

**ICAR – NATIONAL RESEARCH CENTRE FOR BANANA**

Thogamalai Road, Thayanur Post,  
Tiruchirapalli – 620 102. Tamil Nadu.

F.No.30 (6)/2020/SP/

Date: 19.08.2020

**Sub : Tender for providing security services (watch & ward) on contract basis to the premises of ICAR – NRC for Banana, Tiruchirapalli – Reg.**

The Director, ICAR – National Research Centre for Banana, Tiruchirapalli, Tamil Nadu invites online tenders in Two Bids System through e-tendering from registered / well-established / reputed manpower agencies for providing security services (watch & ward) on contract basis to the premises of ICAR – National Research Centre for Banana, Tiruchirapalli, Tamil Nadu.

**1. CRITICAL DATA SHEET (SECTION)**

TENDER NUMBER	F. No. 30(6)/2020/SP
DESCRIPTION OF WORK	Providing the security services on contract basis to the premises of ICAR – NRC for Banana, Tiruchirapalli
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	19/08/2020 at 05.00 P.M onwards
BID SUBMISSION END DATE AND TIME	09/09/2020 at 10.00 A.M
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID) ONLINE	09/09/2020 at 10.00 A.M. at ICAR – NRC for Banana, Tiruchirapalli
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	Will be intimated later to the bidders who have qualified in the technical bid
BID VALIDITY	90 days from the date of Technical Bid opening
TENDER FEE	<b>Rs.1000/-</b> (Rupees One Thousand Only) is to be paid through online to the account of <b>ICAR – NRCB towards “NON REFUNDABLE TENDER FEE”</b> . The bank details are given below. Account Name: ICAR UNIT – NRCB Account Number: 10848468903 Account type: Current account Bank Name: State Bank of India Branch: Main Branch, Cantonment, Tiruchirapalli-1 IFSC: SBIN0000930 PAN: AAHFN5656Q <b>Note: Bids without tender fee will not be entertained (Those firms exempted for EMD must upload the relevant document(s) to this effect without fail)</b>
EMD	<b>Rs.1,00,000/-</b> (Rupees One Lakh only) is to be paid through online to the account of ICAR – NRCB as per the bank details given above. <b>Those firms exempted for EMD must upload the relevant document(s) to this effect without fail.</b>

EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT(SD)	10% of the total contract value (Annually) in the form of Demand Draft / Online transfer as per the bank details given above after award of contract.
VALIDITY OF SECURITY DEPOSIT	60 days after the expiry of the contract period
SUBMISSION OF BIDS before the closing date and time.	<b>Online bids (Technical &amp; Financial) to be uploaded on CPP Portal (<a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a>) from 19.08.2020 05.00 PM to 09.09.2020 up to 10.00 A.M.</b>
Details of tender	Tender Documents and Notice is also available on ICAR website <a href="http://www.nrcb.res.in">www.nrcb.res.in</a>

3. Scope of the proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation and instructions	ANNEXURE-I
3.2	Submission of tender	ANNEXURE-II
3.3	General information and other terms & conditions	ANNEXURE-III
3.4	Schedule to tenders / Technical bid application	ANNEXURE-IV
3.5	Details of experience	ANNEXURE- V
3.6	Financial Bid Undertaking	ANNEXURE- VI
3.7	Financial Bid	ANNEXURE- VII
3.8	Break-up for Financial Bid	ANNEXURE- VIII
3.9	Draft Agreement	ANNEXURE- IX
3.10	Checklist	ANNEXURE-X
3.11	Undertaking	ANNEXURE- XI

4. The prospective bidders can enquire in the premises of ICAR – NRC for Banana, Tiruchirapalli on any working day during the mentioned date / period between 10 AM to 4 PM. They may contact Administrative Officer, ICAR – NRC for Banana, Tiruchirapalli – 620 102 (Ph-0431-2618125).

5. Tender document including all Annexures, Appendix, except the Financial Bid in Annexure-VII & VIII, will be part of the Technical Bid which must contain the details of tender fee, EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).

**Please note that only online bids will be accepted.**

Yours faithfully,  
-sd-  
Administrative Officer I/c

Copy to:

1. The Chairman (PMEC), ICAR – NRCB for uploading on ICAR – NRCB Website.

Telephone: 0431 – 2618125

E-mail: [director.nrcb@icar.gov.in](mailto:director.nrcb@icar.gov.in) / [hoa.nrcb@icar.gov.in](mailto:hoa.nrcb@icar.gov.in)

**ICAR - NATIONAL RESEARCH CENTRE FOR BANANA**

Thogamalai Road, Thayanur Post,  
Tiruchirapalli – 620 102.Tamil Nadu.

F.No.30 (6)/2020/SP/

Date: 19.08.2020

**INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES (WATCH & WARD) ON CONTRACT BASIS TO THE PREMISES OF ICAR – NATIONAL RESEARCH CENTRE FOR BANANA, TIRUCHIRAPALLI, TAMIL NADU.**

From

The Director,  
ICAR – National Research Centre for Banana,  
Thogamalai Road, Thayanur Post,  
Tiruchirapalli – 620102. Tamil Nadu.

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear sir(s),

On behalf of the Director, ICAR – National Research Centre for Banana, Tiruchirapalli sealed tenders are invited for **providing security services (watch & ward) on contract basis to the premises of ICAR – National Research Centre for Banana, Tiruchirapalli, Tamil Nadu**. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the ICAR and the special terms and conditions detailed in the tender form and its annexures. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached annexures. Please **submit your Technical and Financial bid online before tender closing date**

1. The “**Processing Fee**” of Rs.1,000/- (Rupees One Thousand Only) (Non-refundable) must be paid through online transfer to the bank account of ICAR-NRCB. The tenders will not be considered if processing fee is not deposited.
2. An “**Earnest Money**” of Rs.1,00,000/- (Rupees One Lakh Only) must be paid through online transfer to the bank account of ICAR-NRCB. The tenders will not be considered if earnest money is not deposited. Conditional bids shall not be considered.

3. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of earnest money deposit will be forfeited by the Centre. 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 Centre.
4. The duly filled annexures of the tender form should be uploaded intact. In the event of the space provided on the schedule form being insufficient for the required purposes, 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 modification of the schedule is considered necessary it should be communicated by email [director.nrcb@icar.gov.in](mailto:director.nrcb@icar.gov.in). Overwriting / erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders will be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the annexures to the tender is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of
  - (i) a sole proprietor of the firm of 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 partnership whether by virtue of the partnership agreement or power of attorney or
  - (iii) constituted attorney of the firm if it is a company. The tenderer is being permitted to tender in consideration of the stipulation on his / her part that after submitting his / her tender, he / she will not refuse his / her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulation, the earnest money will be forfeited by the Centre. 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 / her after he /she applied for the same, in the manner prescribed by the Centre.
6. **If tenderer does not accept the offer, after issue of letter of award of contract by the Centre within 7 (seven) days, the offer made shall be deemed to be withdrawn without any notice and earnest money will be forfeited.**
7. In case of partnership firm, 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 person of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Centre 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 tender and the annexures to the tender, if any, should be signed by the tenderer. The schedule – I & II of the tender 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 made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender.

8. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not filled.
9. **Online bids (Technical & Financial) should be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) from 19.08.2020 to 09.09.2020 up to 10.00 A.M. No tender will be accepted by hand / offline.**
10. The rates quoted by each firm for security contract (watch & ward) in tenders be given both in words and figures failing which the same is liable to be rejected. Names and address of permanent representative of the tenderer, if any, may also be indicated.
11. The Centre does not pledge itself to accept the lowest or any other tender and also reserve to itself the right of accepting the tenders whole or in part. You are however at liberty to tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tenders are considered fully. Conditional tenders will not be accepted.
12. An amount equivalent to 10% of the estimated value of contract as a SECURITY DEPOSIT for the contract is to be deposited by the selected agency / successful tenderer only after receiving a communication from the Centre. In the event of non-deposit of the same, the earnest money will be forfeited.
13. No interest on security deposit and earnest money deposit shall be paid by the Centre to the tenderer.
14. The monthly pay of the contractual employee will be paid as per the minimum wages prescribed by Ministry of Labour & Employment, Government of India from time to time. The tendering agency shall be responsible for compliance of all statutory provisions in respect of personnel deployed by it to the Centre.
15. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR – NRCB will reimburse the same on production of relevant documents. However, the Income Tax as per the rules of the Government of India shall be deducted at source from monthly bills of the successful tenderer.
16. The Director, ICAR – NRCB, Tiruchirapalli reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Centre, for any justifiable reasons which will be communicated to the tenderer.
17. Decision of the Director, ICAR – NRCB, Tiruchirapalli 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 or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR – NRCB, Tiruchirapalli. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution Act, 1996.

18. Acceptance by the Centre will be communicated by E-MAIL, letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the E-MAIL, letter should be acted upon immediately.

Yours faithfully,

Signature Not Verified

Digitally signed by RAVI.I  
Date: 2020.08.19 11:24:38 IST

*Administrative Officer I/c*

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To

The Director,  
ICAR – National Research Centre for Banana,  
Thogamalai Road, Thayanur Post,  
Tiruchirapalli – 620 102, Tamil Nadu.

Subject : Acceptance of Terms & Conditions of e-Tender – Reg.  
ICAR – NRCB Ref.No.: F.No: 30(6)/2020/SP.

Tender ID: \_\_\_\_\_

Name of Tender: Providing security services (watch & ward) on contract basis to the premises of ICAR – NRCB, Tiruchirapalli for a period of ONE / TWO YEAR.

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Dear Sir,

I/ We have downloaded the tender document(s) for the above mentioned ‘Tender’  
from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_ as per your  
advertisement, given in the above mentioned website(s).

2. I / we have read all the particulars regarding the general information, schedules, annexures and other terms and conditions of the contract for providing security services on contract basis to the premises of ICAR – NRCB, Tiruchirapalli and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in BOQ to this tender and I / we agree to hold this offer open till 90 days. I / we agree to communicate our acceptance (if accepted and communicated by ICAR – NRCB, Tiruchirapalli) within the prescribed time limits.

3. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements. Page 18

4. Every page so attached with this tender bears my signature and the official seal.

5. Online transfer of Rs.1,000/- towards **NON REFUNDABLE TENDER FEE** and Rs.1,00,000/- towards **REFUNDABLE EARNEST MONEY DEPOSIT** have been made.

- a. Processing Fee Transaction reference No. -
- b. EMD Transaction reference No. -

6. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

7. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that ICAR – NRCB, Tiruchirapalli has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

8. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

9. 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 full said earnest money deposit absolutely.

I / We hereby declare that we shall maintain the required registers / forms / notices as prescribed by the central labour commission and we also agree to check and verify the above said documents by the authorized representative of the principal employer as and when required.

Yours faithfully,

Signature & Seal of Tenderer with date

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. Office \_\_\_\_\_



**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT**

1. **BUILDINGS AND THEIR LOCATION** : ICAR – NRCB Lab & Office Building at Thogamalai Road, ICAR – NRCB Research Farm at Podhavur and ICAR – NRCB Residential Complex at Karumandapam, Tiruchirapalli. The other details are as under :

S.No.	Description	ICAR – NRCB Lab cum Office Building	ICAR – NRCB Research Farm	ICAR – NRCB Residential Complex
1.	Area of plot	8 acre	90 acres	2 acres
2.	Number of floors in buildings	3 storeyed – 1 No. Two storeyed – 3 Nos. One storeyed – 1 No. Residential building – 5 Nos.	Single storeyed – 4 Nos.	Type V – 1 No. Type IV – 4 Nos. Type III – 4 Nos. Pump House – 1 No.

**2. MANPOWER REQUIRED**

Security Personnel as per detail below are to be manned for Twenty Four Hours.

No. of Security Guards required
22 (including 1 Supervisor and 3 relievers)

**3. SERVICES REQUIRED:**

**a. ICAR – NRCB Lab cum Office Building:**

- i. Main Entrance Gate of the Building to be manned for 24 hours.
- ii. Unlocking of the buildings in the morning before 08.30 am and locking work of building in the evening hour to be carried out by the security staff of the contractor under the supervision of caretakers.
- iii. In addition, National Flag at top of the buildings at specific locations is to be hoisted and removed per day as per flag code.
- iv. Parking lot & surrounding area have to be manned properly.

**b. ICAR – NRCB Research Farm:**

- i. Main Entrance of Farm to be manned for 24 hours.
- ii. The entire farm area including banana experimental fields will have to be maintained from security angle.

**c. ICAR – NRCB Residential complex:**

- i. Two Main Entrances of the Residential Complex are to be manned for 24 hours.
- ii. The campus area including pump house will have to be maintained from security angle.

**4. SERVICES:**

The entire open area and the built up area will have to be maintained from security. Complete security of the building and its properties shall vest fully with the approved contractor who shall be held accountable for any loss of property / material etc. from within the building / campus as per the details given below : -

- i. The selected agency shall provide necessary persons for security services at ICAR – NRCB Office cum Lab Building, Farm and Residential complex strictly as per the chart of duty and terms and conditions in the tender form. The agency shall provide good and reliable & robust persons and clean record preferably within the age group of 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the Centre, the Centre shall have the right to ask for their replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- ii. The personnel engaged by the agency for this job contract will not be employee of the Centre and there will be no employer – employee relationship between the Centre and the personnel so engaged by the contractor.
- iii. **The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages, as prescribed by the Government of India from time to time shall be payable to the personnel deployed for services to this office by the selected agency.**
- iv. The Centre shall not directly or indirectly engage any personnel of the agency during the period of contract.
- v. All the personnel deployed will perform their duty in **proper uniform** and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (**Two sets with boots, caps and other items with identity cards**).
- vi. The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure status etc.
- vii. Necessary enlisting / police verification of the firm and its workers is also required.
- viii. The agency shall provide **Communication Facilities, Metal Detector, Lathi and Vehicle Mirror, Stationary items, chairs, tables etc.** for smooth functioning of Security Services.
- ix. The contractor shall not sub-contract the contract.

## 5. ELIGIBILITY CONDITIONS:

- i. The firm should have minimum 5 years continuous experience of performing job contract of Security Services in reputed Government / Semi Government / Government Undertakings / University Establishment and other reputed Private Establishments. **The firm at least should have completed one similar contract of value of not less than Rs.15.00 lakhs satisfactorily in the Government Department /undertakings/Reputed Private Establishments during the last five years.**
- ii. **The firms should have at least 20 Security Guards registered under ESI and EPF.** The firm shall produce latest ESI / EPF challan for ascertaining the number of Guards / Supervisors registered with the ESI / EPF.
- iii. The firm must have GST Registration, ESI / EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License.

- iv. **The firm must have solvency certificate for at least Rs.25.00 lakhs from their bankers.**
- v. The firm must have the license for operating Security Services in Tamil Nadu as per the Tamil Nadu Private Security Agencies (Regulation) Rules.

**6. TERMS OF THE CONTRACT:**

Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Centre reserves the right to renew the contract on monthly / yearly basis on the terms and conditions that may then be mutually agreed upon.

**7. MODE OF PAYMENT:**

**Payment for service services (watch & ward) will be made monthly upon submission of pre-receipted bill. The contractor shall make the payment of wages to the security guards before 7<sup>th</sup> of every month. The contractor is advised to provide two separate reimbursement bills viz., 'net wages disbursed' to the security guards deployed by them at our centre and another bill comprising of remittance of statutory payments viz., GST, EPF & ESI (both employer & employee share) and service charges for the month of wages disbursed to the contractual labourers.**

**On verification of the bill in all aspects viz., remittance of EPF & ESI contribution (both employee and employer share) to the respective EPF & ESI accounts and GST remittance, the reimbursement bill will be processed from our end.**

The Centre shall make payment by means of NEFT / RTGS TRANSFER to the Agency's account directly through the Centre's banker. However, taxes which are as per the existing rules of the Government of India shall be deducted at source from monthly bills of the agency, as per the rule.

**8. TERMINATION:**

This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Centre will have no responsibility for any loss / damage caused to them. This also cannot be challenged through any court of law.

**9. LOSS AND / OR DAMAGES:**

In case of any loss or damage done to the property of the Centre by the personnel provided by the agency for security duties at ICAR – NRCB Office –cum-Lab Campus, ICAR – NRCB Research Farm and ICAR – NRCB Residential Complex, full damage will be recovered from the Agency and decision of the competent authority of the Centre shall be binding on agency.

**10. SECURITY DEPOSIT:**

**An amount of 10% of total contract value shall be deposited as security deposit / performance guarantee within one week from the award of contract. The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Centre.**

11. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled (The copy of the draft agreement is enclosed herewith for ready reference vide at Annexure III).
12. The contractor is advised to have a complete inspection of all the premises as above before offering rates.
13. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure IV). No extra documents need to be attached with the tender form.

**14. CHART OF DUTIES FOR SECURITY SERVICES AT ICAR – NRCB**

S.No.	Details
a.	Ensure proper locking / unlocking of all the rooms and report the caretaker and other concerned immediately.
b.	Ensure that no unauthorized persons or vehicles get entry into the guarded premises in an irregular manner.
c.	Ensure safe custody of keys.
d.	To regulate traffic and ensure proper parking of vehicles.
e.	Conduct regular patrol along the specified beats.
f.	Ensure no stray cattle / dogs get access to the guarded area.
g.	To check pilferage and implement anti theft measures.
h.	Check and keep the record of all outgoing material through gate pass signed by the authorized officials of the Centre.
i.	Check / control / search staff engaged by any other contractor or person having access to the buildings.
j.	Be conversant with the location of fire extinguishers and operate them in case of need and assist the fire brigade in their operation.
k.	Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
l.	To maintain complete record of visitors.
m.	To maintain record of incoming and outgoing vehicles wherever applicable.
n.	To report unusual events in suspicious circumstances occurring in the area of premises.
o.	To keep record of staff members who are required to sit beyond office hours or attend office on Sundays and closed holidays in a register and obtain their signatures.
p.	To hoist and lower the National Flag at Office –cum-Lab campus as per the flag code.
q.	Any other items of work assigned with the approval of competent authority.

**SCHEDULE TO TENDERS / TECHNICAL BID APPLICATION FOR PROVIDING  
SECURITY SERVICES (WATCH & WARD) ON CONTRACT BASIS**

**Part – I**

S.No	Description	
1.	Name of the Firm / Agency	
2.	Constitution of the firm / agency a. Indian Companies Act 1956 b. Indian Partnership Act, 1932 (Please give names of Partners) c. Any other Act, if any.	
3.	For partnership firm, whether registered under The Indian Partnership Act, 1932, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. ii.If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. iii.If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and full address of the bankers.	
5.	Registration Number of the firm	
6.	ESI No. of Firm	
7.	EPF No. of Firm	
8.	GST Registration No.	
9.	Valid Registration No. under contract act / License No. under Tamil Nadu Private Security Agencies (Regulation) Rules.	
10.	Regular last 5 years experience (Name and address of client departments may be indicated in descending chronological order and supporting documents may be attached in said manner) up to December, 2015.	
11.	Minimum 20 Numbers of Guards registered under ESI / EPF. Latest ESI / EPF challan for ascertaining the number/names of guards has to be attached.	
12.	Rs.25.00 lakhs bank certified solvency certificate to be attached (issued in current financial year)	
13.	The firm must attach the documentary proof of at-least one work of Rs.15.00 lakhs in a year during the last five years of similar nature.	

Note: The information required at Sl.No. 1 to 13 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other documents need to be attached with the tender form.

**PART II**

1. Details of the Earnest Money Deposited :
- a. Demand draft Number with date and Bank drawn on. :

**PART III**

15. Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders. :

Date:

Place:

**Authorized Signatory**

Please add supplementary pages and number them wherever needed.

**DETAILS OF THE MINIMUM 3 YEARS EXPERIENCE / WORK DONE**  
**(copies of work order must be attached)**

S.No	Name of the Dept. / Organization &	Period		Annual value of the contract	Total number of workers deployed	Contact persons for verification – Name, telephone No, email ID, Address.
		From	To			

**Authorized Signatory**  
**with office seal**

ANNEXURE - VI

**FINANCIAL BID UNDERTAKING  
(To be given on Company Letter Head)**

From: (Full name and address of the Bidder)

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To

The Director,  
ICAR – National Research Centre for Banana,  
Thogamalai Road, Thayanur Post,  
Tiruchirapalli – 620 102, Tamil Nadu.

Sub : Price Bid Undertaking – Reg.  
ICAR – NRCB Ref.No.: F.No.30(6)/2020/SP

Dear Sir/Madam,

I submit the Price Bid for “Providing security services (watch & ward) on contract basis” to the premises of ICAR – NRCB for a period of ONE / TWO YEAR” as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to supply at the rates as indicated in the price Bid of this tender.

4. If I/We quote “NIL” charges/consideration for BASIC RATE in the BoQ, my tender/bid shall be treated as unresponsive and will not be entertained.

Place :

Yours faithfully,

Date :

Signature of authorized person



## ANNEXURE – VII

## FINANCIAL BID

(THIS FORMAT IS TO BE FILLED / UPLOADED ONLY IN THE BOQ FORMAT)

Last Date of receipt of tender : \_\_\_\_\_  
 Date of opening of financial bid : \_\_\_\_\_

To

The Director,  
 ICAR-National Research Centre for Banana  
 Thogamalai Road, Thayanur Post,  
 Tiruchirapalli – 620 102. Tamil Nadu

Sir,

I/We wish to submit our tenders for **PROVIDING SECURITY SERVICES (WATCH & WARD) PER MONTH AT ICAR – NRCB, TIRUCHIRAPALLI** on the following rates. The rates to be quoted should be as per minimum wages as notified by Government of India, Ministry of Labour and Employment.

S.No	Particulars	Rate per month per person (Rs.) [ Break up is available in the enclosed Annexure – VIII]	Amount in words.
01.	Security Guard & Security Supervisor		

I/We agree to forfeit the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

I/We have carefully read the terms and conditions of the tender and agreed to abide by these in letter and spirit.

Date: \_\_\_\_\_

**Signature:**  
**Name & Address:**

**Telephone No.**  
**Mobile No.**

## ANNEXURE VIII

**GROSS WAGES AND ALLOWANCE APPLICABLE FOR SECURITY GUARD (WITHOUT ARM)**

S.No.	Particulars	Amount (Rs.)
1.	Basic (695 / day x 26) *	18070.00
2.	EPF @ 13% for Rs.15000.00	1950.00
3.	ESI @ 3.25% for Rs.18070.00	587.00
4.	Relieving Charges	3435.00
5.	<b>Service Charges (Fixed)</b>	
	Total per head per month	
6.	GST @18%	
	<b>Net Total</b>	

**MINIMUM NET TAKE HOME PAY BY A SECURITY GUARD (WITHOUT ARM)**

S.No.	Particulars	Amount (Rs.)
1.	Basic (695 / day x 26) *	18070.00
2.	Less : Employee's share of EPF @12% for Rs.15000.00	1800.00
3.	Less : Employee's share of ESI @ 0.75% for Rs.18070.00	1360.00
4.	<b>Net Take home pay</b>	<b>14910.00</b>

\*As and when there is a revision in the minimum wages, the principal employer will accept the same for extending the benefits to the workers through the contractor as per Government of India.

Date: \_\_\_\_\_

**Signature:**

**Name & Address:**

**Telephone No.**

**Mobile No.**

ANNEXURE IX

**DRAFT OF AGREEMENT TO BE ENTERED BY THE CONTRACTING AGENCY  
(Part I)**

1. The Contracting Agency shall carry out the security and watch and ward of the ICAR – National Research Centre for Banana Office-cum-Lab Building, Research Farm, Podhavur and Residential Complex, Karumandapam as per the requirements and instructions given to them by ICAR – NRCB from time to time for a period of one year. The entire open area and the built up area will have to be maintained from security angle. Complete security of the building and its properties shall vest fully with the approved contractor who shall be held accountable for any loss of property / material etc. from within the building / campus.
2. A list showing the jobs to be carried out by the Contracting Agency is attached as Annexure I. However, these are only illustrative and not exhaustive. Additional jobs or modification in the job will be carried out with approval of the authorities of ICAR – NRCB.
3. The Contracting Agency shall render the services on job contract basis which includes PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the Contracting Agency.
4. Security guards to be deployed shall preferably be “*ex-servicemen*” with robust health and clean record within age group of 21-45 years. The watch and ward will be engaged round the clock and 7 days of the week and shall be changed as per requirement of the ICAR – NRCB from time to time. In case there is any change in deployment of the Security Guard, such change shall be intimated to the Contracting Agency in writing well in advance.
5. The Contracting Agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the ICAR – NRCB.
6. The Contracting agency will discharge all legal obligations of their employees 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 viz., statutory obligations under Contract Labour (Regulation & Abolition) Act, 1970, Minimum wages Act, Workmen’s Compensation Act, EPF & MP Act, Industrial Dispute Act, etc. The Contracting Agency will indemnify and keep indemnified the ICAR – NRCB from any claim, loss or damages that may be caused to the NRCB on account of the Contracting Agency’s failure to comply with their obligations under the various law towards their staff/employees employed by the or any loss or damage to one part due to acts/omissions of other part. The ICAR – NRCB will not be responsible for any loss caused so. The contract agency will be fully responsible.
7. The stationary items like registers, scales, writing pads, pencils, staplers, etc. will not be provided by the ICAR – NRCB and uniforms will not to be washed in the ICAR – NRCB premises. The uniform of the security personnel and other related items as mentioned above will be provided by the Contracting Agency. ICAR – NRCB has to pay only the amount which will be finalized as per contract.

8. The Contracting Agency shall submit their bills after completion of each month during the first week of the following month of the services rendered to the Director, ICAR – NRCB. The payment will be made by crossed cheque on receipt of confirmation regarding satisfactory execution of services of the officer authorized for this purpose. In case the services are not provided to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of the Director, ICAR – NRCB whose decision shall be final and binding on the Contracting Agency.
9. The Contracting Agency shall submit the record of payment made to Security Guards / Supervisor on monthly basis and shall ensure that the payment is made as per Minimum Wages Act.
10. The Contracting Agency agrees to get all the Security staff members and their employees insured against any liability arising under the workman's compensation act or under the common law. The Contracting Agency agrees to indemnify against any claim that the NRCB may have to meet in respect of their staff members and / or workman / employees on account of any accident or for any other reason.
11. It is further clarified that under no circumstances, the staff member and or the workmen / employees or the Contracting Agency shall be treated, regarded or considered or deemed to be the employees of the ICAR – NRCB and the Contracting Agency alone shall be responsible for their remuneration, wages, etc.
12. Contracting Agency will ensure that no theft or damages to the ICAR – NRCB should take place during the tenancy of the service contract of the Contracting Agency. In case any theft or damage to the ICAR – NRCB property occurs during the service contract period with the Contracting Agency due to the negligence of the security staff / employees of the Contracting Agency, the Contracting Agency shall be held responsible for such losses and damages, if after an enquiry, the ICAR – NRCB comes to the conclusion that the loss is attributable to the negligence on part of security personnel of the Contracting Agency. The Contracting Agency shall attend all the police cases from time to time during the contract period, if required.
13. The service agency will ensure that the National Flags are hoisted / lowered, at the respective places on the top of the buildings as per the Flag Code and hence shall be completely responsible for the lapse if any in this regard. Any problem in this regard should be reported in writing to the Director, ICAR – NRCB or other senior officials.
14. The Contracting agency will provide the security service round the in three shifts running from 06.00 AM to 02.00 PM, 02.00 PM to 10.00 PM and 10.00 PM to 06.00 AM. The Security Supervisor of the Contracting Agency shall be present to supervise the security work invariably between the shifts from 06.00 AM to 02.00 PM and 02.00 PM to 10.00 PM and 10.00 PM to 06.00 AM. In case any lapse in this regard comes to the notice of Director, ICAR – NRCB, or any other officer authorized by the Director, ICAR – NRCB, action as deem fit will be taken to make suitable deduction from the monthly bill of the Contracting Agency.
15. If any question or dispute arises between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the ICAR – NRCB. His award shall be governed by the provisions of Arbitration & Conciliation Act, 1996 for the time being in force in Indian Union and shall be binding on both the parties hereto.

16. The Contracting Agency shall inform the NRCB immediately of their having been granted the approval by the Government of India to operate as Private Security Guards Agency under regulation of Employment & Welfare Act, 1981. The Contracting Agency shall obtain the license under section 12 of the Contract Labour (Regulation & Abolition) Act, 1970 from the competent authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement Contracting Agency shall have license under Section 12 of the Contract Labour (R&A) Act, 1970. Failing which, the agreement / contract will be liable to be terminated.
17. Notwithstanding anything contained in clause 13 it is expressly agreed and understood that the ICAR – NRCB as its discretion will terminate the agreement in case of following contingencies.
- i. If the Contracting Agency fail to execute the work entrusted to the satisfaction for which NRC shall be the sole judge.
  - ii. If the Contracting Agency fails to discharge their legal obligations towards the security personnel employed at ICAR – NRCB premises.
  - iii. If for any reason whatsoever, the Contracting Agency is not able to perform their part under this agreement for continuous period of ten days or more.
  - iv. If the Contracting Agency commits breach of any of the clauses of the agreement.
  - v. If the ICAR – NRCB is required to pay any damages and / or compensation and / or any payment to their customers / visitors on account of any negligent action and / or misbehavior on part of the Contracting Agency.
  - vi. If the Contracting Agency is unable to give proper account of tools, equipments' etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
  - vii. The ICAR – NRCB will not be made liable or responsible to the officials of Security Guard Board. In case any objection in connection with security guards is raised by the Security Guards Board, it shall be the sole responsibility of the Contracting Agency to satisfy any of the officials of the Security Guards Board.
  - viii. Under no circumstances, the ICAR – NRCB shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.
  - ix. PENALTY CLAUSE.
  - x. The Security Supervisor and Security Guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, shoes and identity cards.
  - xi. No Security Supervisor / Security Guards shall perform double duty. In case they are found performing double duty or remain absent from the duty a penalty of double the wages shall be recovered from the security bill.
  - xii. A daily list of Security Supervisor and Security Guards on duty should be provided to this office.
  - xiii. A detailed list of Security Supervisor and Security Guards along with their photographs attested by the agency including permanent address should be provided to this office for record before taking over the charge of security.

In case of any of the above contingencies, the ICAR – NRCB will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and / or loss which may be suffered by the Contracting Agency on account of termination of this agreement.

**THE TERMS AND CONDITONS FOR THE SECURITY GUARDS / SUPERVISORS**

**(Part II)**

1. The guards should be having good healthy, physique and proper experience and may be shuffled from time to time.
2. The guard should be able to communicate in Tamil and also in 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 ICAR – NRCB Staff.
5. The guard should be provided with two sets uniforms, whistle, torch light, boots, caps, belt, lathi, etc.
6. The guard should wear neat uniform while on duty along with identity cards.
7. They should not leave the point unless and until the reliever comes for shift duties.
8. The Security Supervisor will maintain all the registers which are kept at the main gate and other points.
9. They have to verify after 05.30 PM that all rooms / buildings are locked properly.
10. From 10.00 PM to 06.00 AM, one security supervisor must be on partrolling duty in the campus by rotation and while patrolling, he should check all the locks of buildings including pump houses.
11. They should not give lenient or casual impression in the duties and they should be alert and attentive.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors register.
13. They should observe the movement of all the staff, labourer and visitors etc.
14. All the vehicles are to be parked in the parking place only. The vehicle has to be checked by the Security Guard on duty while coming inside and while going out also.
15. Proper entries are to be made while handing over key to any staff of ICAR – NRCB and while taking over too.
16. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor / security guards going on leave under intimation to this office.
17. Changing of Security Supervisor / Security Guards should be intimated to the caretaker.
18. Patrolling to the identified points to be carried out every hour in the night.
19. The security staff should follow the codal formalities of security system while on duty.
20. The security personnel should ensure that pass has been issued by the competent officers for the items taken out of the campus. In case of any doubt, they should immediately contact officer-in-charge, security.

**ANNEXURE X**

**CHECK LIST**

**The following documents have to be attached by the firm.**

1. Registration Number of the firm :
2. ESI Number of the firm :
3. EPF Number of the firm :
4. GST number of the firm :
5. Valid registration number under contract Act / License No. under Tamil Nadu Private Security Agencies (Regulation) Rules.
6. Regular five years experience (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner) up to December, 2015.
7. Number of Guards / Supervisors registered under ESI / EPF. Latest ESI / EPF challan for ascertaining the number of Guards / Supervisor has to be attached.
8. Certified copy of bank solvency certificate to be attached.
9. The firm must attach the documentary proof of at-least one work of Rs.25.00 lakhs in a year during the last five years of similar nature.
10. Documents for partnership firm whether registered under the Indian Partnership Agreement, 1932.

**IMPORTANT:** The contractor has to attach all the supporting documents with proper referencing.  
No Extra Documents need to be attached with the tender form.

**UNDERTAKING**

I / We have read and understood General Terms and conditions contained in the ICAR – National Research Centre for Banana’s application for contract for providing manpower on allied services. I / We hereby declare that all the details provided in this application form are true to the best of my / our knowledge and belief and any mis-representation of facts will render me / us liable to any action as may be deemed fit by ICAR – National Research Centre for Banana, Tiruchirapalli.

I / We do hereby also accept ICAR – National Research Centre for Banana, Tiruchirapalli have the right to accept or reject this application and not to issue invitation to Tender to me / us.

I / We undertake to communicate promptly to ICAR – National Research Centre for Banana, Tiruchirapalli any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represent. We authorize ICAR – National Research Centre for Banana, Tiruchirapalli to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature

Name:

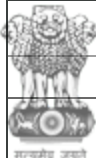

Designation:

Address:

Place:

Date:



 <b>Government eProcurement System</b>		<b>eProcurement System Government of India</b>				
<b>Tender Details</b>						
					Date : 19-Aug-2020 11:58 AM	
 <b>Print</b>						
<b>Basic Details</b>						
<b>Organisation Chain</b>	Department of Agricultural Research and Education  Indian Council of Agricultural Research,DoARE,MoA  National Research Centre for Banana-Tamil Naidu					
<b>Tender Reference Number</b>	F.No.30(6)/2020-2021-SP					
<b>Tender ID</b>	2020_DARE_578139_1					
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Item Rate			
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2			
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No			
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No			
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No			
<b>Payment Instruments</b>			<b>Cover Details, No. Of Covers - 2</b>			
<b>Offline</b>	<b>S.No</b>	<b>Instrument Type</b>	<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>	<b>Description</b>
	1	Direct Credit				
	2	Demand Draft				
	3	R-T-G-S	1	Fee/PreQual/Technical	.pdf	Tender for providing Security Services
	4	FDR				
	5	ECS				
	6	NEFT	2	Finance	.xls	Tender for providing Security Services
	7	LOC				
<b>Tender Fee Details, [Total Fee in ₹ * - 10,000]</b>			<b>EMD Fee Details</b>			
<b>Tender Fee in ₹</b>	10,000		<b>EMD Amount in ₹</b>	1,00,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>Fee Payable To</b>	NIL	<b>Fee Payable At</b>				
<b>Tender Fee Exemption Allowed</b>	Yes		<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
			<b>EMD Payable To</b>	ICAR Unit -NRCB	<b>EMD Payable At</b>	State Bank of India, Tiruchirappalli
<b>Work /Item(s)</b>						
<b>Title</b>	F.No.30(6)/2020-2021-SP Tender for providing Security Contract					
<b>Work Description</b>	Tender for providing Security Contract					
<b>Pre Qualification Details</b>	Please refer Tender documents.					
<b>Independent External Monitor/Remarks</b>	NA					
<b>Show Tender Value in Public Domain</b>	No					
<b>Tender Value in ₹</b>	60,00,000	<b>Product Category</b>	Manpower Supply	<b>Sub category</b>	NA	
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work (Days)</b>	30	
<b>Location</b>		<b>Pincode</b>	620102		NA	

	ICAR-National Research Centre for Banana			<b>Pre Bid Meeting Place</b>	
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	ICAR-National Research Centre for Banana
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	19-Aug-2020 05:00 PM	<b>Bid Opening Date</b>	10-Sep-2020 10:00 AM
<b>Document Download / Sale Start Date</b>	19-Aug-2020 05:00 PM	<b>Document Download / Sale End Date</b>	09-Sep-2020 10:00 AM
<b>Clarification Start Date</b>	19-Aug-2020 05:00 PM	<b>Clarification End Date</b>	09-Sep-2020 10:00 AM
<b>Bid Submission Start Date</b>	19-Aug-2020 05:00 PM	<b>Bid Submission End Date</b>	09-Sep-2020 10:00 AM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Tender for providing Security Services	225.14

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	BOQ	BOQ_607002.xls	Tender for providing Security Services	233.50

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	iravi24@gmail.com	Ravi I	IYYAKUTTY RAVI
2.	kumarnrcb@gmail.com	Kumar V	VADIVEL KUMAR
3.	giribabunrcb@gmail.com	Giribabu Palaniappan	P GIRIBABU
4.	ramajayamd@gmail.com	Ramajayam Devarajan	RAMAJAYAM D

**GeMARPTS Details**

<b>Reason for non availability of GeMARPTS ID</b>	<b>Remarks</b>
Non availability of GeM Portal	The proposed service is not available in the GeM Portal.

**Tender Inviting Authority**

<b>Name</b>	Director
<b>Address</b>	ICAR-National Research Centre for Banana Thogamalai Road, Thayanur Post, Tiruchirappalli Tamil Nadu

**Tender Creator Details**

<b>Created By</b>	Neela Mega Shyamala Kannan Ramalingam
<b>Designation</b>	Stenographer
<b>Created Date</b>	19-Aug-2020 11:47 AM