



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
(An ISO 9001:2008 Certified Institution)



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Tender No: F.No.14(1)S/2017-Estate-II

Dated 11-07-2017

### E-Tender Notice

**ICAR-CPCRI Kasaragod invites ONLINE bids for award of work contract for Security Services at ICAR-CPCRI Kasaragod.**

Prospective Bidders may download the Tender Document from [www.cperi.gov.in/](http://www.cperi.gov.in/) [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) as per the schedule given in the Tender Document; along with a Tender document fee of Rs. 1000/- (non refundable) & EMD of Rs.50,000/- by Demand Draft in favor of ICAR Unit, CPCRI payable at Kasaragod

**DIRECTOR**

## TENDER SCHEDULE

Tender No: F.No.14(1)S/2017-Estate-II

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date of Release of Tender	11 <sup>th</sup> July 2017
Last Date of Submission of bids	31 <sup>st</sup> July 2017, 15:30 Hrs
Date of opening of bids	01 <sup>st</sup> August 2017, 15:30 Hrs
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod

### **Instruction for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: [www.eprocure.gov.in](http://www.eprocure.gov.in).

### **REGISTRATION:**

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
- Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

#### **SEARCHING FOR TENDER DOCUMENTS:**

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS:**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee / EMD as applicable and enter details of the instrument(s).
- Financial bids to be submitted in Xls format.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

#### **ASSISTANCE TO BIDDERS:**

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24\*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

#### **GENERAL INSTRUCTIONS TO THE BIDDERS:**

- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

## Annexure I: INVITATION FOR BIDS (IFB)

ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council for Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites 'ONLINE' bids from eligible bidders for **award of work contract for Security Services at ICAR-CPCRI, Kasaragod**

### 2. Contact information:

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091- 4994 232893-95 E-mail: [director.cpcric@icar.gov.in](mailto:director.cpcric@icar.gov.in), [directorcpcric@gmail.com](mailto:directorcpcric@gmail.com)

### 3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer - online in separate envelopes/packets as explained below:

#### **Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)**

- a. Scan copy of Demand Draft towards **tender fee of Rs. 1000/- (Rupees One Thousand)** drawn in favour of ICAR- Unit, CPCRI Kasaragod . (The DD must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender)
- b. Scan copy of Demand draft towards **Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand Only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. (The Earnest Money Deposit must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender Submission).
- c. **Technical bid details (in PDF format)**
  - (i) Up-to-date Registration certificate issued by the concerned Government Agency for contract agency as per Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this act.
  - (ii) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt. Organization to be provided in the tabular form
  - (iii) Employees EPF registration Certificate issued by Govt. etc.
  - (iv) Employees ESI registration Certificate issued by Govt. etc.
  - (v) Pan number and copy of the latest Income Tax Return.
  - (vi) Duly filled annexure IV.
  - (vii) Duly filled annexure V.
  - (viii) GST registration details
  - (ix) Minimum turn over of the firm not less than Rs.50.00 lakh during the last financial year (2015-16) duly certified by the Chartered Accountant
  - (x) Certified balance sheet of the firm for last year of the service contract signed by the Chartered Accountant
  - (xi) Nos. of staff/supervisors registered with their ESI/EPF separately. Minimum 50nos. (Staff/supervisor) required with ESI/EPF contribution and documentary proof of the same should be provided
  - (xii) Solvency certificate for Rs.20.00 lakhs issued by Nationalized Bank
  - (xiii) Copy of EMD
  - (xiv) Copy of Tender Fee
  - (xv) Any other documents if necessary.
- d Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)

Copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any equivalent document showing date and place of incorporation, as applicable.

Other documents necessary in support of eligibility criteria, brochures etc.

g. The Technical Bidial Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

4. Last date for submission of bids on 31<sup>st</sup> **July 2017, 15:30 Hrs** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E-mail: [director.cpcri@icar.gov.in](mailto:director.cpcri@icar.gov.in)/[directorcpcri@gmail.com](mailto:directorcpcri@gmail.com)
5. Commercial bids will be opened - online on **1<sup>st</sup> August 2017, 15:30 Hrs at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E-mail: [director.cpcri@icar.gov.in](mailto:director.cpcri@icar.gov.in)/[directorcpcri@gmail.com](mailto:directorcpcri@gmail.com)

The bid must be submitted on-line. The Tender Fees & EMD etc. must be submitted in person or through post/ courier (ICAR-CPCRI, Kasaragod shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact ICAR-CPCRI, KASARAGOD address

## **Annexure II: INSTRUCTIONS TO BIDDERS (ITB)**

### **1. Locations for the Work**

The entire works as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India

### **6. Order Placements:**

The Work Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

### **4. Eligibility Criteria:**

- a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 3 years.
- b. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.
- c. The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

## **5. Amendment to Bidding Documents**

- 5.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 5.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.
- 5.3 ICAR-CPCRI, Kasaragod at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

## **7. Earnest Money Deposit (EMD)**

- The Earnest Money Deposit (EMD) must be submitted prior to the DUE DATE of submission of the online bid. Rs.50,000/- should be remitted as EMD in the form of Demand Draft in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.
- The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of commercial bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

## **7. Submission of Bids- Online PDF format only.**

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

## **8. Deadline for Submission of Bids – Online Only.**

8.1 Bids must be received by ICAR-CPCRI, Kasaragod before the due date and time at the address specified in the tender document.

8.2 ICAR-CPCRI, Kasaragod may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

## **9 Late Bids**

ICAR-CPCRI, Kasaragod shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

## **10 Bid Opening & Evaluation of Bids**

10.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at Annexure - II to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – IV.

10.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the commercial bid and will be informed about the date and time of the opening of the commercial bid.

10.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

## **11. Comparison of Bids**

11.1 Only the short-listed bids from the bid evaluation shall be considered for commercial comparison.

11.2 The commercial bids will be evaluated on the basis of prices quoted. The contract will be awarded to lowest evaluated bidder.

## **12. Award of Contract**

12.1 ICAR-CPCRI, Kasaragod shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the Grand Total calculated of all items etc. of the Commercial Bids.

12.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, Kasaragod reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI shall be final for awarding the contract.

## **13. General Terms and Conditions**

1. एजेंसी द्वारा तैनात किए गए सुरक्षा कार्मिक को सख्त हाज़िरी का पालन करना चाहिए और जबकभी कोई सुरक्षा पर्यवेक्षक / रक्षक छुट्टी पर चला जाए तो कार्यालय को सूचना देते हुए वैकल्पिक व्यवस्था की कार्रवाई की जानी चाहिए। 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.



2. सुरक्षा पर्यवेक्षक/सुरक्षा रक्षक के बदलाव के समय प्रभारी अधिकारी (सुरक्षा), कें रोफअसं, कासरगोड को सूचना दी जानी चाहिए | Changing of Security Supervisor /Security Guards should be intimated to the Officer in - charge (Security) ICAR-CPCRI, Kasaragod
3. बिना कारण बताये निविदा पूर्ण रूप से या आंशिक रूप से तिरस्कार करने का अधिकार इस संस्थान के निदेशक को आरक्षित है और इस संबंध में संविदा के अधीन निहित शर्तों के अनुसरण में उनका निर्णय अंतिम और बाध्यकारी होगा. The Director reserves the rights to reject entire tender or part thereof without assigning any reason thereof and his decision in the regard is final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. प्रदान किया गया स्टाफ द्वारा संस्थान के परिसर में अनुशासन और गोपनीयता का रखरखाव किया जाना चाहिए | The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. प्रदान किया गया स्टाफ को कम से कम माध्यमिक स्तर की योग्यता के साथ पढ़ने और लिखने में समर्थ होना चाहिए The staff provided should be capable of reading and writing with a minimum qualification of Middle Standard.
6. संविदाकर द्वारा उसके पर्यवेक्षक के पास शिकायत रजिस्टर का रखरखाव किया जाएगा और उद्देश्य के लिए वह इस संस्थान के प्राधिकृत अधिकारी के सत्यापन के लिए खोलकर रखा जाएगा | एजेंसी द्वारा सभी शिकायत तत्काल परिचारित किया जाना चाहिए The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of Institute for the purpose. All complaints should be immediately attended to by the Agency.
7. संस्थान द्वारा स्वीकृत, रंग विशिष्टताओं और प्रतिरूप की उचित वर्दी के साथ जूता, लाठी, सीटी, एल इ डी मशाल आदि संविदाकर द्वारा अपने खर्च पर कार्यकर्ताओं को वितरण किया जाना चाहिए | और यह सुनिश्चित किया जाना चाहिए कि कार्य करते समय कार्यकर्ताओं ने पहचानपत्र के साथ उचित वर्दी पहनी है | Uniform with shoes, cane lathi, LED torch along with colour specifications and pattern approved by Institute should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. is in proper uniform with photo Identity Card while on duty.
8. एक महीने की सूचना के साथ दोनों ओर करार समाप्त करना साध्य है | The agreement is terminable with one month notice on either side
9. संस्थान की पूर्व लिखित अनुमति के बिना संविदाकर कार्य का उपभाड़ा नहीं करेगा | The contractor shall not sublet the work without prior written permission of the Institute.
10. संविदाकर या उनके कार्यकर्ताओं द्वारा उनको आबंटित परिसर, जिसके लिए संविदा दिया गया है, का दुरुपयोग किसी भी अन्य कार्य के लिए नहीं करेगा | 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. श्रम नियम के अनुसार चुने गए एजेंसी संस्थान के लिए आवश्यक कार्मिकों को प्रदान करेंगे। एजेंसी द्वारा 21 वर्ष से 45 वर्ष आयु के अच्छे विश्वसनीय व्यक्तियों को जिसका स्वास्थ्य अच्छा हो, तैनात करेंगे। ऐसे तैनात किए गए कार्यकर्ताओं में यदि कोई व्यक्ति संस्थान द्वारा उपयुक्त नहीं पाया जाता है तो बिना कारण बताए उसका प्रतिस्थापन करने का अधिकार संस्थान का है और एजेंसी द्वारा ऐसी लिखित अर्जी की प्राप्ति पर ऐसे व्यक्तियों को तत्काल प्रतिस्थापित किया जाना होगा। The selected agency shall provide the necessary personnel for Institute as per labours acts. The agency shall employ good and reliable persons with robust health of 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 rights to ask for his replacement without giving any reason thereof and the agency shall on receipt of written communication will have to replace such persons immediately

12. इस संविदा के अधीन एजेंसी द्वारा प्रदान किया गया व्यक्ति संस्थान का कर्मचारी नहीं होना चाहिए। और संस्थान के बीच नियोक्ता-कर्मचारी संबंध नहीं होगा और संविदाकर द्वारा तैनात व्यक्ति उपर्युक्त सेवा में समाई हों। The persons so provided by the agency under this 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. रसीद सहित बिल की प्रस्तुति के आधार पर सेवा संविदा के लिए मासिक तौर पर भुगतान किया जाएगा। payment for service contract will be made monthly upon submission of pre-receipted bill.

14. स्थान का प्रत्यक्ष निरीक्षण के बाद इस संस्थान में सुरक्षा सेवा प्रदान करने के लिए विस्तृत निर्धारण/कार्मिकों की आवश्यकता संविदा के साथ दिया जाना होगा। तथापि इस संविदा के अधीन सभी सेवाओं के संबंध में केवल इक मुश्त राशि संविदा में सूचित किया जाना चाहिए। और इस संविदा के अधीन तैनात किए जाने वाले जनशक्ति के आधार पर दर प्रस्तावित नहीं किया जाना चाहिए।

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 Tenderers 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.

15. उद्दत किए जाने वाले दर में परिवहन खर्च, जनशक्ति खर्च, कर आदि सहित प्रत्येक और सभी मदों को सम्मिलित किया जाना चाहिए। संस्थान द्वारा कोई भी अतिरिक्त खर्च जो भी हो अर्थात् कर्मचारी भविष्य निधि (इ पी एफ) अंशदान, वर्दी, समयोपरि भत्ता आदि वहन नहीं किया जाएगा।

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 ie., EPF contribution, Uniform, Liveries, OTA etc.

16. संविदाकर अपने द्वारा कार्यनिष्पादन के लिए नियुक्त/तैनात किए गए कर्मचारियों/पर्यवेक्षकों के लिए पगार एवं सेवा शर्तों को उनके सभी कानूनी दायित्वों के अधीन पालन करने के लिए सहमत है और तथा समय-समय पर उनके लिए लागू सभी शर्तों और निबंधनों तथा नियमों के प्रावधान का पालन करने वाध्य होंगे। विभिन्न नियमों के अधीन संविदाकर द्वारा तैनात किए गए स्टाफ/कर्मचारीगण उनके

शर्तों के अनुपालन में असफल हुए , कोई क्षति या नाश हुआ है, जिसकी रक्षा करने के लिए सहमत है, चूक हुई तो उसके लिए प्रतिपूर्ति/क्षतिपूर्ति का दावा किया जा सकता है । कोई विवाद है तो निदेशक, कैरोफअसं, कासरगोड का निर्णय अंतिम और संविदाकर पर बाध्यकारी होगा ।

The contractor will discharge all his legal obligation in respect of the workers/supervisors to be employed/deployed by him for the execution of the work 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 .

The contractor shall indemnify and keep indemnified the one part/first party from any claims, loss or damage that may be caused to the one part/first part on account on account of any failure to comply with the obligations under various laws . In case of any dispute, the decision of Director, CPCRI, Kasaragod shall be final and binding on the contractor

17. किए गए कार्य के लिए देय भुगतान से नियम के अनुसार आयकर की कटौती की जाएगी । Income tax will be deducted from the payments due for the work done as per rule.

18. पारी काम के लिए कार्य मुक्तक जबतक न आए तब तक रक्षक को कार्य स्थान नहीं छोड़ना चाहिए सुरक्षा पर्यवेक्षक द्वारा सभी रिकार्ड /पंजी का रखरखाव करेंगे जो मुख्य कवाट में रखी जाती है और विभाग के प्राधिकारी द्वारा सत्यापन के लिए दिया जाता है। They should not leave the duty point unless and until the reliever comes for shift duties. The security Supervisor will maintain all the records /register which are generally kept at Main gate and produced for verification by authorities of the Department.

19. संविदाकर द्वारा केवल प्रौढ़ श्रमिकों को तैनात किया जाना है । बाल श्रमिकों की तैनाती की जाने पर संविदा की समाप्ति की जाएगी । The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.

20. संविदा इस शर्त पर है कि इस संविदा से संबंधित समय समय पर लागू केंद्र / राज्य सरकार के सभी नियम और अधिनियमों के साथ संविदा का अनुपालन करेगा । 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 made applicable from time to time.

21. यथानुपात पर जब कभी आवश्यक हो संस्थान के लिए पूर्व सूचना पर सुरक्षा एजेंसी द्वारा अतिरिक्त सुरक्षा गार्ड की सेवा प्रदान करें । Security Agency may provide extra Security Guards on prior notice for the Institute, as and when required on pro rata basis

22. जोखिम शर्त : यदि सेवा असंतोषजनक पाया जाता है तो एक कारण दिखाकर जिसका जवाब एक हफ्ते के अंदर दिया जाना होगा , किसी भी समय पर सेवा बंद करने का अधिकार संस्थान का है । और वर्तमान एजेंसी का दायित्व और खर्च पर अन्य कोई एजेंसी को संविदा देने का अधिकार है और इसके कारण की गई अतिरिक्त व्यय सुरक्षा जमा से या निपटान बिल से या प्रत्येक दावा उठाकर वसूल किया जाएगा Risk Clause : Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be relied within a week and also has 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 be recovered from Security Deposit or pending bills or by rising a separate claim.

23. एजेंसी द्वारा तैनात व्यक्तियों के भाग से कोई दुराचरण/दुर्व्यवहार हो जाए तो सहनीय नहीं किया जाएगा और ऐसे व्यक्ति/व्यक्तियों को तत्काल ही प्रतिस्थापित किया जाना है। 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.

24. कोई सुरक्षा पर्यवेक्षक/सुरक्षा गार्ड द्वारा द्वय कार्य नहीं किया जा सकता यदि उनको द्वय कार्य निष्पादन पर या कार्य से फरार पाया जाए सुरक्षा बिल से द्वय मज़दूरी वसूल की जाएगी। No security supervisor/Security guards perform double duty, if they are found performing double duty/remain abscond from duty a penalty of double in the wages shall be recovered from the security bill.

25. बिना कारण बताये निविदा पूर्ण रूप से या अंशिक रूप से तिरस्कार करने का अधिकार इस संस्थान के निदेशक पर आरक्षित है और इस संबंध में संविदा के अधीन निहित शर्तों के अनुसरण में निदेशक का निर्णय अंतिम और बाध्यकारी होगा.

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.

26. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.

27. ICAR-CPCRI, Kasaragod reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereof.

28. ICAR-CPCRI, Kasaragod will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and obtain their Digital Signature Certificate and upload their quotation well in advance.

29. Any changes / corrigendum/extension of opening date in respect of this tender shall be issued through CPP portal which can be watched by the tenderers only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our CPP portal for updates

30. सुरक्षा गार्ड के लिए स्थानीय व्यक्तियों को तैनात नहीं किया जाएगा। Local person should not be posted for security guards

31. मज़दूरी परिवर्तन, सरकार द्वारा निर्धारित यदि कोई है तो नियम के अनुसार स्वीकृत/परिशोधित किया जाएगा The variation in wages, if any as prescribed by the Govt. will be admitted /revised as per rules.

32. सेवा कर , यदि है तो सरकारी नियम के अनुसार वास्तविक आकड़े में आरोपित किया जाएगा ।

The service Tax, if any will be charged at actual as per Govt. norms

33. 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.

34. The Schedules of the tenders form should be submitted intact and every pages should be completed. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added as pdf format. 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.

35. 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.

36. 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.

37. 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 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.

38. 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.

39. 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. You are however at liberty to Tenders 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.

40. 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.

41. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
42. G.S.T. or any other tax applicable or made applicable as per the latest notification of the Govt. of India 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.
43. Director, CPCRI, Kasaragod 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.
44. Director, ICAR-Central Plantation Crops Research Institute, Kasaragod 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 of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CPCRI, Kasaragod. 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.
45. The Director, ICAR-Central Plantation Crops Research Institute, Kasaragod may at his own discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
46. 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.
47. In case of security contract; personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor/security guards going on leave under intimation to this office.
48. The staff provided should also maintain secrecy and discipline in the premises of the Institute.
49. The staff provided for security should be capable of reading and writing Hindi, Malayalam and English.
50. The contractor shall keep a complaint register with his security guards, and it shall be open to verification by the authorized officer of ICAR-CPCRI, Kasaragod for the purpose. All complaints should be immediately attended to by the Agency.
51. The contractor or his worker shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
52. The security guard should perform one shift (8 hours ) per day, double duty is not allowed.
53. The security guard should not develop social relationship with ICAR staff.
54. The security guard should be provided with uniforms, whistle, torch, lathi etc. by the contractor.
55. The security guard should wear neat uniform while on duty along with identity cards.
56. They should not leave the point unless and until the reliever comes for shift duties.

57. The security guard will maintain all the registers which are kept at main gate and other points.
58. They have to verify all the office building, rooms after 5.30 P.M. to ensure that all buildings are locked properly.
59. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
60. They should observe movement of all the staff, laborers, visitors, vehicles and other movements etc.
61. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
62. The vehicle should be checked by the security guard on duty while entering and leaving.
63. Proper entries are to be made while handing over key to any staff of ICAR and while taking over too.
64. Changing the security supervisor /security guards should be intimated to the caretaker.
65. The security staff should follow the codal formalities of security system while on duty.
66. The security personnel should ensure that proper gate pass has been issued by the competent officers for the items taken out of the campus. In case of any doubt, they should immediately contact officer in-charge, security.
67. The security should maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and Officers/Staff of the Institute
68. Security guards to be deployed should be ex-servicemen only with robust health and clean record preferably within age group of 21 to 45 years. The watch and ward will be round the clock and 7 days of the week and shall be changed as per the requirement of the ICAR-CPCRI, KASARAGOD. No Security person should be engaged for more than 8 hours a day.
69. In case there is any change in deployment of the security guard, such change shall be intimated to the Scientist-in-Charge, Security by security agency in writing, well in advance.
70. The security agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the ICAR-CPCRI, KASARAGOD authorities.
71. The stationery items like registers, scales, writing pads, pencils, staplers etc. will be provided by the ICAR-CPCRI, KASARAGOD.
72. The security agency will ensure that no theft or damages to the ICAR-CPCRI, Kasaragod property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to the ICAR-CPCRI property occurs during the service contract period with the security agency due to the negligence of the security staff/workers of the security agency, the security agency shall be held responsible for such losses and damages. The security agency shall attend all the police cases in connection with security arrangements from time to time during the contract period, if required.
73. The security staff on duty is required to inform any incidence like fire etc. immediately to the Fire Station, so as to initiate immediate action under intimation to the in-charge of security. The incidence of thefts etc also to be informed immediately to the Care Taker.
74. 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.

## तरल क्षतियों की शर्तें Liquidated Damages Clause

दो दिन की संविदा राशि की समतुल्य राशि, निम्नतम 1000/- रुपए प्रति दिन तरल क्षति के रूप में आरोपित किया जाएगा। जबकभी और जहाँ सेवा संतोषजनक नहीं पाया जाए तो संस्थान द्वारा फर्म का पर्यवेक्षक स्टाफ के ध्यान में यह लाया जाएगा और एक ही दिन के अंदर यदि कोई कार्रवाई नहीं की जाती है तो तरल क्षतियों की शर्तें आह्वान किया जाएगा। An amount equivalent to two days of contract amount, subject to a minimum of Rs.1,000/- (Rupees one thousand only) will be levied as liquidated damages per day. Whenever and wherever it is found that the services are not satisfied, it will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within a day, liquidated damages clause will be invoked.

(END OF Annexure II)



Annexure – III: Schedule of Duty

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 - 1 guard \*
2. Hill block gate - 1 guard \*
3. Pachakkad Gate - 1 guard
4. Patrolling duty – A B & Beach block - 2 guard
5. Patrolling duty in C, D, G, KVK and hill block - 2 guard

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

1. Main Gate - 1 guard \*
2. Hill Block gate - 1 guard \*
3. Pachakkad gate - 1 guard
4. Patrolling duty – Beach block - 1 guard
5. Patrolling duty in C, D block - 1 guard

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

1. Main Gate - 1 guard \*
2. Hill Block gate - 1 guard \*
3. Pachakkad gate - 1 guard
4. Patrolling duty in Beach block - 1 guard
5. Patrolling duty in C, D block - 1 guard

Total 17 guards for three shifts including Patrolling duty guards

\* Persons who can communicate in Malayalam/Kannada are required to be posted

ANNEXURE IV: PARTICULARS OF QUOTING AGENCY

1. Name of the Agency :
2. Full address with Phone No., E.mail etc :
  
3. Name of the Proprietor :
4. PAN No. /Circle/ Ward :
5. Earnest money deposited with No. dated :
6. EPF Registration No. :  
(Enclose copy)
7. ESI Registration No. :  
(Enclose Copy)
8. Labour licence for the work from the office :  
of Central/State Govt. Labour Department  
(Enclose copy)
9. Details of work experience in Central/State :  
Govt. establishments//Autonomous bodies/  
Corporation (enclose copy)
- 10.Name, A/c. No, IFSC code :  
and full address of your Bank
- 11.Name of the permanent Representative to be :  
visiting ICAR- CPCRI, Kasaragod regarding the contract.
  
12. Any other information required :

Date :

Place :

AUTHORISED SIGNATORY

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

ANNEXURE V: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head).

Date:

To:  
The Director  
ICAR- Central Plantation Crops Research Institute  
Kudlu (PO)  
Kasaragod-671124  
Kerala

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [www.cpcpri.gov.in](http://www.cpcpri.gov.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in), etc.; as per your NIT / advertisement, given in the above-mentioned website(s).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.

(Signature of the Bidder, with Official Seal)

Email id for correspondence