



भा.कृ.अनु.प-केन्द्रीय रोपण फसल अनुसंधान संस्थान
अनुसंधान केन्द्र, मोहितनगर, जलपाईगुडि 735 102, प. बंगाल
ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
Research Centre, Mohitnagar, Jalpaiguri-735102, W.B.

Fax : 03561-250198, Phone : 03561-250608 & 250 198, Contact Fax No.03561-231149, Email: cpcricrm@yahoo.co.in

फ.सं.-3(35)/14-15/स्थापना

दिनांक- 02-03-2015

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 15th April, 2015 to 31st March, 2016 (FY-2015-16) 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

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 30.03.2015 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 सित)
वैज्ञानिक प्रभारी

प्रतिलिपि सूचना 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- 02-03-2015

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 30-03-2015 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 सिंह)
वैज्ञानिक प्रभारी

प्रतिलिपि सूचना एवं अवश्यक कारवाई कि लिये :-

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

धरिष्ठ 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- 02-03-2015

TENDER FOR SECURITY SERVICES 2015-2016

TENDER ISSUED TO :

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



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दिनांक: 02-03-2015

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 30-03-2015 in the office of CPCRI Research Centre, Mohitnagar, Jalpaiguri
- C) Tenders (Technical Bids) to be Opened after 15.00 hrs on 30-03-2015
- 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- 02-03-2015

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.

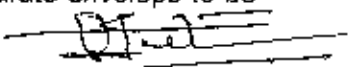
1. An earnest money of Rs. 15,000/- (Rupees fifteen thousand only) must be deposited in the form of demand draft/pay order payable to ICAR Unit CPCRI payable at SBI Kasaragod. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay 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 labor (Regulation and Abolition) act, 1970. The contractor shall obtain the labor 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