



भा.कृ.अनु.प -केन्द्रीय रोपण फसल अनुसंधान संस्थान, अनुसंधान केंद्र, किदु, नेट्टना-  
574230, कर्नाटका, भारत  
ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
Research Centre  
Kidu, Nettana-574230, Karnataka, India



Ph.08251-262221, 262355 Fax : 08251 262221  
Email: [sicrckidu.cpcri@icar.gov.in](mailto:sicrckidu.cpcri@icar.gov.in) Website: <http://www.cpcri.gov.in/>

No.F.211-1/2014/Security Guard

Dated 02.08.2016

### **SHORT RE-TENDER NOTICE**

The Scientist In-charge, CENTRAL PLANTATION CROPS RESEARCH INSTITUTE, RESEARCH CENTRE, Kidu, Nettana is inviting sealed tenders in the name of The Scientist-in-charge, CPCRI, RC, Kidu for 'Security Job Contract' for the points detailed below from reputed and registered contractors (those possessing approved labour license, shop establishment registration certificate, EPF 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 & conditions can be obtained from the Scientist In-charge, CPCRI, RC, Kidu on payment of non- refundable amount of Rs. 250/- (Rupees Two hundred and fifty only) in the form of DD drawn in favour of ICAR Unit, CPCRI Kasaragod, Payable at Kasaragod. The tender forms can also be downloaded from CPCRI website [www.cpcri.gov.in](http://www.cpcri.gov.in) and the cost (Rs. 250/-) of tender documents should be enclosed with their bids in the form of Demand Draft as above failing which it will be rejected.

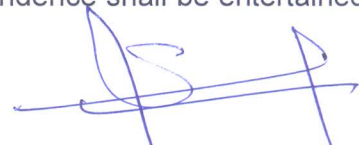
#### **Shift duty (8 hours)**

- First shift - 05.00 PM to 1.00 AM (2 guards, Patrolling in Old and New area)  
Second shift - 01.00 AM to 09.00 AM (2 guards, Patrolling in Old and New area)  
Day duty - 09.00 AM to 05.00 PM (1 guard at main gate)  
Office first shift - 05.00 PM to 01.00 AM (1 guard near Office Building)  
Office second shift - 01.00 AM to 09.00 AM (1 guard near Office Building)  
Total 7 guards for three shifts including patrolling duty guards

**Note: Persons who can communicate in Kannada are to be posted**

The duly completed sealed tenders will be received latest up to 15.00 hrs on **22.08.2016** 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 **EMD** of Rs. **20,000/-** (Rupees Twenty thousand only) should be deposited in the form of crossed Demand Draft drawn in favour of **ICAR Unit, CPCRI, Kasaragod, payable at Kasaragod** failing which the tender will be rejected. **Those who have submitted EMD in response to earlier tender dated 05.03.2016 need not attach EMD. However, details of EMD submitted may be furnished.** Tenders received after due date and time will not be accepted.

The Scientist-in-charge, CPCRI, RC, Kidu 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**



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574230, कर्नाटका, भारत  
ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
Research Centre  
Kidu, Nettana-574230, Karnataka, India



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Fax : 08251 262221  
Website: <http://www.cpcri.gov.in/>

## TENDER FOR SECURITY SERVICES – 2016-17

TENDER ISSUED TO:

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Scientist-in-charge



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574230, कर्नाटका, भारत  
ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
Research Centre  
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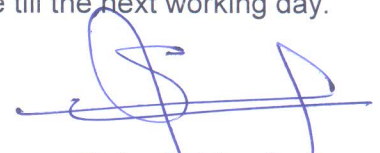
Fax : 08251 262221  
Website: <http://www.cpcri.gov.in/>

**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, KIDU, NETTANA.**

- A) Cost of Tender Form Rs. 250/- (Rupees Two hundred and fifty only)
- B) Last date of receipt of Tenders in the office of CPCRI, RC, Kidu is up to 15.00 hrs on **22.08.2016**
- C) Tenders (Technical Bids) to be opened at 15.30 hrs on **22.08.2016**.
- D) Tender remain valid for acceptance up to 90 days from the date of opening
- E) The Tender document is also available at our website [www.cpcri.gov.in](http://www.cpcri.gov.in) and the cost of tender documents should be enclosed with their bids in the form of Demand Draft / Pay Order in favour of 'ICAR Unit, CPCRI Kasaragod, payable at Kasaragod, failing which it will be rejected.

**NOTE**

1. The Scientist-in-charge, Central Plantation Crops Research Institute, Research Centre 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.

  
Scientist-in-charge



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574230, कर्नाटका, भारत

ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
Research Centre  
Kidu, Nettana-574230, Karnataka, India



Ph.08251-262221, 262355 Fax : 08251 262221  
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Note: All communications must be addressed to Scientist In-charge, ICAR- CPCRI, RC,  
Kidu, Nettana – 574 230

To

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Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Scientist-in-charge, ICAR- Central Plantation Crops Research Institute, Research Centre, Kidu, Nettana 574 230 for PROVIDING SECURITY SERVICES CONTRACT at ICAR- Central Plantation Crops Research Institute, Research Centre, Kidu. 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 (EMD) of Rs. 20,000/-** (Rupees Twenty thousand only) must be deposited in the form of demand draft/pay order payable to "ICAR Unit, CPCRI, Kasaragod" payable at 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.

**Note: Those who have already submitted EMD in response to the earlier tender dated: 05.03.2016 need not attach EMD. However, the details of EMD submitted may be furnished.**

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 conditions 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 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

- (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 term 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 of 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 ICAR- Central Plantation Cops Research Institute, Research Centre, Kidu 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 which are to be hand delivered should be put in the tender box, which will be kept in the office of the Scientist Incharge, ICAR- CPCRI, Research Centre, Kidu not later than **22.08.2016**.

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 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.

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 shall be forfeited.

11. No interest on security deposit and earnest money deposited 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. Scientist in Charge, ICAR- CPCRI, RC, Kidu 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. Scientist in Charge, ICAR- Central Plantation Crops Research Institute, Research Centre, Kidu shall be the final authority 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 Scientist-in-charge, ICAR- CPCRI, RC, Kidu. 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.

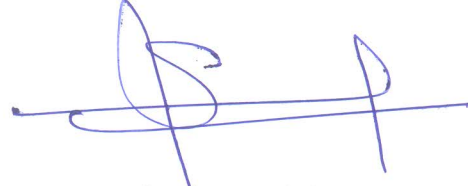
15 Acceptance by the Institute will be communicated by email/ express letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the in the email/express letter etc. should be acted upon immediately.

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

- a. Registration certificate of the firm under the work contract of the State Govt./Central Govt./N Ct/UT.
- b. Minimum turnover of the firm not less that Rs. 10,00,000/- (Rupees Ten lakhs only) during the last financial year.
- c. Experience of the firm in the field of providing such services in Central Government/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 accountant.

- e. Duly certified copies of the satisfactory services where the tenderer had provided the services.
- f. Employees EPF registration certificate issued by appropriate authority.
- g. 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.
- h. Nos. of staff/supervisors registered with their EPF separately. Minimum 20 Nos. (staff/supervisors) required with their EPF contributions. Documentary proof of vouchers to be required and may be attached.
- i. Successful Tenderer will have to enter into a detailed contract agreement with Institute/(ICAR) on non-judicial stamp paper worth 100/- (Rupees one hundred only) for each work.
- j. Only those firms which qualify technical bid will be considered for financial bid.

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



**Assistant Administrative Officer**  
वैज्ञानिक अधिकारी Scientist-III  
केंद्रीय रोपण फसल अनुसंधान संस्थान  
Central Plantation Crops Research Institute  
अनुसंधान केंद्र किडु Research Centre, Kidu



**TENDERS FOR THE CONTRACT FOR SERVICE CONTRACT FOR PROVIDING  
SECURITY SEVICE CONTRACT  
at ICAR- Central Plantation Crops Research Institute, Research Centre, Kidu, Nettana,  
DK**

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/Cellular No.  
E-Mail address  
From

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To

The Scientist-in-charge  
CPCRI, RC, Kidu, Nettana-574 230

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 SERVICE CONTRACT** at Central Plantation Crops Research Institute, Research Centre, Kidu and agree to provide the services as detailed in the schedule herein to such portion thereof as you may specify in the acceptance of the Tender at the rates 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 in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and form a part of this Tender - - - - - The schedules-1 & II to accompany this Tender are at pages . . . .
3. Every page so attached with this Tender bears my signature and the office seal.
4. Pay order/DD No. . . . . of ₹. . . . . (Rupees . . . . . only) drawn in favour of ICAR Unit, CPCRI, Kasaragod payable at Kasaragod is enclosed as earnest money required.

Yours faithfully,

Signature & seal of the Tenderer

Witness:  
Address:

Tel. No. Office  
Residence  
Mobile

Occupation:

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

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
  - a. 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
  - b. 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 representing At the opening of the Tenders
10. Name of the Permanent Representative to be visiting CPCRI, RC, Kidu regarding the contract

Date:

Place:\_\_\_\_\_.

**AUTHORISED SIGNATORY**

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

**TERMS & CONDITIONS:**

1. The supporting/allied services staff deployed by the agency 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, ICAR- CPCRI, RC, Kidu
3. The Scientist-in-charge, ICAR- CPCRI, RC, Kidu reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Scientist-in-charge, ICAR- CPCRI, RC 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 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. 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
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 for Institute as per labour 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 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, a 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. EPE 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.

17. 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 Scientist In-Charge, CPCRI RC Kidu shall be final and binding on the contractor.
18. Income tax will be deducted from the payments due for the work done as per rule.
19. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned section.
20. Changing of Supervisor/staff should be intimated to the Security-in-charge, CPCRI, RC, Kidu
21. The contract must employ adult labour only. Employment of child labour may lead to the termination of the contract.
22. 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
23. Security Agency may provide extra Security Guards on prior notice for the Institute, as and when required on Prorata basis.
24. 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 rising a separate claim.

**LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to two days of contract amount, subject to a minimum of 0.5% per month of the bill 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 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 Scientist-in-charge, CPCRI, RC, Kidu reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The final decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.



**Scientist-in-charge**

Details of the 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 : **22.08.2016 up to 15.00 hrs**

Date of opening of Financial Bid : As per the intimation

To

The Scientist-in-charge  
ICAR- CPCRI, RC, Kidu,  
Nettana-574 230.

Sir,

I/We wish to submit our Tenders for **THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT** at ICAR- Central Plantation Cops Research Institute, Research Centre, Kidu, 574 230, Karnataka.

No.	Particulars	Amount per month (Rs. In figures and words)
	Monthly consolidated rate offered for <b>THE SERVICE CONTRACT FOR PROVIDING SECURITY SERVICE CONTRACT</b> at ICAR- Central Plantation Crops Research Institute, Reasearch Centre, Kidu, Nettana 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 & taxes etc. 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 \_\_\_\_\_

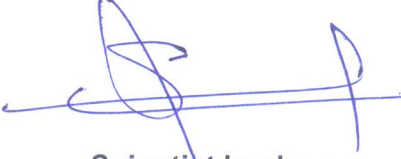
**Check List**

YES/NO

		YES/NO
1)	Tender Document duly filled and signed	
2)	Tender's covering letter (as per the enclosed format)	
3)	Crossed Demand Draft <b>EMD Rs. 20,000/-</b>	
4)	Registration certificates of the firm under the work contract of the Govt. or the contractor / agency must have a registration with the contract labour (Regulation and Abolition) Act 1970.	
5)	Minimum turnover of the firm not less than Rs.10.00 lakh during the last financial year (2014-15) 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)	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's provide the details in enclosed tabular form	
8)	Duly certified copies of the satisfactory services where the Tenderer had provided services.	
9)	PAN/TAN Number and copy of latest Income Tax Return	
10)	Employees EPF registration certificate issued by Central Govt., etc.	
11)	No. of staffs / supervisors registered with their ESI/EPF. Minimum 20nos. (Staff / Supervisors) required with their ESI/EPF contributions. Documentary proof of vouchers to be required and may be attached	
12)	Solvency certificate for Rs. 1.0 lakh issued by Nationalized Bank	
13)	Latest EPF Inspection report.	

**BREIF DESCRITPION 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 Kannada/Tulu and also in Hindi & 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 for shift duties.
8. 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.
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 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/ Farm-in-Charge/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 selection as Security Guards.
22. The Patrolling Guards should be provided with powerful rechargeable torch and other guards ordinary torch during night time
23. The patrolling guards should be provided with umbrella/rain coat during raining season.
24. The Security guards should not group together and spend time in chatting especially during night time.

  
**Scientist In-charge**