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Website: <http://www.cpcricr.com>  
Website: <http://www.cpcricr.com>

F.No.14(1)S/2018-Estate (Security- III)

Dated 03-04-2018

**REGISTERED**

The Advertisement Manager  
Mathrubhumi Building  
Anayiduku Road  
Thana, Kannur - 672 012  
Kannur (Kannur Editions only)

The Reporter  
The Manipal Media Network Ltd.  
Udayavani Daily.(Mangalore Edition only)  
Kasaragod

The Reporter  
Utharadesam Malayalam Daily  
Kasaragod-671121

Sub: Advertisement of Notice inviting e-tenders for **Security Services for watch and Ward duties of ICAR- CPCRI, Kasaragod, for the period 01-05-2018 to 31-03-2019** -reg.

Sir,

Please find enclosed herewith a material for advertisement for inviting e-tenders for **Security Services for watch and Ward duties of ICAR- CPCRI, Kasaragod, for the period 01-05-2018 to 31-03-2019**. Please publish this material in your daily immediately as advertisement limiting the matter to the minimum space required. The advertisement may be published immediately but not later than 10.04.2018. Your bill (in duplicate) towards the advertisement charges may please be sent to this office along with two copies of the newspaper for arranging the payment. TDS will be deducted from the bill at the applicable rates. **Certificate to the effect that rates charged are as per DAVP rates**, may please be furnished.

Yours faithfully

Asst. Administrative Officer (Estate)

Copy to:

01. The Scientist-in-charge (Farm)/ACTO (Farm), CPCRI, Kasaragod
02. The Sr. FAO, CPCRI, Kasaragod.
03. The OIC (M) and Chairman (Contractual Service Committee), CPCRI, Kasaragod.
04. The DDO, CPCRI, Kasaragod.
05. Smt K. Shobha, T(9) (library) & I/c CPCRI website
06. Notice Board (Office/Farm)
07. The Secretary, Kasaragod Municipal Office, Kasargod
08. The Secretary, Mogral Puthur Grama Panchayath, Kasaragod
09. The Village Officer, Kudlu Village, Kasaragod
10. The Sub Post Master, Kudlu, Kasaragod
11. The Village Officer, Kasaragod
12. The District Information Officer, Civil Station, Vidhyanagar, Kasaragod
13. The Post Master, Kasaragod

With a request to display the tender notice in their office premises



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



Phone (Off) : 04994 - 232333  
Fax : 04994 - 232322  
EPABX : 04994 - 232893 - 95  
04994 - 232090  
04994 - 232996



E-mail : director.cperi@icar.gov.in  
directorcperi@gmail.com  
chowdappa.p@icar.gov.in  
Website : http://www.cperi.gov.in

Tender No: F.No.14(1)S/2018-Estate (Security III)

Dated.03.04.2018

**Notice inviting Tender through E-Procurement**

**ICAR-CPCRI Kasaragod invites ONLINE bids for Security services for Watch and Ward duties for the period 01-05-2018 to 31-03-2019 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 **cost of Tender document fee of Rs. 200/- (non refundable) & EMD may be remitted as per Annexure-V, by Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod**

**DIRECTOR**

**TENDER SCHEDULE****Tender No: F.No.14(1)S/2018-Estate (Security III)****CRITICAL DATE SHEET**

<b>Tender No.</b>	F.No. 14(1)S/2018-Estate (Security III)
<b>Name of the Institute</b>	ICAR-Central Plantation Crops Research Institute, Kasaragod
<b>Place of Work</b>	ICAR-Central Plantation Crops Research Institute, Kasaragod
<b>Bid submission end date and time</b>	03.00 PM on <b>23.04.2018</b>
<b>Date and time for opening of technical bids</b>	03.30 PM on <b>24.04.2018</b>
<b>Date and Time for DD submission for Tender Fee &amp; EMD</b>	<b>11:00 AM on 23.04.2018</b> to (Assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124)
<b>Cost of Tender Form</b>	Rs.200/- (Rupees two hundred only)
<b>Place of opening of bids</b>	ICAR-Central Plantation Crops Research Institute, Kasaragod

**NOTE:**

1. The Director, ICAR-CPCRI, Kasaragod may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

**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)**

1. 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, and Government of India. ICAR-CPCRI invites 'ONLINE' bids for Security Services (Watch and Ward duty) 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.cpcri@icar.gov.in](mailto:director.cpcri@icar.gov.in), [directorepcpri@gmail.com](mailto:directorepcpri@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 cost of tender fee of Rs. 200/- (Rupees Two Hundred only) drawn in favour of ICAR- Unit CPCRI Kasaragod. (The original DD **must reach physically** to the **Assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124** before **11:00 AM** on the due date of Tender. Physical document (EMD) received after 11:00 AM will not be considered under any circumstances and ensure the receipt with date and time stamp from concerned officer 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 drawn in favour of ICAR Unit CPCRI, Kasaragod. (The original DD of Earnest Money Deposit **must reach physically** to the **Assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124** before **11:00 AM** on the due date of Tender. Physical document (EMD) received after 11:00 AM will not be considered under any circumstances and ensure the receipt with date and time stamp from concerned officer.

**c. Technical bid details (in PDF format)**

i	Self Attested copy of valid License under Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this act, as per rules.
ii	Self Attested copy of 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 as per Annexure-VI.
iii	Duly certified copies of the satisfactory service where the Tenderer is providing the services for the last three years.
iv	Self Attested copy of Employees EPF & ESI registration Certificate issued by Govt.
v	Self Attested copy of the latest Income Tax Return & PAN card.
vi	Self Attested copy of Duly filled annexure III & IV.
vii	GST registration details (Self Attested).

viii	Self Attested copy of Minimum turnover of the firm not less than Rs.50.00 lakh during the last financial year duly certified by the Chartered Accountant.
ix	Self attested Certified copy balance sheet of the firm for the last year of the service contract signed by the Chartered Accountant.
x	Copy of EMD & Tender Fee.
xi	Solvency Certificate for Rs.20 Lakh issued by Nationalised Bank.
xii	Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CPCRI, Kasaragod on non-judicial stamp paper as per rule.
xiii	Any other documents if necessary. (Self Attested).

- d. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- e. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association /any other equivalent document showing date and place of incorporation, as applicable.
- f. Other documents necessary in support of eligibility criteria, brochures etc.
- g. The Technical 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.
- h. Only those firms will be considered for financial bid who will qualify in the technical bid.

**Envelop No.2 ‘Financial Bid’ (In XLS format) in the item wise BOQ only.**

**Note: The Director, 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 **23<sup>rd</sup> April, 2018, 15:00 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. Technical bids will be opened - online **24<sup>th</sup> April, 2018, 15:30 Hrs at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 Email: [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 and ensure that Demand Draft for Tender fee and EMD reach the respective office/officer physically on or before the due date and time specified in the Annexure I The responsibility for delay delivery/non-delivery of Tender Fees & EMD send through post/courier solely lies with the bidder only and CPCRI, Kasaragod will not take any responsibility for resulting in disqualification / rejection of bid.**

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD** in between 09:30 AM – 05:00 PM in all working days.

## 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. Details of duty timing / location/shift etc placed in Annexure VII.

### 2. 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**

### 3. 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.

### 4. Amendment to Bidding Documents

4.1 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.

4.2 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.

4.3 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.

### 5. Earnest Money Deposit (EMD)

- The Earnest Money Deposit (EMD) as per Annexure-V must be submitted prior to the DUE DATE of submission of the online bid and EMD may be submitted 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 and Performance Security Deposit..

- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical 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.



**6. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XLS format) only.**

The bidder should quote in the BOQ, as per the details furnished in the Annexure VII and the Bid documents shall be neatly arranged while online submission of the tender. 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.

**7. Deadline/mode for Submission of Bids – 03:00 PM on 23.04.2018 through Online Only.**

**Deadline/mode for Submission of DD-- 11:00 AM on 23.04.2018 (Must reach physically to the officer as specified in Annexure. I)**

- 7.1 Bids must be received by ICAR-CPCRI before the due date and time, as the address specified in the tender document.
- 7.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

**8. Late Bids**

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

**9 Bid Opening & Evaluation of Bids**

- 9.1 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 – I.
- 9.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid.
- 9.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

**10. Comparison of Financial Bids**

- 10.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.
- 10.2 The Financial bids will be evaluated on the basis of prices quoted.  
The contract will be awarded to lowest.

**11. Award of Contract**

- 11.1 ICAR-CPCRI, Kasaragod shall award the contract to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.
- 11.2 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, Kasaragod shall be final for awarding the contract.

**GENERAL TERMS & CONDITIONS:**

1. **All Guards should be Ex-Servicemen** and they should possess desirable physique and proper experience (Age between 21 to 50 years) and should produce **original Ex-Service ID card /Service Book and Aadhaar Card while joining.**
2. The **Supervisor** of the Guard should be an Ex-Serviceman with a Rank not less than **Junior Commissioned Officer (Age between 21 to 50 years)** and should produce **original Ex-Service ID card /Service Book and Aadhaar Card while joining.**
3. The personnel deployed by the Agency / Contractor should not have any police records/criminal cases against them. The Agency / Contractor should make adequate enquiries about the character and the antecedents of the persons whom they are deploying.
4. The security Supervisor shall be responsible for maintenance of all records / registers. Update of register / records and produced to security-in-Charge /Technical Officer (Farm) as and when required.
5. All Guard must have proper Photo Identity Card, Uniform with name tally, shoes, cane lathi, LED torch along with colour specifications and pattern approved by this Institute should be supplied by the Firm / Contractor at his own cost and also wear the same while on duty.
6. The security personnel engaged for the security services shall not be an employee of this Institute and there shall be no employer-employee relationship between the Institute and the personnel engaged. The work should be done strictly under the direction of Security In Charge/ Technical Officer (Farm) ICAR-CPCRI, Kasaragod.
7. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunal having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations and laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
8. Minimum wages shall be paid to the workers by the Agency / Contractor at the rate fixed by the State Govt./Central Labour Commissioner whichever is the higher rate as per the minimum wages Act. The contractor/Firm shall also pay all such benefits to its employees as envisaged under various acts and laws like ESI ACT, EPF & MP Act. Payment of Bonus Act, Taxes etc. The contractor shall also ensure compliance of all laws and /or to be made applicable and ICAR shall not be liable for the same and the contractor/firm shall will indemnify ICAR-CPCRI, Kasaragod in all respects. The contractor/firm would sign an undertaking as per Proforma every month for compliance of the provisions of contract labour act, Rule and other Law applicable along with the monthly bill.
9. The Contractor should submit the monthly bills in duplicate latest by 5<sup>th</sup> of every following month for arranging payment along with Bank account details, PAN details etc. The payment and other administrative welfare of the Guards solely reside with the Contractor and no query for the same entertained by any of the office of this Institute, if any guards breaking the same will attract disciplinary action from Competent Authority. **Only Contractor/firm is allowed to make such query to the office.**

10. The service charges/rates quoted by the agency shall be fixed for the period of the contract and no request for any change/modification shall be entertained before expiry of the period of the contract unless the same is warranted for enforcing statutory instructions like revised minimum wages issued by the appropriate government under Minimum Wages Act, 1948. The variation in wages, if any as prescribed by the Govt. will be admitted / revised as per rules. The Service tax if any will be charged at actual as per Govt. norms.
11. The rates to be quoted based on prevailing minimum labour wages prescribed by the Central Labour Commission/Kerala State Govt. whichever is higher. The ICAR-CPCRI, Kasaragod shall not bear any extra Charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.
12. In the absence/leave of the security personnel engaged, it is compulsory to inform the Security-in-Charge / Technical Officer (Farm) well in advance. In case the person (s) deployed under the contract is (are) absent without intimation, a penalty equal to the wages of the absentee on that particular day shall be levied and deducted from the monthly bill of the contractor.
13. The security personnel shall maintain secrecy and discipline in the premises of the Institute, Director, ICAR-CPCRI, Kasaragod shall have the right to remove any person(s) engaged, who is/are not found to be competent and orderly in the discharge of their duties.
14. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by this Institute. In case any shortcomings or deficiencies are noticed during the contract period or any other contractual dispute, the contract can be terminated giving by a fortnights notice. The decision of the Director, ICAR-CPCRI, Kasaragod in this regard shall be final / binding. If required, the contract will be extended for another one year, subject to satisfactory performance of the firm on same rate / Terms & Condition.
15. The ICAR-CPCRI, Kasaragod shall have no liability, financial or otherwise, for any harm / damage /injury caused to the manpower / machinery deployed by the firm in the course of performing work of this Institute. Neither the firm nor his workers shall have any claim on the CPCRI, Kasaragod for compensation or financial assistance on this account. The firm shall be responsible for payment of minimum wages, EPF, ESI and liabilities under employees compensation act etc. directly to all workers account maintained by EPF and ESI as per prevailing Acts / Orders as applicable. If any dispute arises between the firm / contractor and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. CPCRI, Kasaragod no case shall be a party to such a dispute. It shall be the responsibility of the firm / contractor to comply with the provision of all Acts and Government instructions. If any statutory provision of any statute is violated in general concerning the force employed and in regard to Welfare of the personnel engaged for the work on particulars, then the performance security will be confiscated and firm/contractor will be blacklisted.

16. **Risk Clause:** ICAR-CPCRI, Kasaragod 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 raising a separate claim.
17. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
18. **The contract can be terminated even earlier by giving one month prior notice by either party in writing an account of any of the following reasons:**
  - (i) **On account of unsatisfactory performance.**
  - (ii) **Breach of contract clause(s).**
  - (iii) **Persistently neglecting to carry out his obligations under the contract.**
19. The Security Guard should perform one shift per day (08 Hours duty), double duties/over time are not allowed.& maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and Officers/Staff of the Institute. Drinking alcohol during duty time is strictly prohibited and any security guard is found in drunken stage, strict action will be taken by removing the security guard concerned, forthwith.
20. Prior permission should be taken from Officer in-charge (Security) /Technical Officer (Farm) of ICAR-CPCRI, Kasaragod for any change of Security Supervisor /Security Guards. Verification of the documents & joining procedure should comply for the same.
21. The security personnel should not develop social relationship with ICAR-CPCRI, Kasaragod staff / local residents & shall not give lenient or casual impressions in the duties and they should be alert and attentive.
22. The security personnel shall observe movement of all the staff, laborers, visitors, Office vehicle and Office materials etc & shall not allow anybody with vehicles to office or inside the campus without proper entry in the respective register. No vehicle shall be allowed to park other than parking place. No vehicle (s) shall be allowed to enter /leave the campus without thorough checking.
23. Duty schedule of security personnel shall be finalized by the Security Supervisor and intimated to the security personnel every month. The security personnel should not leave the duty point unless and until the reliever comes for shift duties, shall follow the codal formalities of security system while on duty.

24. Proper entries are to be made while handing over /taking over of the keys during holidays and beyond office hours for opening office by staff members & ensure that no theft or damages to the ICAR-CPCRI, Kasaragod property is taken place. The security personnel shall allow to takeout any materials including the items belong to contractor's etc only with proper gate pass from the campus. In case of any doubt, they should immediately contact the Security Supervisor/Farm Superintendent/Technical Officer (Farm). **In case any theft or damage to the property of the Institute occurs due to the negligence of duty on the part of security personnel, the cost of loss/damage shall be recovered from the concerned security personnel and also liable for termination of the contract.**
25. The security staff on duty is required to inform immediately regarding fire, theft, accident etc. to the fire station, police station as the case may be so as to initiate immediate action under intimation to the in charge of security/Farm Superintendent/Technical Officer (Farm).
26. Any other security related work shall be attended by the security personnel as and when instructed by the Security In-charge/Technical Officer (Farm)
27. The Contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
28. The successful Tenderer will have to enter a detailed contract agreement with ICAR-CPCRI, Kasaragod on non-judicial stamp paper of **Rs.200/- (Rupees Two hundred only)**.
29. The Guards & other personnel engaged by the contractor shall be at no time, be treated as the employees of CPCRI, and also shall have no claim to be regularized in the service of CPCRI, Kasaragod. The worker will remain the employees of the Agency / contractors and will be the solely responsibility of the agency. Therefore, there is no master and servant relationship between the employees of the service provider and this Institute and further that the said personnel of the service provider shall not claim for any employment or absorption in this Institute by virtue of their engagement for this work.
30. The Service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements administrative and organizational matters as all of these are confidential in nature. The Service provider shall ensure that none of the employees of the Agency / Contractor shall enter into any kind of private work at the different rooms of ICAR-CPCRI, Kasaragod.
31. The Security Guard will make the entries of handing over / taking over details with signature in the duty register kept in each duty points and the Security supervisor will ensure the same in each shift.
32. The Service provider shall ensure proper conduct of its personnel in office premises and enforce prohibition of consumption of alcoholic drinks / drugs /chewing of pan & tobacco /smoking, using mobile phone / ear phone and listening music and loitering without any work.

33. The damage caused, if any, to ICAR-CPCRI, Kasaragod property through the acts of the firm and / or by its workers shall be made good by the Agency / firm and decision of this Institute in this regard shall be final / binding. In case of any dereliction of duty, gross neglect and unintended damage / loss caused by contractor or its staff or otherwise any harm done to the ICAR-CPCRI, Kasaragod, its properties its designated officials or other employees, the contractor shall be liable to make good the loss or pay compensations, refund expenditure legal / judicial proceedings as well as pay penalty with the Director, ICAR-CPCRI, Kasaragod may deem, fit.
34. The Director, ICAR-CPCRI, Kasaragod reserves the right to reduce or increase number of workers during the contract period & also have the right to debar the agency and forfeit the Performance security for a suitable period in case, he fails to honour the contract without sufficient ground.
35. The Director, ICAR-CPCRI, Kasaragod, The Firm / The Contractor shall abide by all laws of the land including labour laws, company act, tax deduction liabilities, welfare measures of his employees and all other obligations that enjoy in such cases and other not essentially enumerated and defined therein. Though any such onus shall be exclusive responsibility of the contractor, and it shall not involved ICAR-CPCRI, Kasaragod in any way whatsoever.
36. The ICAR-CPCRI, Kasaragod reserves the right to ask and requires the contractor to terminate the security staff if he failed to perform his duty / break the rules & regulation of the contract, and the Firm / Contractor should take necessary action for the same in the stipulated time period, failing which leads termination of Contract and blacklisting of the Firm / Contractor for further tendering of this Institute.
37. The agency / contractor shall be responsible for the good conduct and behavior of his employees. If any employee of the agency / contractor is found misbehaving with ICAR-CPCRI staff or other staff of agencies working in ICAR-CPCRI, Kasaragod, the agency / contractor shall immediately withdraw such employees forthwith at their own risk, responsibility and liability.
38. The Service provider shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by the State Government of Central Labour Commissioner from time to time. The payment should be made directly in to the bank A/c of the worker through NEFT and copy of the statement of NEFT should be enclosed with the monthly bill.
39. The tendering agency shall also liable for depositing any taxes, levies, cess etc. on account of service rendered by it to the CPCRI, Kasaragod to the statutory authorities concerned from time to time.
40. **Tax at source (TDS)** shall be deducted as per the provision of the **Income Tax Department**, as amended from time-to-time and a certificate to this effect will be provided to the Agency / contractor.

41. In case, the service provider / Agency fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the Institute is put to any loss /obligations monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss / obligation in monetary terms.
42. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of contract and resultantly his Security deposit shall be forfeited and contract shall be terminated.
43. 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.
44. The Service provider shall replace immediately any of its personal, if not unacceptable to this Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving a written notice from any staff of CPCRI, Kasaragod and also provide suitable replacement without delay.
45. An amount of 10% 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 ICAR-CPCRI, Kasaragod. In the event of non-deposition of the same the earnest money will be forfeited. 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 and EMD forfeited.
46. **GST or any other Tax applicable or made applicable as per the latest notification of Govt. of India after awarding the contract in respect of this contract shall be payable by the contractor and this 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 Govt.
47. The Invoice should contain, invoice number, address of the firm / contractor, details of all taxes including GST, GSTIN (both firm and ICAR-CPCRI, Kasaragod), PAN and Bank details, service description, service charge etc should be indicated separately.

**Liquidated Damages Clause**

1. 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 / up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by the Institute and if no action is taken within one hour, liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. No security supervisor/Security guards 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.
4. The Director, ICAR-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.



**ANNEXURE III: 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 license 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 IV: 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.cpcri.gov.in](http://www.cpcri.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

**Annexure- V**

The Bidders are advised to remit EMD amount as mentioned below, by Demand draft in favour of ICAR Unit, CPCRI, Kasaragod.

<b>Sl.No.</b>	<b>Section</b>	<b>EMD Amount</b>
<b>01</b>	<b>Watch and ward Duty at ICAR- CPCRI, Kasaragod</b>	<b>50,000.00</b>

**Annexure- VI**

The Bidders are advised to be provide details of experience detailed below.  
 Details of the Minimum 3 years experience/work done.

Sl. No	Name of the Dept./ Organisation & Name of contract person with phone no.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized signatory & address)

**Annexure- VII****DUTY TIMING OF WATCH AND WARD DUTY – CPCRI, KASARAGOD**

<b><u>Shift</u></b>	<b><u>Timing</u></b>	<b><u>Location / Duty Point</u></b>	<b><u>No. of Guards /Points</u></b>
<b><u>Security Supervisor – 01 in No. Overall in-Charge, Security Guards</u></b>			
<b>I<sup>st</sup> shift</b>	10.00 PM To 6.00 AM	Main Gate	01 Point *
		Hill block gate	01 Point *
		Pachakkad Gate	01 Point
		Patrolling duty – A B & Beach block	01 Point
		Patrolling duty in C, D, G, KVK and hill block	02 Points
<b>II<sup>nd</sup> shift</b>	6.00 AM To 2.00 PM	Main Gate	01 Point *
		Hill block gate	01 Point *
		Pachakkad Gate	01 Point
		Patrolling duty – A B & Beach block	01 Point
		Patrolling duty in C, D, G, KVK and hill block	01 Point
<b>III<sup>rd</sup> shift</b>	2.00 PM To 10.00 PM	Main Gate	01 Point *
		Hill block gate	01 Point *
		Pachakkad Gate	01 Point
		Patrolling duty – A B & Beach block	01 Point
		Patrolling duty in C, D, G, KVK and hill block	02 Points
<b>03 Shift (08 Hours each)</b>			<b>18 Points + 01 Supervisor</b>

\* Persons who can communicate in Malayalam/Kannada are required to be assign duty.

- Note:-**
- (i) Shift duty (8 hours).
  - (ii) Total 18 guards for three shifts including Patrolling duty guards + 01 Supervisor.