



भा. कृ. अ. प. - केंद्रिय रोपन फसल अनुसंधान संस्थान
ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
अनुसंधान केंद्र काहिकुचि, गुवाहाटि-७८१०१७, आसाम
Research Centre Kahikuchi, Guwahati - 781 017, Assam.



Phone : 0361-2840251, Fax : 0361-2841785, E mail: sickahikuchi@yahoo.com

No.F.1(30)2014-Estt./Security

Dated:21.02.2015

SHORT TENDER NOTICE

Scientist-in-charge, CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, Research Centre Kahikuchi, Guwahati, Assam is inviting sealed tenders in the name of The Scientist-in-charge, CPCRI, Research Centre Kahikuchi, Guwahati for 'Security Job Contract' for the points detailed below from reputed and registered contractors (those possessing approved labour license, shop establishment registration certificate, EPF & ESI code numbers etc.). The tenderer has to pay wages to the security guards as per the norms and approved rates of the Central Government. The tenderer has to mention clearly the service charges, their commission/profit etc. in the tender document. The non transferable tender document containing schedule of security jobs and terms & conditions can be obtained from the Scientist-in-charge, CPCRI, RC Kahikuchi on payment of non- refundable amount of Rs. 500/- (Rupees five hundred only) payable by DD drawn in favour of ICAR Unit, CPCRI payable at Kasaragod. The tender forms can also be down loaded from CPCRI website www.cpcri.gov.in and the cost (Rs. 500/-) of tender documents should be enclosed with their bids in the form of D.D. as above failing which it will be rejected.

Shift duty (8 hours)

First shift - 10.00 PM to 6.00 AM
Second shift - 6.00 AM to 2.00 PM
Third shift - 2.00 PM to 10.00 PM

Duty points and location (First shift - 10.00 PM to 6.00 AM)

1. Main Gate (office) - 1 guard *
2. Residential quarter gate - 1 guard *
3. Patrolling duty - Farm and Office campus - 2 guard

Duty points and location (Second shift - 6.00 AM to 2.00 PM)

1. Main Gate (office) - 1 guard *
2. Residential quarter gate - 1 guard *
3. Patrolling duty - Farm and Office campus - 1 guard

Duty points and location (Third shift - 2.00 PM to 10.00 PM)

1. Main Gate (office) - 1 guard *
2. Residential quarter gate - 1 guard *
3. Patrolling duty - Farm and Office campus - 2 guard

Total 11 guards for three shifts including Patrolling duty guards

* Persons who can communicate in Assamese/Hindi are required to be posted

The duly completed sealed tenders will be received latest up to 15.00 hrs on **16.03.2015** and tenders (Technical bid) will be opened on the same day at 15.30 hrs in the presence of the intended tenderer or his authorized nominee. An amount of Rs. 25,000/- (Rupees twenty-five thousand only) towards EMD should be deposited in the form of crossed DD drawn in favour of 'ICAR Unit, CPCRI' payable at Kasaragod, failing which the tender will be rejected. Tenders received after due date and time will not be accepted.

The Scientist-in-charge, CPCRI, Research Centre Kahikuchi, Guwahati reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.


Scientist-in-charge

के.रो.फ.अ.सं. अनुसंधान केंद्र
C.P.C.R.I., Research Centre
Kahikuchi, Guwahati-781017
काहिकुची, गुवाहाटी-781017
असम/Assam



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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE



अनुसंधान केंद्र काहिकुचि, गुवाहाटि-७८१०१७, आसाम

Research Centre Kahikuchi, Guwahati - 781 017, Assam.

Phone : 0361-2840251, Fax : 0361-2841785, E mail: sickahikuchi@yahoo.com

TENDER FOR SECURITY SERVICES – 2015

TENDER ISSUED TO:-

SCIENTIST-IN-CHARGE



भा. कृ. अ. प. - केंद्रिय रोपन फसल अनुसंधान संस्थान



ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

अनुसंधान केंद्र काहिकुचि, गुवाहाटि-७८१०१७, आसाम

Research Centre Kahikuchi, Guwahati - 781 017, Assam.

Phone : 0361-2840251, Fax : 0361-2841785, E mail: sickahikuchi@yahoo.com

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES AT CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, RESEARCH CENTRE KAHIKUCHI, GUWAHATI, ASSAM.

- A) Cost of Tender Form Rs. 500/- (Rupees five hundred only).
- B) Last date of receipt of Tenders in the office of CPCRI, Research centre Kahikuchi, Guwahati, Assam is up to 15.00 hrs on 16.03.2015.
- C) Tenders (Technical Bids) to be opened at 15.30 hrs. on 16.03.2015.
- D) Tender to remain valid for acceptance up to 90 days from the date of opening
- E) The Tender document is also available at our web site www.cpcri.gov.in and the cost of tender documents should be enclosed with their bids in shape of Demand Draft/Pay Order in favour of 'ICAR Unit, CPCRI' payable at Kasargod, failing which it will be rejected.

NOTE

1. The Scientist-in-charge, Central Plantation Crops Research Institute, Research centre Kahikuchi, Guwahati, Assam may at his own discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tender is open for acceptance is declared to be a holiday the Tender shall be deemed to remain open for acceptance till the next working day.



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अनुसंधान केंद्र काहिकुचि, गुवाहाटि-७८१०१७, आसाम

Research Centre Kahikuchi, Guwahati - 781 017, Assam.

Phone : 0361-2840251, Fax : 0361-2841785, E mail: sickahikuchi@yahoo.com

Note: All communications must be addressed to the Scientist-in-charge, Central Plantation Crops Research Institute, Research centre Kahikuchi, Guwahati-781017, Assam.

To

Dear Sir(s),

Sealed tenders are hereby invited for PROVIDING SECURITY SERVICES CONTRACT at Central Plantation Crops Research Institute, Research Centre Kahikuchi, Guwahati, Assam. 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 and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of Rs. 25,000/- (Rupees twenty-five thousand) only must be deposited in the form of demand draft/pay order in favour of 'ICAR Unit, CPCRI' payable at Kasargod. **The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order No. and date, failing which the tenders will not be opened.** The tenders will not be considered if earnest money is not deposited with the tenders.

2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer or modify the terms and condition thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of **EMD will be forfeited** by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

3. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the

tenders or other documents connected with the contract may specify whether he signs it in the capacity of

- (i) A sole proprietor of the firm or constituted attorney of such sole proprietor, or
- (ii) A partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
- (iii) Constituted attorney of the firm if it is a company.

5. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to be tenders and annexure, if any, should be signed by the tenderer.

7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed. "THE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT" at Central Plantation Cops Research Institute, Research Centre Kahikuchi, Guwahati with address of this office and the tenderer shall place two envelopes clearly marked containing 'technical bid' and 'financial bid' separately in the main envelop. All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box, which will be kept in the office of the Scientist-in-charge, CPCRI, R.C. Kahikuchi, Guwahati. **The last date for receipt of Tender is upto 15.00 hrs on 16.03.2015**

8. The rates quoted by each firm for job/service security contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.

9. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. The Tenderers at liberty to Tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

10. An amount of **10%** of the tendered amount as a Security Deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited and the award of tender cancelled.

11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

13. Director, CPCRI 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.

14. Director, Central Plantation Crops Research Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure to settle the dispute, it shall be referred to the sole arbitrator to be appointed by the Director, CPCRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

15. Acceptance by the Institute will be communicated by FAX/ Speed post 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 in the FAX/Speed post, etc. should be acted upon immediately.

16. The following documents/ vouchers are required to be enclosed with the tender forms which form part of terms and conditions of the tender document:

- a) Registration certificate of the firm under the work contract of the Govt. of Assam.
- b) Minimum turnover of the firm not less than Rs.25,00,000/- (Rupees twenty-five lakhs only) during the last financial year.
- c) Last three years continuous experience of the firm in the field of providing such services.
- d) Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.
- e) Certified Balance Sheet of the firm for last year of the service contract by the chartered account.
- f) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- g) Employees EPF registration certificate issued by local Govt. etc.
- h) Employees ESI registration certificate issued by local Govt. etc.
- i) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- j) Nos. of staff/supervisors registered with their ESI & EPF separately. Minimum 50 Nos. (staff/supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- k) Successful Tenderer will have to enter into a detailed contract agreement with Institute/(ICAR) on non-judicial stamp paper of 100/- (Rupees one hundred only) for each work.
- l) Only those firms will be considered for financial bid who will qualify in the technical bid.

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Handwritten signature
SCIENTIST-IN-CHARGE

विज्ञानिक अधिकारी/Scientist-in-charge

के.रो.फ.अ.सं. अनुसंधान केन्द्र

C.P.C.R.I., Research Centre

Kshikuchi, Guwahati-781017

काश्चिकुची, गुवाहाटी-781017

असम/Assam

**TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR PROVIDING
SECURITY SEVICE CONTRACT
at Central Plantation Crops Research Institute, RC Kahikuchi, Guwahati, Assam.**

Full Name & Address of the Tenderer
In addition to Post Box No., if any, should be
quoted in all communications to this Office
Telephone No:
Telegraphic Address/FAX/Cell No.
E-Mail address
From

- - - - -
- - - - -

To
The Scientist-in-charge,
C.P.C.R.I.
Research centre Kahikuchi,
Guwahati-781017, Assam.

Sir/Madam,

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SEVICE CONTRACT** at Central Plantation Crops Research Institute, Research centre ahikuchi, Guwahati and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance letter of the Tender document at the rates given in Schedule-I to this tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance communicated within a stipulated time.

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

3. The following pages have been added to and from a part of this Tender - - - - - The schedules-1 & 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. (Rupees only)
drawn in favour of ICAR Unit, CPCRI, payable at Kasaragod is enclosed as earnest money required.

Yours faithfully,

Witness:
Address:

Occupation:

Signature of witness of contractor's signature
Address Name & Signature of witness
Address

Signature & seal of the Tenderer
Tel. No. Office
Residence
Mobile

Part – 1

1. Name of the firm/Agency
2. Full address with post box No.
And Telephone No. if any
3. Constitution of the firm/Agency
(Attached copy)
Indian companies Act, 1956
Indian Partnership Act, 1932
(Please give names of partners)
Any other Act, 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 partner
who has signed the Tenders to refer
dispute condemning business of the
partnership to arbitration
 - ii) if the answer to above is in point one and two
the alternative please furnished a copy of either
the partnership agreement or the general power
of attorney as the case may be admitted by
affidavit on a properly stamped paper by all partner
5. Name and full Address of your Banker's:
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information:

PART-II

8. Earnest Money Deposited Yes/No

PART- III

9. Name and Address of the firm's representative
And whether the firms would be representative
At the opening of the Tenders
10. Name of the Permanent Representative to be
Visiting CPCRI, Kahikuchi regarding the contract
Date: _____.
Place: _____.

AUTHOTISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

TERMS & CONDITIONS:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any of the staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to Scientist-in-charge/Officer in-charge, CPCRI, Research centre Kahikuchi, Guwahati.
3. The Director, CPCRI, Kasaragod reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, CPCRI shall be final and binding on the Contractor/Agency in respect of any clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The Staff provided should be capable of reading and writing with a minimum qualification of Middle Standard
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officers of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with shoes, Cane Lathi, LED Torch along with colour specifications and pattern approved by the institute should be supplied by the contractor to the workers at his own cost, it should be ensured that the working staff etc. is in proper uniform with photo identity card while on duty.
8. The agreement can be terminated with one month notice on either side.
9. The contractor shall not subcontract the work without prior written permission of the Institute
10. The contractor or his workers 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 personnel at this Institute as per labour acts prevalent in Assam State. The agency shall employ good and reliable persons with robust health in the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall, on receipt of a written communication will have to replace such persons immediately.
12. The persons so provided by the agency under his contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. After physical inspection of the site, detailed assessment/requirements of personnel for providing security services at the Institute shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, uniform, liveries, OTA etc.

16. The contractor will discharge all his legal obligations in respect of the workers/supervisors 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 Secretary, ICAR shall be final and binding on the contractor.
17. Income tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers which are kept at the concerned section.
19. Changing of supervisor/staff should be intimated to the Scientist-in-charge, CPCRI, RC Kahikuchi, Guwahati.
20. The contract must employ adult labour only. Employment of child labour may lead to the termination of the contract.
21. The contract is subject to the condition that the tender will comply with all the law and acts of Central/State Govt. relating to this contract applicable from time to time
22. Security agency may provide extra security guards on prior notice for the institute, as and when required on pro-rata basis.
23. **Risk Clause:** Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of present agency and excess expenditure incurred on account of this can be adjusted from Security Deposit or pending bills or by raising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 250/- (Rupee two hundred and fifty only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within One Hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. No security supervisor/security guards shall perform double duty, if they are found performing double duty wages shall be paid for one single duty only.

The Director, CPCRI, Kasaragod reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Details of the Minimum 3 years experience/work done:

Sl.No.	Name of the Deptt./Organization & Name of contract Person with Ph.No.	Period		No. of staff deployed	Remarks
		From	To		

Authorized Signature

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 16.03.2015 up to 15.00 hrs

Date of opening of Financial Bid : As per the intimation

To

The Scientist-in-charge,
Central Plantation Cops Research Institute
Research centre Kahikuchi, Guwahati-781017.

Madam,

I/We wish to submit our Tenders for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at Central Plantation Cops Research Institute, Research centre Kahikuchi, Guwahati-781017, Assam.

No.	Particulars/Details	Amount per month with breakup (Rs. In figures and words)
1.	Monthly consolidated rate offered for THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT at Central Plantation Cops Research Institute, Research centre Kahikuchi, Guwahati with the highest standards of security services and as per the terms and conditions specified in the tenders including all labour, material, transportation, specially covered all acts and taxes etc. as applicable from time to time.	_____ Rs. _____ (In figures)* _____ _____ _____ _____ _____ (In words)

Yours faithfully,

Signature

Name & address

Tender for Security Services Contract

Name of the participating Firm/Agency _____

Check List

YES/NO

		YES/NO
1	Tender Document duly filled and signed	
2	Covering letter (as per the enclosed format)of the tender document	
3	Crossed Demand Draft for earnest Money Deposit as amount of Rs. 25,000/- furnished	
4	Registration certificates of the firm under the work contract of the Govt.	
5	Certificate by Chartered Accountant certifying that the minimum turnover of the firm not less than Rs.25 lakh during the last financial year.	
6	Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.	
7	Last three years continuous experience certificate of the firm in the field of providing such services in Central 'govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization's provide the details in enclosed tabular form	
8	Duly certified copies of the satisfactory services from where the Tenderer is providing services during for the last three years.	
9	PAN/TAN Number and copy of latest Income Tax Return	
10	Employees EPF registration certificate issued by Central Govt., etc.	
11	Employees ESI registration certificate issued by Central Govt. etc.	
12	Service Tax Number	
13	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall obtain the labour license under this Act.	
14	Nos. of staff/supervisors registered with ESI/EPF separately. Minimum 50 nos. (staff/supervisors) required with their ESI/EPF contributions. Documentary proof of vouchers to be required and may be attached.	
15	Solvency certificate for Rs. 10.00 lakhs issued by nationalized bank.	
16	Latest EPF Inspection report.	

1. The guard should be healthy, of desirable physique and with proper experience, in the age group of 21 to 50 years/ex-servicemen with age of 40-60.
2. The guard should be able to communicate in assamese and also in hindi and English if possible.
3. The guard should perform one shift per day, double duties are not allowed.
4. The guard should not develop social relationship with CPCRI staff.
5. The guard should be provided with uniforms, whistle and lathi etc.
6. The guard should wear neat uniform while on duty along with identity cards.
7. They should not leave the duty points unless and until the reliever comes for shift duties.
8. The security supervisor will maintain all the records/register which are generally kept at main gate and produce for verification by the authorities of the department.
9. From 10.00PM to 6.00AM one security supervisor must be on patrolling duty in the campuses to check all the security persons at various points.
10. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
11. They should observe movement of all the staff, laboratories and visitors etc.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
13. 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.
14. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor/security guards go on leave, under intimation to this office.
15. Changing of security supervisor / security guards should be intimated to the Scientist-in-charge/Assistant Chief Technical Officer, CPCRI, RC Kahikuchi, Guwahati, Assam.
16. Patrolling should be carried out in entire campus area in the night.
17. The security staff should follow the codal formalities of security system while on duty.
18. The security personnel should ensure that proper gate pass been issued by the competent officers for the items taken out of the campus. In case of any doubts they should immediately conduct Scientist-in-charge/ Assistant Chief Technical Officer.
19. The security personnel engaged should be preferably is ex-servicemen.
20. The contractor who is taking the security service should produce the registration documents before taking over the duty.
21. The local person who is within 8 KM range of the office may be avoided for selection as security guards.
22. The patrolling guards should be provided with powerful re-chargeable torch and other guard's ordinary torch during night time.
23. The patrolling guards should be provided with umbrella/rain coat during rainy season.
24. The security guards should not group together and spent time in chatting specially during night time.