



केन्द्रीय रोपण फसल अनुसंधान संस्थान
अनुसंधान केन्द्र, मोहितनगर, जलपाईगुडि ७३५ १०२, प. बंगाल
CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Research Centre Mohitnagar, Jalpaiguri-735102, W.B.



Tele Fax :03561-250198, Phone : 03561-250698 & 250 115, Contact Fax No.03561-231149, E mail: cpcrcrm@yahoo.co.in

फ.सं.-३(३५)/२०१४-१५/स्थापना

दिनांक- २५-०६-२०१४

To,

विषय: Sub: Providing security service on contract basis – quotation invitation – reg.

महोदय/ Sir,

Sealed quotations are invited for providing Security Service for the period from 1st August, 2014 to 31st March, 2015 (FY-2014-15) on contract basis at this Research Centre for round the clock watch and ward services for an area of 65 acres.

Total monthly security job/service charges including all taxes etc. for guarding the entire premises **area of 65 acres** of CPCRI, Research centre Mohitnagar has to be quoted as the taxes shall have to be recovered at source @ prescribed rate for payment to concerned authority. **Number of security guard and security supervisor to be deployed should be clearly mentioned in the quotation.**

The rate may be quoted separately for both ex-servicemen and ordinary guards.

The successful tenderer will required to remit @5% of the quoted amount as caution money in the form of D.C.R in favour of ICAI, unit CPCRI, Kasaragod, should deposit to the Scientist-in-charge, CPCRI, R.C. Mohitnagar within 10 days of receipt of the order and execute an agreement on stamp paper of appropriate value.

Copy of License issued by the Controlling Authority of Home Department (Political) Govt. of West Bengal to carry on or commence Private Security Agency Business must be produced with the quotation otherwise the quotation will not be entertained.

Copies of the Certificate of Registration from the Labour Commissioner may be forwarded along with the quotation. Original certificate has to be produced at the time of executing the contract. Provisions of Contract Labour (Regulation & Abolition) act. 1970, Minimum Wages Act., and other statutory obligations will have to be fully complied with by the Agency. The agency should have PAN and registered with the Sales Tax Office.

List of establishment to whom the Agency is providing service at present, may also be enclosed to the quotation.

Contd.....2

(2)

The Security Agency will be responsible for the loss or damage caused to the Government property, if any, consequent to failure or laxity in the security services. Damages to plants/experiments will be construed as breach of contract of security / failure to protect the property and charged accordingly. **The amount of loss or damages whatsoever shall be recovered from the bill of the security agency.**

The campus/site may be inspected/clarifications obtained, if required and any point of doubt discussed with the Scientist-in-charge, before submitting the quotation.

Quotation in a sealed cover super scribed as **“Quotation for Security Services”** along with the **bid security of 2%** of the quoted amount in the form of DCR drawn in favour of Scientist-in-charge, CPCRI, R.C. Mohitnagar may be sent by Registered post so as to reach this office **on or before 21.07.1014 by 3.00 PM.** Quotations received after the due date and without Bid Security will not be considered.

A copy of the terms and conditions for engagement of service at CPCRI, R.C. Mohitnagar is enclosed for information.

The right to accept or reject the quotations rests with the Scientist-in-charge of this office.

भवदीय,

(अरुण कुमार सित्)
वैज्ञानिक प्रभारी

प्रतिलिपि सुचना एवं अवस्वक कारवाई कि लिये :-

निदेशक, केन्द्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड, केरल, के सेवा मे .

वरिष्ठ वित्त एवं लेखा अधिकारी,केन्द्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड, केरल,के सेवा मे .

The Technical Officer, i/c of Institute website, CPCRI, Kasaragod with a request to upload the same in the website of CPCRI.



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दिनांक- २५-०६-२०१४

SHORT TENDER NOTICE

Scientist-in-charge, CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, Research Centre, Mohitnagar, Jalpaiguri is inviting tenders in the name of Scientist-in-charge, CPCRI, Research Centre, Mohitnagar, Jalpaiguri 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 number 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 and conditions can be obtained from the Scientist-in-charge, CPCRI, Research Centre, Mohitnagar, Jalpaiguri on payment of non-refundable amount of Rs. 500/- (Rupees five hundred only) Payable by DD drawn in favour of ICAR Unit CPCRI, 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 DD as above failing which it will be rejected.

Shift duty (8 hours)

First shift	- 10.00 PM to 06.00 AM
Second shift	- 06.00 AM to 02.00 PM
Third shift	- 02.00 PM to 10.00 AM

The duly completed sealed tenders will be received latest up to 15.00 hrs on 21-07-2014 and tenders (Technical bid) will be opened on the same day at 15.30 hrs in the presence of the intended tenderer of his authorized nominee. An amount of Rs.15,000/- (Rupees fifteen thousand) only towards EMD should be deposited in the form of Crossed Demand Draft drawn in favour of ICAR Unit CPCRI, Kasaragod. Payable at SBI, Kasaragod failing which the tender will be rejected. Tender received after due date and time will not be accepted.

Scientist-in-charge, CPCRI, Research Centre, Mohitnagar, Jalpaiguri on behalf of the Director, CPCRI, Kasaragod reserve the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

भवदीय,

(अरुण कुमार सिन्हा)
वैज्ञानिक प्रभारी

प्रतिलिपि सूचना एवं अवस्वक कारवाई कि लिये :-

निदेशक, केन्द्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड, केरल, के सेवा मे .

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The Technical Officer, i/c of Institute website, CPCRI, Kasaragod with a request to upload the same in the website of CPCRI.



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दिनांक- २५-०६-२०१४

TENDER FOR SECURITY SERVICES 2014-2015

TENDER ISSUED TO :

Scientist-in-charge, CPCRI, Research Centre, Mohitnagar, Jalpaiguri



केन्द्रीय रोपण फसल अनुसंधान संस्थान

अनुसंधान केन्द्र, मोहितनगर, जलपाईगुडि ७३५ १०२, प. बंगाल

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दिनांक- २५-०६-२०१४

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, MOHITNAGAR, JALPAIGURI.

- A) COST OF Tender Form Rs. 500/-(Rupees five hundred only).
- B) Last date of receipt of Tenders 21-07-2014 in the office of CPCRI Research Centre, Mohitnagar, Jalpaiguri
- C) Tenders (Technical Bids) to be Opened at 15.00 hrs on 21-07-2014
- D) Tenders remain valid for acceptance up to 90 days from the date of Opening
- E) The tender forms can also be down loaded from CPCRI web site www.cpcri.gov.in and the cost (Rs. 500/-)of tender documents should be enclosed with their bids in the form of DD drawn in favour of ICAR Unit CPCRI, Kasaragod. Payable at SBI, Kasaragod, failing which it will be rejected.

NOTE

1. Scientist-in-charge, CPCRI, Research Centre, Mohitnagar, Jalpaiguri on behalf of the Director, CPCRI, Kasaragod may extend this date by a fortnight and such extension shall be binding on Tenderer
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.
3. All communication must be addressed to Director, CPCRI, Kasaragod through the Scientist-in-charge, CPCRI, Research Centre, Mohitnagar, Jalpaiguri



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दिनांक- २१-०७-२०१४

To.

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, Central Plantation Crops Research Institute, Kasaragod Kerala State-671124 for PROVIDING SECURITY SERVICES CONTRACT AT CPCRI, Research Centre, Mohitnagar, Jalpaiguri. The terms and condition of the contract which will govern any contracts 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. 15,000/- (Rupees fifteen thousand only) must be deposited in the form of demand draft/pay order payable to ICAR Unit CPCRI payable at SBI Kasaragod. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number 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 submitted his tender, he will not resale 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 schedule of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule from 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 modifications of the schedule are 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

A sole proprietor for the firm or constituted attorney of such sole proprietor, or
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
Constituted attorney of the firm if it is a company.

5. If tender 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 and 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 document 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 parsons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contact 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 Crops Research Institute, Research Centre Mohitnagar with address of this office and the tenderer shall place two envelopes clearly marked containing **'technical bid'** and **'financial bid'** separately in the main envelope. 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 SIC, R/C, Mohitnagar.
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 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 lowers 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 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.
11. No interest on security deposit and earnest money shall be paid by the Institute to the tenderer.
12. Service tax of 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 government 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. On behalf of Director, CPCRI, SIC CPCRI R/C Mohitnagar reserves the right to reduce or terminate the period of contract or to extent its duration in the interest of the institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. SIC, CPCRI 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 SIC, 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 and Constitution Act, 1996.
15. Acceptance by the Institute will be communicated by FAX/Express 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 FAX/Express letter etc. should be acted upon immediately.
16. The following documents/ Vouchers are required to be enclosed with the tender form which are the terms and conditions of the tender's document :
Registration certificate of the firm under the work contract of the Govt. of WB.
 - a) Minimum turnover of the firm not less than Rs.15,00,000 (Rupees fifteen lakh only) during the last financial year.
 - b) Last three years continuous experience of the firm in the field of providing such services.
 - c) 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.
 - d) Certified Balance Sheet of the firm for last year of the service contract by the chartered account.
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - f) Employees EPF registration Certificate issued by local Govt. etc.
 - g) Employees ESI registration Certificate issued by local Govt. etc.
 - h) The contractor/agency must have a registration with the contractor labour (Regulation and Abolition) act, 1970. The contractor shall obtain the labour license under this Act.
 - i) Nos. of staff/ supervisors registered with their ESI and EPF separately. Minimum 30 Nos. (Staff/Supervisor) required with their ESI and EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - j) Successful Tenderer will have to enter into a detailed contract agreement with Institute/ (ICAR) on non-judicial stamp paper of Rs.100/-(Rupees One hundred only) for each work.
 - k) 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.

Scientist-in-charge

TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT

At Central Plantation Crops Research Institute, R/c, Mohitnagar, West Bengal.

Full name and Address of the Tenderer
In addition to Post Box no., if any should be
Quoted in all communication to this office
Telephone No.:
Telegraphic Address/FAX/Cellular No.
Email address

From

To
Scientist-in-Charge
CPCRI, Research Centre
Mohitnagar,735102.

1. I/We have read all the particular regarding the General information and other terms and conditions of the contract for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at Central Plantation Crops Research Institute, Mohitnagar and agree to provide the services as detailed in the schedule herein to such portion thereof as your may specify in the acceptance of the Tender at the rated give 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 dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender_____ The schedules-I &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
Telephone No. Office
Residence
Mobile

Part-I

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 where
is any general power to attorney executed by all the
partners of the firm authorizing 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
affirmative please furnish a copy of either the partnership
agreement or the general power of attorney as the case
may be. The copy should be attested by a Notary Public
or its execution would 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 firms representative
and whether the firms would be representing at
the opening of tenders.
10. Name of the permanent Representative to be visiting
CPCRI, R/c, Mohitnagar regarding the contract.

Date:
Place

Authorised signatory

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

TERMS & CONDITION:

1. The supporting/allied service staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to Officer in Charge, CPCRI, Mohitnagar.
3. The SIC, CPCRI, R/C Mohitnagar reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of SIC, CPCRI shall be final and binding on the Contractor/Agency in respect of 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 office 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 specification 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. The agreement is terminable with one month notice on either side.
9. The contractor shall not sublet the work without prior written permission of the Institute other than for which the contract is awarded.
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 personals for at Institute as per labour acts prevalent in West Bengal State. 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 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 rate should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rate one 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 of comply with 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 farm.
 19. Changing of Supervisor/staff should be intimated to the Security-in-charge, CPCRI, R/C Mohitnagar.
 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 made applicable from time to time.
 22. Security Agency may provide extra Security Guards on prior notice for the Institute, as and when required on Prorata 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 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 current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by arising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 250/- (Rupees two hundred fifty only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is no up to the mark in any section, it will be brought to the notice of the supervisory staff of the firm by 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 perform double duty if they are found performing double duty wages shall be paid only for one single duty only.

The SIC, CPCRI, R/C Mohitnagar reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. 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 the 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 : 21-07-2014 up to 15.00 hrs

Date of opening of financial bid : As per the intimation

To
SIC
CPCRI, Research Centre.
Mohitnagar, Jalpaiguri- 735102

Sir,

I/We wish to submit our Tenders for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at Central Plantation Crops Research Institute, Mohitnagar 735102, West Bengal.

No.	Particulars	Amount per month (Rs. In figures and words)
	Monthly consolidated rate offered for THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT at CPCRI, Research Centre Mohitnagar, Jalpaiguri 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 & taxed sets as applicable from time to time.	<hr/> <hr/> <p>(In figures)</p> <hr/> <hr/> <p>(In words)</p>

Annexure-II

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	Tenders covering letter (as per the enclosed format)	
3	Crossed Demand Draft for Rs. 15,000/- as earnest Money Deposit furnished	
4	Registration certificates of the firm under the work contract of the Govt.	
5	Minimum turnover of the firm not less than Rs. 10 Lakhs during the last financial year (2012-13) duly certified by the Chartered Accountant	
6	Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant	
7	Last three years continuous experience 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 provide the details in enclosed tabular form	
8	Duly certified copies of the satisfactory services where the Tenderer is providing services 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 No.	
13	The contractor/ Agency must have a registration with the contract Labour (Regularities and Abolition) Act-1970.the contractor shall obtain the labour license under this act.	
14	Number of staff /supervisor registries with their ESI/EPF separately minimum 50 Nos. (Staff/Supervisor) required with their ESI/EPF contribution .documentary proof of vouchers to be required and may be attached	
15	Solvency certificate for Rs.15 Lakhs issued by nationalized Bank	
16	Latest EPF inspection report	

BRIEF DESCRIPTION AND NATURE OF DUTIES/RESPONSIBILITIES OF SECURITY GUARDS AND SECURITY AGENCY

1. The Guard should be healthy of desirable physique and with proper experience in the age group of 25 to 50 years/ ex-servicemen with age of 40-60.
2. The Guard should be able to communicate in Bengali 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 point unless and until the reliever comes fro shift duties.
8. The security supervisor will maintain all the records. Register which are generally kept at the Main gate and produced for verification by authorities of the Department.
9. From 10.00 PM to 6.00 AM 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 causal 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 (Farm)/Farm Superintendent.
16. Patrolling should be carried out in all the blocks 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 contact officer-in- charge, Security.
19. The security personnel engaged should be preferably ex-serviceman.
20. The contractor who is taking the security service should produce the registration documents before taking over the duty.
21. The local persons who are within 8 km range of the Institute may be avoided for the selection as Security Guards.
22. The Patrolling Guards should be provided with powerful rechargeable torch and other guard's ordinary torch during night time.
23. The patrolling guards should be provided with umbrella/raincoat during raining season.
24. The Security guards should not group together and spent time in chatting especially during night time.