

**भा.कृ.अनु.प. – राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर**  
**ICAR - NATIONAL RESEARCH CENTRE ON CAMEL**  
 JORBEER, P.B. NO. 07 BIKANER – 334 001  
 Tel No.0151-2230858, FAX No.0151-2970153

**File No. NRCC/ADM/P/I(31)P/Security/2018**

**Date: 13.11.2018**

**NOTICE RE-INVITING ONLINE TENDER FOR ANNUAL SECURITY CONTRACT AT ICAR-NRCC, BIKANER.**

1. On behalf of Secretary, ICAR, the Director, NRCC, Bikaner intend to re-invite Online Tenders **under two bid system (Technical & Financial bids separately)** from the reputed agencies dealing in providing of Security Services, having continuous experience of minimum last Three years, having sufficient strength of Security Guards and having PAN, EPF, ESI, Labour / Wage Registration and GST Registration from appropriate authorities, for the Annual Contract for following job:-

S.No.	Work Description	Bid Security (Rs.)
1.	<b>JOB CONTRACT FOR SECURITY SERVICES FOR OFFICE CAMPUS AND GUEST HOUSE CAMPUS AT ICAR-NRCC, BIKANER.</b> [Total 03 POINT / 07 SECURITY GUARDS PER DAY].	1,00,000.00

2. **Tender Form of above Security Contract can be downloaded free of cost from the website <http://eprocure.gov.in> OR [www.nrccamel.icar.gov.in](http://www.nrccamel.icar.gov.in).**

The Tender schedule is as under:-

Tender ID	Shall be notified on the website of NRCC <a href="http://www.nrccamel.icar.gov.in">www.nrccamel.icar.gov.in</a>
Tender Reference No.	NRCC/ADM/P/I(31)P/Security/2018
Date of release of Tender through e-procurement Portal	13.11.2018 from 16.30 hrs.
Pre bid meeting	20.11.2018 at 11.00 hrs.
Last date & time for submission of online bid	03.12.2018 upto 16.00 hours
Last date & time for submission of Tender Fee, EMD or MSME/NSIC Certificate alongwith tender submission ID proof	04.12.2018 upto 16 Hrs.
Date & time for opening of Online <b>Technical</b> bid	05.12.2018 at 11.30 hours
Date & time for opening of Online <b>Financial</b> bid	To be notified later
Address for Communication	Director, NRC on Camel, P.B. No. – 07, Jorbeer, Bikaner – 334 001 (Rajasthan)

3. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document alongwith duly signed bid document (Technical and Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
4. However, Original Pay Order/DD of Non-Refundable Tender Fee (Rs. 1,000.00 for bid) and Bid Security as per detail above, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to “ICAR Unit, NRCC, Bikaner”, **in person to Astt. Administrative Officer, ICAR-National Research Centre on Camel, Bikaner – 334 001 on or before 04.12.2018 upto 16:00 Hrs.** The particulars of the Tender Fee and Earnest Money deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the Job Work, failing which the online bids will not be accepted.
5. **The eligible Bidder(s) who are registered with NSIC/MSME and is having valid NSIC/MSME Certificate for exemption of Tender Fee and EMD (Bid Security) for Job Contracts shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid on submission of a copy of valid NSIC/MSME Certificate on or before 04.12.2018 upto 16:00 Hrs. alongwith bid submission ID Proof.**
6. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
7. In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The ICAR- NRCC, Bikaner reserves the right to accept or reject any or all the tenders.
8. The detailed instruction for online submissions of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-  
<http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

Astt. Adm. Officer

PHOTO OF  
TENDERER/  
AUTHORISED  
SIGNATORY TO  
BE PASTED &  
SIGNED

भा.कृ.अनु.प. – राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर  
**ICAR - NATIONAL RESEARCH CENTRE ON CAMEL**  
**P.B. NO. 07, JORBEER, BIKANER**

PHONE No.0151-2230183, 2230858 / FAX No.0151-2970153

File No. NRCC/ADM/P/I(31)P/Security/2018

Dated: 13.11.2018

**"THIS SECURITY SERVICE CONTRACT IS A PURELY JOB CONTRACT"**

**JOB CONTRACT FOR SECURITY SERVICES FOR OFFICE CAMPUS AND GUEST HOUSE CAMPUS AT ICAR-NRCC, BIKANER. [Total 03 POINT / 07 SECURITY GUARDS PER DAY].**

**THE TECHNICAL ONLINE BID SHALL BE OPENED ON 05.12.2018 at 11.30 hrs.**

**THE FINANCIAL BID SHALL BE NOTIFIED LATER**

1. Name & address of Proprietor : .....
2. Name & address of : .....
3. Telephone No. : Off. .... Res. .... Mobile No.....
4. Particulars of firm/agency/company : .....  
(Partnership Deed/ Constitution in case of Society)
5. Income Tax P.A.N. Number : .....
6. GST Number : .....
7. E.P.F. Registration Number : .....
8. E.S.I. Registration Number : .....
9. Labour License Number : .....
10. Name of Office where firm is registered : .....
11. Name of Banker : .....Account No.....
12. Last Date and time of submission of Online tender form: 03.12.2018 – 16.00 hrs.
13. Pre Bid Meeting : 20.11.2018 – 11.00 hrs.
14. Date and time for Opening of Online Technical Bid : 05.12.2018 – 11.30 hrs.
15. Date and time for Opening of Online Financial Bid : Shall be notified later
16. Cost of Tender Form / Documents : **Rs. 1,000/-** C.R. No. .... Date .....
17. Earnest Money Deposit : **Rs. 1,00,000/-** DD/BC No. ....Date .....
- (In favour of ICAR Unit-NRCC, Bikaner)
18. Performance Security Money : **10% of Total Cost of Annual Contract.**
19. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the Online bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through any other mean including FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.**
20. Visit us at our website: [www.nrccamel.icar.gov.in](http://www.nrccamel.icar.gov.in)

Signature of Tenderer

भा.कृ.अनु.प. – राष्ट्रीय उष्ट्र अनुसंधान केन्द्र, बीकानेर

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PHONE No.0151-2230183, 2230858 / FAX No.0151-2970153

File No. NRCC/ADM/P/I(31)P/Security/2018

Dated: 13.11.2018

**JOB CONTRACT FOR SECURITY SERVICES FOR OFFICE CAMPUS AND GUEST HOUSE CAMPUS AT ICAR-NRCC, BIKANER. [Total 03 POINT / 07 SECURITY GUARDS PER DAY].**

From:-

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To,

**Director**

ICAR- National Research Centre on Camel  
Post Bag No.7, Jorbeer, Shivbari,  
Bikaner – 334 001

Sirs,

Online Tenders are hereby invited on behalf of the Director, ICAR-NRC on Camel, Bikaner (under Two Bid System (Technical & Financial Bids, separately)) are invited for Job contract for security services for office campus and guest house campus at ICAR-NRCC, BIKANER. 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 he ICAR and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender online if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender ID	Shall be notified on the website of NRCC www.nrccamel.icar.gov.in
Tender Reference No.	NRCC/ADM/P/I(31)P/Security/2018
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Date & time for opening of Online <b>Technical</b> bid	05.12.2018 at 11.30 hours
Date & time for opening of Online <b>Financial</b> bid	To be notified later
Address for Communication	Director, NRC on Camel, P.B. No. – 07, Jorbeer, Bikaner – 334 001 (Rajasthan)

- The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document, alongwith duly signed bid document (Technical and Financial part of bid separately) and scanned copies of DD/PO of Tender Fee and Bid Security should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through any other mean including FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
- Scanned copies of DD/PO of Tender Fee and Bid Security should and must also be uploaded On-line with Technical Bid. However, Original Pay Orders of Tender Fee (Rs. 1,000.00 for bid) and Bid Security of Rs. 1,00,000.00, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, NRCC, Bikaner", **in person to Astt. Adm. Officer, ICAR-National Research Centre on Camel, Bikaner – 334 001 on or before 04.12.2018 upto 16:00 Hrs.** The particulars of the Tender Fee and Earnest Money deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the Job Contract, failing which the online bids will not be accepted. However, the eligible Bidder(s) who are registered with NSIC/MSME and is having valid NSIC/MSME Certificate for exemption of Tender Fee and EMD (Bid Security) for above job Contracts shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid.
- The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected. The conditions of tender shall be governed by the details contained in complete online bid document. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- **<http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>**
- The tenderer is being permitted to give tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not resile his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the Earnest Money will be forfeited by the

NRCC. 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 has applied for the same, in the manner prescribed by the NRCC, Bikaner.

5. All the schedule of the tender form should be uploaded alongwith online bids. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed & stamped in full by the tenderer. In such cases reference to the additional pages must be made in the online bid tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along-with the online tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
6. The tender is liable to be ignored if complete information and documents as required is not given therein in the online bids or if the particulars asked for in the schedules 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 or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tender and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he was authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NRCC shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and the schedule to the tenders and annexure, if any, should be signed by the tenderer.
8. In case the tenderer does not accept the offer, after issue of letter or award by NRCC within 10 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
9. The Tender would be evaluated based on the eligibility criteria given in the Online Bid form, documents & information furnished by the Tenderer in response to the requirements given in the online Technical bid of Tender (Annexure-III/Page 12) and then the total monthly liability/charges including all as quoted in schedule - II by technical responsive bidder(s).
10. If a firm quotes 'NIL' charges/consideration, his/her online bid shall be treated as unresponsive and shall not be considered.
11. The first work order shall be given for a period of only three months and it will be extended for further period of annual contract if service provided is found satisfactory during initial period of 03 months.
12. The rates quoted by firm for security contract in tenders be given both in words and figures failing which the same is liable to be rejected.
13. **The firm will not charge placement charges on any other account from the manpower deployed with the Centre. The contract is liable to be terminated, security deposited forfeited and the Contractor/ firm will be blacklisted if, at a later stage, reports are received that the contractor/contracting firm has charged the manpower on any account.**
14. The NRCC is not bound to accept the lowest or any other tenders and also reserve to itself the right of the accepting the tenders in whole or in part.
15. An amount of 10% of total contract value as a security deposit for the job contract is to be deposited by the successful agency/tenderer only after receiving a communication form the NRCC. In the event of non-deposition of the same the earnest money will be forfeited. SMD will be released after 60 days of expiry of contract, subject to clearance of all dues pending against the contracting agency.
16. No interest on security deposit and earnest money deposit shall be paid by the NRCC, Bikaner.
17. The GST, Income Tax 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. Any other statutory tax applicable or made applicable after awarding the contract in respect of this job contract shall also be payable by the contractor. The NRCC shall entertain and decide the claim in this respect, strictly as per the Notification(s) issued by the concerned department of Govt. of India.
18. Director, ICAR - NRCC reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NRCC, for any justifiable reasons not mandatory to be communicated to the contracting agency.
19. Decision of Director, ICAR - NRCC 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 level by mutual consultation and in case of

failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR - NRCC. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

20. Acceptance by the NRCC will be communicated by Speed Post/Fax/E-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/Fax/E-main etc. should be acted upon immediately.
21. **Only those agencies/firms shall be considered for opening of online financial bid(s), who shall qualify in the Online Technical Bid.**
22. **The Scanned copies of following documents/vouchers duly signed and stamped by the bidder are required to be uploaded by the Bidder with his/her duly filled & completed Technical Online Bid (duly signed/stamped on each page) as required under the terms and conditions of this Online Bid document otherwise the online Technical bid shall liable to be rejected.**

1.	Scanned copy of Earnest Money: D.D. /Pay Order for Rs. 1,00,000.00 and Tender Fee of Rs. 1,000.00 in favour of ICAR Unit-NRCC, Bikaner
2.	Scanned copy of Registration certificate of the firm to conduct commercial activity/Security work contract issued by the Govt. Department.
3.	Scanned copy of EPF & ESI Number certificate of the firm issued by appropriate authority.
4.	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME) for exemption of tender Fee and EMD, if applicable.
5.	Scanned copy of GST certificate & PAN Number Certificate of the firm issued by appropriate authority.
6.	Scanned copy of The selected Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act, 1970. <u>The Contractor shall have to obtain the Labour License under this Act after award of contract.</u>
7.	Scanned copy of Proof/Certificate(s) of last Three years work experience of Bidder/firm in the field of outsourcing of security Services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations. The Bidder firm should have at least one annual security contract of minimum value of Rs. 10.00 Lacs during last 03 years. <i>(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)</i>
8.	Scanned copy of Latest ESI/EPF Challans for ascertaining the number of Guards has to be attached.
9.	Scanned copy of Certified copy of valid latest Bank Solvency certificate for Rs. 10.00 Lacs to be attached. <b>The bank solvency certificate should not be more than six months old.</b>
10	Scanned copy of Minimum turnover of the firm should not be less than Rs. 15.00 Lacs in each year during last 2 years. Balance sheet of the firm/agency for last 2 years (2016-17 & 2017-18) duly certified by the chartered accountant is to be attached.
11	Scanned copy of an undertaking regarding their non-blacklisting by any of the Govt. department, Public Sector Undertakings and /or by Central Vigilance Commission attached with bid document duly attested by Notary on a non-judicial stamp paper of value of Rs. 100.00

23. In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder shall be as under.

- i) Higher Experience in the field.
- ii) Higher Annual Turnover of the firm/Agency.
- iii) Profile of the employees deployed by the firm/Agency.

Yours faithfully,

Astt. Adm. Officer  
For and on behalf of the Director  
ICAR-NRC on Camel,  
Post Bag No.-07, Jorbeer, Shivbari,  
Bikaner- 334 001

## GENERAL INFORMATION AND TERMS & CONDITIONS OF SECURITY CONTRACT

### 1. OFFICE AND THEIR LOCATION:

**National Research Centre on Camel, Jorbeer, Bikaner:** Situated at Shivbari and Jorbeer Area of the District H.Q.

### 2. MANPOWER: Security Guard personnel are required to be deployed for Security / Watch & Ward Work, as per details below:

Point	Area / Spot	Periodicity	Type of Security Guard to be deployed
1.	Main Entrance Gate of NRCC, Whole office campus, laboratories, all stores dispensary area, dairy area, quarters and all surrounding area	24 hours (Three shifts /8 hrs)	Only Ex-servicemen /Ex-Para Military Force/Home Guards
2.	Gate No. 4, (Near Tubewell) all area behind office campus, community center and surrounding area, nutrition lab and Camel corrals	24 hours (Three shifts /8 hrs)	-Do-
3.	Guest House and all surrounding area	08 hours (Night shifts)	-Do-

### 3. SERVICES :

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

- a) The selected agency shall provide necessary persons for Security Services at ICAR - NRCC, Bikaner strictly as per the charter of duty and terms and conditions mentioned in the Online tender from. The agency shall employ good, reliable & robust Security Guards, as required in Para 2 above, having clean record and preferably within the age group of 21 to 55 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the ICAR-NRCC, the ICAR-NRCC shall have the right to ask for its 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.
- b) The personnel engaged by the agency for this job contract will not be employee of the NRCC and there will be no employer-employee relationship between the ICAR-NRCC and the personnel so engaged by the contractor.
- c) 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 strictly to the personnel deployed for services to this office by the Selected Agency.
- d) The ICAR-NRCC shall not directly or indirectly engage any personnel of the agency in the duties other than security, during the period of contract.
- e) 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 (both Summer and Winter) to the personnel with identity cards / identify name plate/signs on chest pocket of uniform.
- f) The tenderer will also have to furnish particulars relating to PAN of Income, G S T , turnover, infrastructure status etc.
- g) Necessary enlisting/police verification of the firm and its workers is also required.
- h) The agency shall provide Communication **Facilities, Metal Detector and Vehicle Mirror** for smooth functioning of Security Services as & when required.
- i) The Contractor shall not sub-let the contract.

### 4. ELIGIBILITY CONDITIONS:

- a) The firm should have **minimum 3 years experience** of performing job contract of Security in reputed Govt./Semi Govt./ Govt. Undertaking/ University establishment and should have at least one annual security contract of Rs. 10.00 lakh cost.
- b) The firm should have at least 25 Security Guard/Supervisor registered under ESI and EPF. The firm

- will produce latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor registered with the ESI/EPF.
- c) The firm must have GST Number, ESI, EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License and PAN (Income Tax)
  - d) The firm must have solvency certificate for at least 10.00 lakhs from their bankers.
  - e) Minimum turnover of the firm not less than Rs. 15.00 Lakh during the last 2 years. Enclose Certified Balance Sheet of the firm/agency for last 2 years [2016-17 & 2017-18] duly certified by the chartered accountant.
  - f) The firm must have the valid license for operating Security Services of appropriate authority.
5. **TERMS OF THE CONTRACT**:- The terms of the contract will be for one year.  
On the expiry of the contract or on its termination, the ICAR-NRCC reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will be awarded only for 3 months and it will be extended for further period, if the service provided by the agency is found satisfactory.
  6. **MODE OF PAYMENT**: The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI, EPF and GST paid for the Manpower deployed by the Agency at the ICAR-NRCC. The ICAR-NRCC shall made payment through E-Payment system of Bank for which the Agency shall submit required Bank details to ICAR-NRCC, Bikaner.
  7. **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 ICAR-NRCC will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
  8. **LOSS AND/OR DAMAGES**: In case of any theft, loss, encroachment or damage done to the land/property of the ICAR-NRCC by negligence of the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of ICAR-NRCC shall be a binding on agency. As per the nature of the incidence the Agency will be responsible for lodging FIR in the specified Police Station and do needful in the matter, while informing the loss/damage etc., occurred to ICAR-NRCC, immediately.
  9. **ANY ACCIDENTAL DEATH/PERMANENT DISABILITY**:  
During the term of the contract if any accident occurred, the agency/firm/ contractor shall be responsible to pay Rs. 10.00 Lacs in the event of Death or permanent disability resulting from loss of both limbs and Rs. 7.00 Lacs in the event of other permanent disability as compensation to the employee deployed by you as per the guidelines issued by Govt. of India/Council vide Letter No. Admn-22(6)/2018-Estt.III dated 31.07.2018 and subsequent guidelines issued from time to time.
  10. **SECURITY DEPOSIT**:- An amount of 10% of total contract value shall be deposited as security money/performance guarantee within two weeks from the award of contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused due to the negligence of the personnel deputed by the agency. No interest will be paid on the security money deposited with the ICAR-NRCC.
  11. The tender is likely to be canceled in case the conditions in the agreement are not fulfilled (The copy of draft agreement is enclosed herewith for ready reference vide at **Annexure-II**).
  12. **The contractor is advised to have a complete survey of above mentioned campus of ICAR-NRC on Camel, Bikaner, for on the spot complete assessment of all the sites / location and field conditions, before offering rates.**
  13. The contractor has to attach the supporting documents with proper referencing as per the check list (Annexure-III). No extra documents need to be attached with the tender form.

Sign. Of tenderer

ANNEXURE-ICHAPTER OF DUTIES FOR SECURITY SERVICES

a)	Providing Security and Watch / Ward Services through deployment of <b>Security Guards</b> (as per the type of Guards indicated in the Para 2 – Page 7 of the bid Document) <b>purely Job Contract basis.</b>
b)	The Contracting Agency would be responsible for <u>Round the Clock</u> watch and ward / security services and supervision of the security points/area assigned to them in 3 shifts/one shift running from 10 PM to 06 AM , 06 AM to 02 PM and 02 PM to 10 PM
c)	Security Guard(s) will attend duty in all the shifts in liaison with the ICAR-NRCC authorities viz. Security Officer / Supervisors,
d)	Ensure proper locking/unlocking of all gates. The guard will have to verify all the office buildings, laboratories, rooms, etc after 5.30 PM to ensure that buildings are locked properly and windows are closed. He would have to immediately report any exigency/untoward happening/illegal activities to Security Supervisor / Incharge.
e)	Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner. All the vehicles are to be parked in the parking place only and regulate traffic. The vehicles should be checked by the Security Guard on duty while coming inside and while going out also. Will maintain record of incoming and outgoing vehicles wherever applicable.
f)	Ensure safe custody of keys. Proper entries are to be made while handing over key to any staff of NRCC and while taking over too.
g)	Conduct regular patrolling along the specified beats. To report unusual events in suspicious circumstances occurring in the area of premises. This includes encroachment of land, illegal activities, theft and related issues.
h)	Patrolling in the assigned area will have to be carried on the identified points. At each duty point/area a register will be maintained and the person on duty will have to report at the end of the duty of the day that the land/buildings are safe and no thing un-acceptable has happened.
i)	No stray cattle/dogs/animals get access to the covered/fenced area. In the unfenced area grazing of animals by private persons should be prevented. Negligence in the issue will attract deduction of the amount decided by the Competent Authority from monthly bill.
j)	The guard would wear neat uniform (ex-army man uniform) while on duty along with identity cards and should carry Whistle, Torch, Lathi, etc. which would be provided by the contracting agency. No transport facility would be provided by ICAR-NRCC.
k)	Check and keep the record of all out going material through Gate Pass signed by the authorized officials of NRCC, i. e. Security Officer / Security Supervisor / A O / Farm Supt./ or authorized Officer of the NRCC.
l)	Check/ control/search staff engaged by any contractor or un-authorized private person having access to the building. Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
m)	Be conversant with the location of fire extinguisher and operate them in case of need and assist the fire brigade in their operation.
n)	While conduct of Security / watch & ward duties the security guard would have to follow the codal formalities of security system and he should be polite and well-disciplined in dealing the visitors and staff etc.
o)	To maintain complete record of visitors and should observe movements going on in the guarded area.
p)	The agency and its guards should have positive attitude towards the organization (ICAR-NRCC) and should show solidarity.
q)	The agency and its guards should maintain good moral values and exhibit humanity.
r)	To keep record of staff members who attend office on 2 <sup>nd</sup> Saturdays/Sundays and Closed Holidays, in a register and obtain their signatures.
s)	To hoist and lower the National Flags at Main Building as per the flag code.
t)	Any other security/watch & ward related work assigned with the approval of competent authority
u)	Security Points can be changed at any time as per the need of by the Centre by Security Supervisor / Incharge Security (Nodal Officer).

Sign. of tenderer



Full Name and address of the tenderer in  
Addition to address and other relevant  
information needed for the complete Address:-

---

Telephone No.  
Telegraphic Address

---

To,

**The Director,  
ICAR-National Research Centre on Camel,  
Jorbeer, Bikaner**

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the annual contract for the annual Security/Watch and Ward Services of ICAR-NRCC, Bikaner 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 schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The schedules to accompany this tender are at page Nos. \_\_\_\_\_.
4. Every page so attached with this tender bears signature and the official seal.
5. Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. 1,00,000/- in favour of ICAR Unit and payable at Bikaner is enclosed as earnest money.

Signature & Seal of Tenderer with date

Address \_\_\_\_\_

Name & Signature of

witness \_\_\_\_\_

Address \_\_\_\_\_

**Schedule-I****Technical Bids**  
**Schedule to tender****PART-I**

1.	Name of Firm/Agency 16. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of Partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	
3.	a. 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. 16. 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. 16. If answer to point (a) or point (b) 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.	Registration No. under Security Contract Act/License	
10.	PAN Number	
11.	Experience of 3 years ( <i>Name and address of client departments may be indicated in chronological order and supporting documents may be attached</i> )	
12.	Turnover of last 2 years. (Certified copy be attached)	
13.	Number of Guards/Supervisor registered under ESI/EPF. Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.	
14.	Detail of the Earnest Money Deposited	
15.	Certified copy of Bank Solvency for Rs. 10 Lakh	
16.	Whether you have been declared "Blacklisted" OR banned from Business by any Department of Central/State Govt. Department/Public body. If yes, than give details.	

Name and address of the Agency's representatives and whether the firm would be represented at the Time of opening of the tenders

Dated:-

Place:-

**Authorized Signatory**

All the above information must be accompanied with the certified copies of the documents.

***Part-II*****Schedule – I**

## 1. Detail of the Earnest Money Deposited:-

- a. Demand Draft number with date and Bank Drawn on .  
Demand Draft / Pay order / Banker Cheque  
No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. 1,00,000.00

***Part-III***

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

Dated: \_\_\_\_\_

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

Authorized Signatory

**Please add supplementary pages and number them wherever needed.**

**Annexure-III****Check list of documents to be submitted by the Tenderer in Technical Bid**

Name of Bidder: \_\_\_\_\_

S.No	Documents required & submitted	Yes/No	Page No.
1	Earnest Money: Demand Draft/Pay Order for Rs. 1,00,000.00		
2	Registration certificate of the firm to conduct commercial activity/security work contract issued by the Govt. Department.		
3	ESI and EPF Number certificate of the agency issued by appropriate authority.		
4	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME) for exemption of tender Fee and EMD, if applicable.		
5	GST Registration and PAN Number certificate of the agency issued by		
6	The Agency/agency must have a registration with the Contract Labour		
7	Scanned copy of Proof/Certificate(s) of last Three years work experience of Bidder/firm in the field of outsourcing of security Services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations. The Bidder firm should have at least one annual security contract of minimum value of Rs. 10.00 Lacs during last 03 years. (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)		
8	Copies of latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.		
9	Certified copy of Bank Solvency certificate for Rs. 10.00 Lakh to be attached.		
10	Minimum turnover of the agency not less than Rs. 15.00 Lakh during the last 2 years. Certified Balance Sheet of the firm/agency for last 2 years of the service contract by the chartered accountant.		
11	The firm must have the valid license for operating Security Services of appropriate authority.		

**12. Detail of the Minimum 3 years experience /work done.**

Sl. No	Name of Client Deptt. / Organization & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		
1.					
2.					
3.					

I/we undertake that scanned copies of all the above documents/information duly signed & stamped, have been attached with the Online Technical Bid. In case any document/information is not found in my/our online bid OR found incomplete or invalid, then the NRCC, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Authorized Signatory

**Schedule – I****Financial Bid**

(The financial bid shall be submitted online separately)

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

**Director,  
ICAR-National Research Centre on Camel,  
Bikaner – 334 001**

I/we wish to submit my/our rates for the tender for providing Security / watch and ward services at ICAR-NRCC, Bikaner **by deployment of Security Guards**, as required in the Para-2 of Page-7 of the Bid Document, on the following rates:

S.No.	Particulars (Existing Rates)	Rate/Amount Cost per month per point	Monthly Liability (Rupees)
(i)	(ii)	(iii)	(iv)
			For 30 days Job
01.	Minimum wages as prescribed by Govt. of India w.e.f. 01.10.2018	617.00	617 X 30 = 18,510.00
02.	EPF @ 13.16% (@ Rs. 15000 being the maximum limit on part of employer vide EPFO notification No. Actuarial/18(2)2008/Vol.III/7738 dated 29.08.2014)	@ 13.16 % of wages	2,435.91
03.	ESI	@ 4.75%	879.22
04.	<b>Sub-total (01+02+03)</b>	--	<b>21,825.13</b>
05.	GST* if applicable		
06.	<b>Cost per point per month Rs. [Sum of 04+05]</b>	--	<b>21,825.13</b>
07.	<b>Total cost for 3 points/ 07 Security Guard per month for 30 days/month</b>	<b>21,825.13 X 07</b>	<b>1,52,775.91</b> <b>Rs. say 1,52,776.00</b> <b>Exclusive of Service Charges</b>
08.	Service Charges*		<b>Rs.</b>
09.	GST on Service Charges*	@ % of 08	<b>Rs.</b>
10.	Total service charge + GST on service charge [Sum of 08+09]		<b>Rs.</b>
11.	<b>Grand Total Monthly Liability Sum of 07+10</b>		<b>Rs.</b> <b>[Inclusive of Service Charges quoted by Bidder/Agency.]</b>

\*To be quoted by the tenderer/bidder fir complete month (30 days).

**Note:** Any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF and ESI contributions shall be and GST reimbursed to the contractor by NRCC, Bikaner. However no request for any increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per above Schedule to tender, shall be entertained, considered and accepted by the NRCC, Bikaner on any ground and/or conditions whatsoever during the entire term of the contract.

Signature .....  
Authorised Signatory/Tenderer (With Seal)

**FINANCIAL BID/ वित्तीय बिड****(The financial bid to be furnished online (Cover-2))**

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

**The Director,  
National Research Centre on Camel,  
Bikaner – 334 001**

I/we wish to submit our Tender for the Job Contract for providing/outsourcing of Security Services for Office Campus and Guest House campus etc. at ICAR-NRCC, Bikaner on the following rates :-

Particulars	Per Month*
Monthly consolidated Rate offered for the Job Contract for providing/outsourcing of Security Services for Office Campus and Guest House campus in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tender including current minimum wages prescribed by Govt. of India, contribution towards EPF and ESI, GST, Income Tax, Service Charges <b>as indicated to this Tender Schedule -I</b> and all other labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time. <b>Total 03 Points/ 07 Security Guards per month/30 days</b>	Rs. _____
	(in figures)
	_____
	_____
	_____
	_____
	_____ (in words)

1. In case the monthly consolidated charges is found less than the minimum monthly requirement of total minimum wages, employer contribution towards EPF, ESI etc., Service charges and GST, then my/our online bid may be treated as unresponsive in light of the provisions of office memorandum no. 29(1)2014-PPD Dated 28.01.2014 of Ministry of Finance, Govt. of India.
2. I/we agree to the forfeiture of the earnest money and Security money deposited by me/us for this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the Tender Document. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

**Note: \*Total of current Monthly Liability – sum of Sl. No. 11 of Schedule-I attached. However, any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF and ESI contributions shall be and GST reimbursed to the contractor by NRCC, Bikaner. However no request for any increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per Schedule-I of tender shall be entertained, considered and accepted by the NRCC, Bikaner on any ground and/or conditions whatsoever during the entire term of the contract.**

Signature.....

**Authorized Signatory/Tenderer**

Name, address and Seal of the agency with Phone No. \_\_\_\_\_