by the firm will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-CICR.
3. The Contract will be initially for a period of one year extendable for a further period of one or two years (total maximum three years) on year to year basis, subject to satisfactory performance and willingness to continue on mutually agreed terms.
4. Director, ICAR-CICR 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.
5. Decision of Director, ICAR-CICR will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.
6. Acceptance by the Institute will be communicated by email/ fax/ 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 email/ fax/ letter should be acted upon immediately.

7. **Submission of Essential Documents (For Technical Bid Evaluation):** The following documents must be enclosed with the Tender form for technical evaluation of the bids:
- i. Registration certificate of the firm under the work contract of the Central Government / State Government alongwith a valid certificate under The Private security Agencies (Regulation) Act, 2005.
  - ii. Certified Accounting statements of the firm for last 5 years (2013-14 to 2017-18) by the Chartered Accountant/ Authorized body.
  - iii. Last five years (2013-14 to 2017-18) continuous experience of the firm in the field of providing security services in Govt. (Centre/state) Department/Autonomous bodies/PSUs/PSES/Banks & Insurance Companies or other equivalent organizations of high repute.
  - iv. Provide the details in a tabular form.
  - v. Year wise experience certificate with clear indication of "Satisfactory Services" for the last 5 years (2013-14 to 2017-18) must be provided.
  - vi. EPF registration certificate issued by Govt. of India/State Government etc.
  - vii. ESI registration certificate issued by Govt. of India/State Government etc.
  - viii. Documentary proof of minimum 100 nos. (Security Guards/Supervisors) registered under ESI & EPF.
  - ix. The firm must have certificate of Services tax/GST issued by the Government.
  - x. **Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm black listed or whether must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against them.**
  - xi. Copy of valid ISO certificates.
  - xii. Bid security (EMD) of Rs.55,000/- (Rupees Fifty five thousand only) in the form of Demand Draft issued by any nationalized/ scheduled commercial bank in favour of "The Project Co-ordinator and Head, CICR", payable at Coimbatore

Yours faithfully,

Sd/-

(SUNDARAVALLI.M.KUMAR)  
DRAWING AND DISBURSING OFFICER  
ICAR-CICR, COIMBATORE

**GENERAL INFORMATION & OTHER TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES AT ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH, NAGPUR.**

1. Scope of work: The work of providing of security services at CICR, Coimbatore as detailed in ANNEXURE- I: No. of Points.

**I. No. of points:**

**a. . Main Gate on Marudhamalai Road.**

Main Gate point includes the area upto TNAU border. Main office building with front lawn fitted with sprinkler irrigation system with motor pumps and pipe line and A/C's, all internal instruments and equipments of the laboratory/rooms of each floor including lighting & fire extinguishers of the institute. Silver Jubilee building fitted with A/C's, all internal instruments and equipments of the laboratory/rooms of each floor including lighting & fire extinguishers/UPS of the institute. Office Vehicle garage, Parking slot, Bore well fitted with motor pumps, Insectory building, Seminar Hall with generator, CIRCOT unit.

**b. Second Gate on Marudhamalai Road.**

Second Gate point includes Generator building, research field fitted with irrigation system, bore well with motor pump, old physiology lab, ginning room fitted with ginning machines, Seed technology building, Farm office and its stores, Bullock shed, Metrological observatory, Farm implements shed, Tractors, Bullock Carts, Tractors trailers, Bullock, Coconut trees etc.,

**c. New Area Main Gate on Veerakeralam, Vadavalli Road.**

Main Gate point includes the farm office building, generator building, farm shed, electrical fittings, irrigation systems in the nearby field, bore well fitted with motor pumps, irrigation systems in the field, coconut farm, coconut trees in the sides of the road and other electrical fittings.

**NOTE :** The firms providing security services and willing to participate in the tendering process may visit the sites (CICR, Coimbatore) to inspect the area for better understanding of the requirement of work.

2. Service charges shall be the primary criteria for selecting the firm. Nil service charges will not be considered. Service charges to be quoted as a fixed amount and not on percentage(%) basis. Tender is liable to be rejected. The Firms have to quote only the Service Charges per guard per month as indicated in the Financial Bid (Annexure – III), to be levied by them for providing the service. Bidders quoting less than Rs.500/- (Rupees Five hundred) as service charges per guard per month will not be considered and will be rejected. No change/revision whatsoever in service charges once quoted shall be admissible during the tenure of tender under any circumstances.
3. Services should be carried out without causing any damage to the CICR properties. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of security at CICR Farm & Building, the same shall be made good by the contractor. The firm shall also have to ensure that there is no theft of the moveable or anything attached to immovable property at CICR Farm & Building. In case any such theft occurs, the responsibility for the same shall rest with the firm and the firm shall have to

make good the loss caused to the CICR on account of such theft. For this purpose, the firm shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the complex

4. The Contractor shall not sublet the work without prior written permission of the CICR.
5. Payment for security service bill will be made monthly upon submission of pre-receipted bill.
6. The contract can be terminated by giving one month notice to the firm, if the services of the firm are not found satisfactory.
7. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The firm shall, at its own cost, provide suitable uniforms (both summer and winter) to the personnel with identity cards. All essential items for security services personnel like Torch, Lathi, Umbrella, etc., will be provided by the firm at its own cost.
8. The Security Services shall have to be provided for the entire locality of the CICR Farm & Building, Coimbatore. The CICR Farm & Building can be inspected any day any time.
9. That the contractor shall submit the proof of having deposited the amount of ESI and EPF contribution towards the persons deployed at CICR, Coimbatore in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so the amount towards the bill for the current month will be withheld till submission of required documents.
10. The firm shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons therefore and the firm shall, on receipt of a written communication, will have to replace such persons immediately. The guards/workers should be able to communicate in Tamil and also in English if possible.
11. The Contractor shall make payment of wages by Cheque/RTGS (to those employees having bank account) to his personnel engaged by him by 7<sup>th</sup> of the following month in the premises of CICR, in the presence of an officer designated for the purpose by competent authority of CICR, so that there is no disruption in the performance of duties of deployed personnel. Wages should be according to Minimum Wages Act and other statutory Acts applicable for Central Govt. CICR reserves the right to check periodically payment of wages made by the contractor to security personnel deployed.
12. The Tenderer should fill the financial bid as indicated at Annexure III indicating the amount in absolute rupees as Service charges per guard. The CICR shall not bear any extra charge on any account whatsoever i.e. EPF/ESIC contribution, Uniform, Liveries, OTA etc.
13. The Tender document duly signed on all pages shall be submitted along with the technical bid, failing which the technical bid shall not be considered.
14. The contractor shall maintain a register for making the attendance, which can be seen / verified by the Caretaker or an authorized officer of CICR periodically.
15. The Contractor shall issue photo ID-card to the personnel deployed in the CICR for performing duty, which will be duly signed by him and displayed by them on their persons while they are in duty.
16. The contractor will discharge all his legal obligations in respect of the workers/guards to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the



obligations under various laws. In case of any dispute, the decision of Director, CICR shall be final and binding on the contractor.

17. The selected firm shall provide the necessary personnel for providing Security services at CICR, Coimbatore as detailed in the scope of work as per Schedule-I of the tender document.
18. The firm will be bound to follow all the rules and regulations, guidelines etc as per the Labour Acts prevalent in all Government of India/State and amendments & modifications there on from time to time during the contract period.
19. TDS will be deducted from the payments due for the work done as per rule.
20. Security guards deployed should not leave their points unless and until the reliever comes for shift duties. Security Incharge will maintain related registers, which shall be kept at main gate.
21. Security guards have to verify all the office buildings, room after 05:00 PM to ensure as to whether all building is locked properly. From 10.00PM to 6:00AM, one security supervisor deployed by the firm/agency must be on patrolling duty in the campuses by rotation and while patrolling he should check all the buildings locks including Farm Office etc. The CICR shall not paid extra wages to the Supervisor.
22. Security guards should not give lenient or casual impressions in the duties and they should be alert and attentive. They should observe movement of all the staff, labourers and visitors etc. & register the same. They should not allow anybody with vehicles to office or inside the CICR premises without proper entry in the visitors registers. 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.
23. Proper entries are to be made while handling over key to any staff of CICR and while taking over too. The security personnel should follow strict attendance and alternative arrangements are to be made by the firm whenever any Security Guards going on Leave under intimation to his office. Changing of Security Guards shall be intimated to the Incharge Security / authorized representative of CICR.
24. Patrolling to the identified points as per mentioned in ANNEXURE-I to be carried out. The Security staff should follow the codal formalities of Security System while on duty.
25. The Security personnel should ensure that proper gate pass has been issued by the competent authority for the items taken out of the CICR Premises. In case of any doubts, they should immediately contact Incharge Security.
26. It will be the duty of the Security Firm to keep entire CICR Premises free of stray dogs. Any misconduct/misbehavior on the part of manpower deployed by the firm will not be tolerated and such persons will have to be replaced immediately.
27. Only those firms will be considered for financial bid who will qualify in the technical bid. Successful Tenderer will have to enter into a detailed contract agreement with CICR on non-judicial stamp paper of Rs.100/- for the work. Specimen copy of the agreement is at **ANNEXURE-IV**.
28. Director, ICAR-CICR reserves the right to verify authenticity of the documents/information provided by the firm.
29. **PENALTIES: IN** case any complaint is received attributable to poor services/ misconduct/ misbehavior of any personnel deployed by the firm, a penalty of Rs.2, 000/- for each such incident shall be levied and the same shall be deducted from the monthly bills produced by the firm. Further, the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or un-satisfactory performance or does not

meet the statutory requirements of the contract, the Director, ICAR\_CICR reserves the right to impose the penalty as detailed below:-

- a. A penalty of Rs.1, 000/- per shift per guard will be imposed for not reporting to the duty by the security personnel, and no substitute is provided.
- b. For misbehavior such as, drunken state of the guard, not performing the duties attentively (found sleeping) a penalty of Rs. 1000/- per such incident will be imposed.
- c. For causing "damage to the public property" Three times the market value of the damaged property.
- d. For breach of any of the conditions of the contract: Termination of contract and forfeiture of EMD/Performance security or a minimum penalty of Rs.5, 000/- per default as the case may be depending upon the grounds of violation.
- e. If security is not observed upto the satisfaction of CICR, a penalty of minor fine of Rs.2, 000/- per incident or a major fine of Rs.5, 000/- per incident will be imposed on the agency.
- f. The Security Personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badge), failing which it shall invite a penalty of Rs. 1000/- for an habitual offender in this regard shall be deducted from the agency's bill.
- g. For persistent breach or unsatisfactory services-termination of contract along with forfeiture of performance security and blacklisting.

**30. Evaluation criteria for evaluation of technical bids: The criteria for evaluation technical bids are detailed at Annexure-II.**

Yours faithfully,

Sd/-

Drawing and Disbursing Officer  
For and behalf of the Director, ICAR-CICR,  
Near Khapri Phata, Panjari Farm,  
Wardha Road, Nagpur-441108

**ANNEXURE-I**

**SCOPE OF THE WORK FOR SECURITY AT VARIOUS POINTS:-**

**CICR, COIMBATORE**

Sr. No.	Area of Duty	Shift			Total No. of Guards
		8.00 Hrs to 16.00 hrs.	16.00hrs to 24.00hrs	00.00hrs. to 8.00hrs	
1	Main Gate on Marudhamalai Road	1	1	1	3
2	Second Gate on Marudhamalai Road	1	1	1	3
3	New Area Main Gate on Veerakeralam, Vadavalli Road	1	1	1	3
4	Total				9

## ANNEXURE - II

### Evaluation criteria for evaluation of technical bids:

Only those bidders who submit all requisite documents as per this tender and secure 50% marks in the technical qualification on parameters mentioned below will be declared as qualified for being considered for financial bids.

- A. Weightage on Total experience of the agency for providing Security Services: (Minimum satisfactory level, to be clearly mentioned in the experience certificate).

Max 20 Marks

a)	Minimum 5 years	5 marks
b)	5 years to 8 years	10 marks
c)	8 years to 10 years	15 marks
d)	10 years and above	20 marks

Year wise experience certificate with clear indication of "Satisfactory Services" for the last 5 years (2013-14 to 2017-18) must be provided. If no grading is mentioned on it, NIL marks will be awarded.

- B. Number of personnel registered with ESI and EPF facility (along with their EPF Nos. and ESI card details).

Max 20 Marks

a)	Minimum 100	05 marks
b)	101-200	10 marks
c)	201-400	15 marks
d)	401 and above	20 marks

- C. Average Annual Turnover (in Indian Rupees) in last five years (2013-14 to 2017-18):

Max 20 Marks

a)	Minimum 1 Crore	5 marks
b)	1 Crore to 2 Crore	10 marks
c)	2 Crore to 5 Crore	15 marks
d)	5 Crore and above	20 marks

- D. Experience of serving in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/ PSEs/Banks & Insurance Companies or other equivalent organizations of high repute

Max 20 Marks

a)	5 years and above experience of servicing in private organizations	5 marks(1 mark for each year)
b)	5 years and above experience of servicing in State Govt./Autonomous bodies/PSUs/PSEs/Bank & Insurance Companies or other equivalent Organizations	10 marks (2 mark for each year)
c)	5 years and above experience of servicing in Central Govt./Ministry	20 marks(4 marks for each year)

The Agency must provide full details of the organizations where they have provided the services. The details must include name, designation, email, Telephone No. of the client department/ offices for verification, if required.

E. Special Certification held with Agency: Max 20 Marks (calculated cut- off date will be 31<sup>st</sup> March 2018)

a)	ISO certified for less than 2 years	5 marks
b)	ISO certified for 3 to 4 years	10 marks
c)	ISO certified for 5 to 6 years	15 marks
d)	ISO certified for more than 6 years	20 marks

Copies of the valid ISO certification must be submitted with clear indication since how many years the company is holding the certification. If no currently valid certificate is submitted NIL marks will be awarded.

**Important Note:**

1. In case of more than one successful lowest bidders (L-I), the work/contract will be awarded to the firm which got highest marks in the technical evaluation.
2. In case of tie in the technical evaluation score, the firm with more no.of years in experience will be preferred.
3. In case of tie the experience also, the firm with more turn over in the financial year 2017-18 will be preferred.

## TENDER SUBMISSION

To,  
The Director,  
ICAR-Central Institute for Cotton Research,  
Near Khapari, Phata, Panjari Farm,  
Wardha Road, Nagpur-441108.

Sir,

I/We wish to submit our tender for providing the SECURITY SERVICES- WATCH & WARD (WITHOUT ARMS) AT CICR, REGIONAL STATION, COIMBATORE – 641 003. Details are :

1. Tender documents with each and every page signed are submitted in hard copy as well as online through the e-portal.
2. EMD for Rs.55,000/- (Rupees Fifty five thousand only) is to be submitted in the form of Demand Draft payable in favour of THE PROJECT CO-ORDINATOR AND HEAD, CICR, COIMBATORE
3. Documents required for technical evaluation are submitted in that order.
4. The financial bid is submitted in the format prescribed.
5. Organization details of the firm / agency:-

A	Name of the Tendering Manpower Company / Firm / Agency / Contractor (Attach attested copy of certificate of registration)	
B	Name of Director of Company / Active Partner of Firm / Authorized Agent / Proprietor	
C	Full address of Operating / Branch Office Telephone No./Mobile No. : Fax No. and e-mail-id	
D	Full address of operating / Branch Office at Coimbatore	
E	Banker of the company / firm / agency / contractor with full address (Attach certified copy of latest bank statement)	
F	PAN / Permanent Income Tax No. / Circle / Ward (Attach attested copy)	
G	Service Tax / GST registration No. (Attach attested copy)	
H	EPF Registration No. (Attach attested copy)	
I	ESI Registration No. (Attach attested copy)	
J	Details of Earnest Money (EMD) (Amount, Demand Draft No., Date, Name of Issuing bank)	

**Checklist for Technical Bid Evaluation : -**

S.No.	Documents (Strictly) as per details below	To be filled by Bidder	Page Number
1	Registration certificate of the firm under the work contract of the Central Government / State Government along with a valid certificate under The Private Security Agencies (Regulation) Act, 2005		
2	Certified accounting statement of the firm for last 5 years (2013-14 to 2017-18) by the Chartered Accountant / Authorized body		
3	Last five years (2013-14 to 2017-18) continuous experience of the firm in the field of providing security services in Govt. (Centre / State) Departments / Autonomous bodies / PSUs / PSES / Bank & Insurance Companies or other equivalent organizations of high repute. Provide the details in a tabular form		
4	Year wise experience certificate with clear indication of "SATISFACTORY SERVICES" for the last 5 years (2013-14 to 2017-18) must be provided		
5	EPF registration certificate issued by Govt. of India / State Government etc.		
6	ESI registration certificate issued by Govt. of India / State Government etc.		
7	Registration Certificate with office of the Regional Labour Commissioner (Central / State)		
8	Documentary proof of minimum 100 nos. (Security guards /Supervisors ) registered under ESI and EPF		
9	The firm must have certificate of Service tax / GST issued by the Government		
10	Copy of valid ISO certificates		
11	Whether the firm has any legal suit / criminal case pending against it for violation of EPF / ESI, minimum wages Act or other laws (give details). The firm must enclose a certificate indicating that there is no criminal / legal suit pending or contemplated against them		
12	Bid security (EMD) of Rs.55,000/- (Rupees Fifty five thousand only) in the form of Demand Draft is issued by any nationalized / scheduled commercial bank in favour of "The Project Co-ordinator and Head, CICR " payable at Coimbatore		
13	25 lakhs Bank Certified Solvency Certificate to be attached (Issued in current financial year)		

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

We also certify that our Firm / Company / Agency have never been blacklisted by any Ministry / Department of the Government and have not been banned / debarred / blacklisted for our business dealings with the Government Ministries / Departments.

Signature .....

Name and Address of the Firm .....

Telephone No.....

Mobile No.....

Email.....

Note : Photocopies of all the necessary documents duly self-attested must be attached for verification of the information provided. All documents should be submitted electronically in PDF format.



**ANNEXURE – III**  
**FINANCIAL BID**  
**TO BE SUBMITTED ONLY ELECTRONICALLY**

The financial bid to be uploaded in website in BOQ

Last date for receipt of tender : 14.02.2019 upto 3.00 PM  
Date of opening of tender (Technical bid) : 16.02.2019 at 11.00 AM

(At Central Institute for Cotton Research, Regional Station, Coimbatore – 641 003)

To

The Project Co-ordinator and Head,  
Central Institute for Cotton Research,  
Regional Station, Coimbatore – 3

Sir,

I/We wish to submit our Tenders (Financial Bid) for “PROVIDING SECURITY SERVICES – WATCH AND WARD (WITHOUT ARM) ” on the following rates.

S.No.	Particulars	Security guard per month
a)	Basic wages plus Variable Dearness Allowance	Not to be quoted by the agency
b)	Bonus (wherever applicable as per rule)	
c)	Employee State Insurance (ESI)	
d)	Employee Provident Fund (EPF)	
e)	Service Charges per guard (Not be quoted in % and not less than Rs.500/- per guard)	
f)	GST / Service Tax other taxes will be paid extra as per extant govt. rules	Not to be quoted by the agency

**NOTE:**

1. As per the Regional Labour Commissioner (Central) guidelines that CICR, Regional Station, Coimbatore is covered under Area 'B'.
2. As per the Deputy Chief Labour Commissioner (Central) guidelines the Minimum rates of wages include also the wages for weekly day of rest.
3. As per new EPF regulation the Employees' Pension Scheme 1995 is being amended to increase the wage ceiling from Rs.6,500/- per month to Rs.15,000/- per month in the Employees Pension Scheme, 1995 effect from 01.09.2014 vide letter No. Actuarial / 18(2) 2008 / Vol.III /7738 dt.29.08.2014. CICR will contribute its EPF share on the quoted monthly wages or Rs.15,000/- whichever is less.

4. As per the payment of bonus (Amendment) Act, 2015 dated 1<sup>st</sup> January 2016, Bonus is admissible at this Institute, wages not exceeding Rs.21,000/- per month, if exceeding then NIL.
5. Central / State Government has fixed the minimum rate of wages, the rate of wages for Employees Employed in Watch and Ward (without arm) whichever is higher will be applicable.
6. NIL service charges will not be considered as per Ministry of Finance Department of Expenditure P.P. Division guidelines dt.28.01.2014
7. Service charge will be quoted as the fixed amount not on percentage basis.

I/We agree to forfeit of the earnest money deposited by me/us in connection with tender if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only:

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

Signature .....

Name and Address of the Firm .....

Telephone No.....

Mobile No.....

Email.....

## ANNEXURE – IV

### DRAFT SPECIMEN AGREEMENT

This agreement is made at Coimbatore on (Date .....). Between ..... (firm name .....) and ICAR - Central Institute for Cotton Research, through Director, ICAR – CICR which term shall include its successors, assignees etc. on the first part and (name and address of the firm) hereinafter called the Firm which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the C.I.C.R. invited open tender from reputed firms with experience and financial capability for providing security services – watch and ward (without arms) at CICR, RS, Coimbatore. And whereas the CICR has decided to assign the annual contract for “**Providing Security Services – Watch and Ward (Without arm)**” at C.I.C.R, Regional Station, Coimbatore to the firm M/s.....on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by hand between the parties hereto as follows.

1. This agreement shall come into force w.e.f..... and will remain in force for a period of one year but can be terminated by Director, Central Institute for Cotton Research, Nagpur by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The contract will be initially for a period of one year extendable for a further period of two years (total three years) on year to year basis, subject to satisfactory performance of the firm and his / her willingness to continue on mutually agreed terms. The firm shall be responsible for annual job work contract for providing of security services at Central Institute for Cotton Research, Regional Station, Coimbatore.
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the C.I.C.R. Nagpur shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at C.I.C.R. Regional Station, Coimbatore premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The C.I.C.R. Regional Station, Coimbatore shall have the right to ask for the removal from the C.I.C.R. Regional Station, Coimbatore premises any personnel considered by the CICR Regional Station, Coimbatore to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the CICR, Regional Station, Coimbatore.
7. The manpower deployed by the Agency should work as per the scope defined at Schedule – I of the tender document. No extra wages will be paid for weekends and holidays.

8. Monthly charges will include the wages to be paid to the security guards, service charges and other taxes as detailed in the financial bid for providing of security services at Central Institute for Cotton Research, Regional Station, Coimbatore as per the terms and conditions specified and scope of work as per ANNEXURE – I in the tender document. This payment includes all statutory payment / charges such as ESI and EPF all the statutory taxes viz., service tax / GST / other taxes as applicable from time to time. However, if during the period of contract, as and when the minimum wages for Coimbatore are revised by the Labour / Government Department, the rates payable for the manpower shall be revised to the new wages. Revised rates shall be applicable only from the month; the agency submits the revised minimum wages letter from the authorities.
9. The firm will raise a bill of this amount on 3<sup>rd</sup> working day of every month and the payment will be released by the Institute in the form of NEFT / RTGS/ PFMS System payment to the firm subject to satisfactory performance of contracted job / work / services. Copies of documents such as deposit challan along with list of persons showing deposit of ESI , EPF with the concerned agencies are also to be deposited with the bill.
10. The deduction of Income tax (TDS) from the bills of the firm will be made at source as per rates applicable from time to time.
11. In case of dispute between the parties, the matter shall be referred to Director, ICAR – CICR. The decision of the Director, ICAR -CICR shall be final and binding in any respect of any dispute between the parties.
- 12. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty.**
13. That the firm shall issue identity card to each of the workers engaged for entry into CICR Regional Station, Coimbatore.
14. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
15. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, CICR shall have power to terminate the contract.
16. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages & service conditions & 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. obligations under Contract labour (Regulation & Abolition) Act. 1970, workmen’s Compension Act, 1943, E.P.F., E.S.1. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified the Institute on account of any failure to comply with the obligations under laws or damage to CICR Coimbatore due to acts/omissions of Firm.
17. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the CICR, Regional Station, Coimbatore and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. firm shall indemnify and keep indemnified the Institute against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of CICR.

18. The contract is subject to the conditions that the firm shall comply with all the laws of Central / State Govt. as applicable relating to this contract.
19. In case of any loss or damage to the property of the CICR which is attributable to the firm, the full damages will be recovered from the firm.
20. The Firm shall not transfer its right or sub- contract to anyone else.
21. The Firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
22. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honestly. Any misconduct / misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
23. In case of any accident/ Loss of life of the workers during discharging, if any compensation is awarded , the same shall be borne by the firm.
24. There will be surprise checking by an Officer of CICR. Shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
25. The firm shall provide a Co-coordinator for immediate interaction with the CICR
26. The terms and conditions as stipulated in the tender documents shall be part of the agreement.
27. **LIQUIDATED DAMAGES CLAUSE** : That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by CICR and if no action is taken within four hours, liquidated damage clause will be invoked as per the details below:
  - A penalty of Rs.1,000/- per shift per guard will be imposed for not reporting to the duty by the security personnel, and no substitute is provided.
  - For misbehavior such as, drunken state of the guard, not performing the duties attentively (found sleepings) a penalty of Rs.1,000/- per such incident will be imposed.
  - For breach of any of the conditions of the contract. Termination of contract and forfeiture of performance security or a minimum penalty of Rs.5,000/- per default as the case may be depending upon the grounds of violation.
  - If security is not observed upto the satisfaction of the Institute, a penalty of minor fine of Rs.2,000/- per incident or a major fine of Rs.5,000/- per incident will be imposed on the agency.
  - The security personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badge), failing which it shall invite a penalty of Rs.1,000/- for an habitual offender in this regard shall be deducted from the agency's bill.
  - For persistent breach or unsatisfactory services – termination of contract along with forfeiture of performance security and blacklisting.

The Director, ICAR - CICR, reserves the right to reject any of all tenders in whole or in part without assigning any reason therefore. The decision of Director, ICAR-CICR shall be final and binding on the contractor/ firm in respect of any clause covered under the contract.

Name & Signature of witness 1 :  
Address:

(Authorized signatory)  
on behalf of the firm

Name & Signature of witness 2 :  
Address:  
For and on behalf of The Director, ICAR-CICR,  
Khapri Phata, Panjari Farm, Wardha Road,  
Nagpur – 441 108

(Authorized signatory)  
Director, ICAR-CICR, Nagpur