

PHOTO OF
TENDERER
WITH
SIGNATURE

ICAR - NATIONAL RESEARCH CENTRE ON CAMEL
P.B. NO. 07, JORBEER, BIKANER
PHONE No.0151-2230183, 2230858 / FAX No.0151-2231213

F.No. NRCC/ADM/P/I(22)P/Security-W&W/2016/

Dated: 30.05.2016

"SECURITY CONTRACT IS A PURELY JOB CONTRACT"

INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS
GOVERNING THE JOB CONTRACT FOR PROVIDING SECURITY SERVICE AT NRC ON CAMEL,
BIKANER,

THE TECHNICAL BID WILL BE OPENED ON 04.07.2016 AT 04:00 PM

THE FINANCIAL BID WILL BE OPENED ON 08.07.2016 AT 04:00 PM

1. Name & address of Proprietor :
2. Name & address of firm/agency/company :
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. Service Tax Number (Allotted by CED) :
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 sale of tender form :
13. Last Date and time of submission of Sealed Bid in tender box:
14. Date and time for Opening of Technical Bid :
15. Date and time for Opening of Financial Bid :
16. Cost of Tender Form / Documents : **Rs. 500/-** C.R. No. Date
17. Earnest Money Deposit : **Rs. 50,000/-** DD/BC No.Date
(In favour of ICAR Unit-NRCC)
18. Performance Security Money : **10% of Total Cost of Contract.**
19. The tender must be reached to Office on or before **Due Date 04.07.2016 up to 03:00 PM** by self/
authorized representative/ by Courier/Registered Post/Speed Post/Courier Post in sealed cover super scribed
"Tender for Security / Watch & Ward Work – to be opened on 04.07.2016 at 04:00 PM" failing which it will
not be considered. The tender should be dropped in the Tender Box placed in Office of Admin Officer.
20. Visit us at our website: www.nrccamel.res.in

ADMINISTRATIVE OFFICER

NATIONAL RESEARCH CENTRE ON CAMEL

JORBEER, P.B. NO. 07 BIKANER – 334 001

Tel No.0151-2230858, FAX No.0151-2230213

NOTICE INVITING TENDER FOR ANNUAL CONTRACT FOR SECURITY / WATCH & WARD WORK

1. On behalf of Secretary, ICAR, the Director, NRCC, Bikaner intend to invite Sealed Tenders under two bid system (Technical & Financial bids separately) from the reputed agencies dealing in Watch and Ward Work (Security Services), having experience of minimum three year in Govt. Deptt. having sufficient strength of Security Guards and having PAN, EPF, ESI, Labour / Wage Registration and Service Tax Registration from appropriate authorities for the Annual Contract for Security / Watch and Ward Work of the Centre.

S.No.	Work Description	Bid Security (Rs.)
1.	Job Contract for the Security / Watch & Ward Work of the NRCC Campus	50,000.00

2. Interested, eligible and reputed agencies may obtain bidding document for the job contract, on submission of a written application, from the Administrative Officer, National Research Centre on Camel, Jorbeer, Bikaner – 334 001(Rajasthan) on payment of Rs.500.00 through crossed bank draft/banker cheque (Non-Refundable) drawn on a scheduled commercial Bank in India, in favour of "ICAR UNIT-NRCC" payable at Bikaner (Rajasthan) for each tender form during working days between 10.00 A.M. to 5.00 PM. The bidding documents can also be obtained through registered post/speed Post on an extra payment of Postal Charges of Rs.100/- but NRCC will not be responsible for any postal delay. The separate bidding document including specification for each equipment are also available on our website www.nrccamel.res.in and central procurement portal / NIC. The bidders may download the bidding document from these website and submit separate bidding document for each equipment alongwith separate non refundable fee of Rs.500/- in each case in the form of crossed Bank Draft/Banker's Cheque alongwith the Bid Security.

The duly filled / complete, signed and stamped bidding documents should be submitted as per following schedule-

Last date/time of sale of bidding document	: 04.07.2016 upto 02:00 P.M.
Date/Time of acceptance of bidding document	: 04.07.2016 at 03:00 P.M.
Date/time of opening of Bid (Technical Bid)	: 04.07.2016 at 04:00 P.M.
Date/time of opening of Financial Bid	: 08.07.2016 at 04:00 P.M.

3. **Financial Bid of only those Bidders would be opened who fulfilled eligibility criteria and whose technical bids are declared responsive.**

4. The bidders may send duly filled, signed and stamped complete bidding document as per instruction contained in the bidding documents. Incomplete bid or bid received after date/time notified above shall be out rightly rejected. The conditions of tender shall be governed by the details contained in complete bid document. The Director, NRCC reserves the right to accept or reject any or all the bids without assigning any reasons thereof. The bids shall be opened as per schedule in the presence of the bidder's authorized representative who choose to attend at the address given in para no.2 above.

5. In the event of any of the above dates being declared as a holiday/closed day for the NRCC, the bids will be sold/ received/ opened on the next working day at the appointed time.

Administrative Officer

NATIONAL RESEARCH CENTRE ON CAMEL**P.B. NO. 07, JORBEER, BIKANER****PHONE No.0151-2230183, 2230858 / FAX No.0151-2231213**

F.No. NRCC/ADM/P/I(22)P/Security-W&W/2016/

Dated: 30.05.2016

**INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND
CONDITIONS GOVERNING THE JOB CONTRACT FOR PROVIDING
SECURITY SERVICE AT NRC ON CAMEL, BIKANER**

From:-

Administrative Officer

National Research Centre on Camel

Post Bag No.7

Bikaner – 334 001

To,

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Sirs,

On behalf of the Director, National Research Centre on Camel Bikaner – 334 001 sealed tenders are invited for Annual Job Contract for Security / Watch & Ward at National Research Centre on Camel Bikaner – 334 001. 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 & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

Tender documents fee	Rs. 500/-
Last date and time for sale of tender form	04.07.2016 upto 2.00 P.M
Last date and time for submission of sealed bid in tender box	04.07.2016 at 03.00 PM
Date and time for opening of Technical bid	04.07.2016 at 04.00 PM
Date and time for opening of Financial bid	08.07.2016 at 04:00 PM
Tender to remain open for acceptance up to 90 days from the date of opening.	

1. An earnest money of **Rs. 50,000/- (Fifty Thousand Only)** must be deposited in the form of Demand Draft /Pay Order payable to **ICAR Unit-NRCC**, Bikaner. In no case Cheque will be accepted. Tender will not be considered if the earnest money is not sent with the tender.
2. The tender must be submitted as per details given in Schedules.
3. 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 refuse 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.

Sign. of tenderer

4. The schedule 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 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 means of a separate letter along-with the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.
5. 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 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.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tender and all other related documents must be signed and stamped 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.
7. 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.
8. The Tender would be evaluated based on the eligibility criteria given in the Bid document viz. Agency's turnover, experience in working Govt. Deptt./Undertaking, No. of Guards/Supervisor registered with ESI/EPF and other required documents and then the total monthly liability/charges (including all) as per Page 19 of the Bid Document.
9. If a firm quotes 'NIL' charges/consideration, his/her bid shall be treated as unresponsive and shall not be considered.
10. The Tender is to be enclosed in sealed cover super-scribing on the envelop "**Tender for Security Services**" Right is reserved to reject outstation tenders. **Tender, to be hand delivered, should be put in the tender box at this office of AO, NRCC, Bikaner not later than 15.00 hrs on the last date of receipt viz 04.07.2016.** Tender can also be sent by Registered post but the Council shall not be held liable for late receipt of tenders due to postal delay or other reasons.
11. The first work order will be given for a period of only three months and it will be extended for further period if security service provided is found to be satisfactory.
12. The rates quoted by each firm for security job contract in tenders be given both in words and figures failing which the same is liable to be rejected.

Sign. of tenderer

13. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
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 security 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.
17. The Service Tax, 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 tax applicable or made applicable after awarding the contract in respect of this job contract shall also be payable by the contractor and NRCC will not entertain any claim whatsoever in this respect.
18. Director, 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, 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, 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. Successful tenderer will have to enter into a detailed contract agreement with Director, NRCC, Bikaner on non-judicial stamp paper of appropriate value for the security contract.
22. Only those agencies/firms will be considered for financial bid who will qualify in the Technical Bid. Agency/firm should be registered with Soldier Board or any other concerned authorities of Central/State Govt. or under Company Act. or any the Act essential for carrying out security contract.
23. The technical and financial bids may be submitted in separate envelopes to be sealed and put in the main cover.
24. In case, the bid document is down loaded from NRCC web site, the bidder shall have to deposit the cost of each tender document (i.e. Rs. 500/- non-refundable) in the form of Demand Draft/Pay Order in favour of ICAR Unit- NRCC, Bikaner along with the bid.

Sign. of tenderer

25. The following signed and stamped documents/vouchers are required to be enclosed with the tender form which are the terms and conditions of the tender document. If required documents are not attached the bid would be rejected.

1.	Earnest Money: D.D. /Pay Order for Rs. 50,000/- in favour of ICAR Unit-NRCC, Bikaner
2.	Registration certificate of the firm to conduct commercial activity/work contract issued by the Govt. Department.
3.	ESI Number certificate of the firm issued by appropriate authority.
4.	EPF Number certificate of the firm issued by appropriate authority.
5.	Service Tax Registration certificate of the firm issued by appropriate authority.
6.	PAN Number Certificate of the firm
7.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act. 1970. The contractor shall obtain the labour license under this act.
8.	Experience of the firm of last 3 years in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations and the firm should have at least one annual security contract of Rs. 15.00 lakh cost. <i>(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)</i>
9.	Latest ESI/EPF Challan for ascertaining the number of Guard has to be attached.
10	Certified copy of valid latest Bank Solvency certificate for Rs. 10.00 Lakh to be attached. The Bank solvency certificate should not be <u>more than six months old.</u>
11	Minimum turnover of the firm should not be less than Rs. 15.00 Lakh for each year during last 3 financial years. Balance Sheet of the firm/agency for last 3 years [2013-2014, 2014-2015 and 2015-2016] duly certified by the chartered accountant is to be attached. In case the balance sheet for 2015-16 is so far not ready/finalized then balance sheet for 2012-13 is to be attached.
12	The firm must have the valid license to run the business of Private Security Agency in Rajasthan issued by the appropriate authority for operating Security Services.

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

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

Yours faithfully,

Administrative Officer

Sign. Of tenderer

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, Adm.Block, Labs., Museum and Surroundings	24 hours (three shifts / 8 hrs)	Only Ex-servicemen /Ex-Para Military Force/Home Guards
2.	Guest House, Old Quarter block, Camel Sheds & surroundings	24 hours (three shifts / 8 hrs)	-Do-
3.	New Quarter block, Community Centre – upto Railway Line & surroundings	24 hours (three shifts / 8 hrs) plus one additional guard for office hr (10.00 AM to 06.00 PM for campus	Civilian, incase Ex-service men /Ex-Para Military Force/ Home Guards are not avail- able to work in these blocks
4.	Agricultural Farm Block (Paddock) No. 1 surrounding	48 hours (three shifts / 8 hrs)	-Do-
5.	Agricultural Farm Block (Paddock) No. 2, 3, 4, 5 & surrounding	24 hours (three shifts / 8 hrs)	-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 NRCC, Bikaner strictly as per the charter of duty and terms and conditions mentioned in the 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 NRCC, the 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.

Sign. Of tenderer

- 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 NRCC and the personnel so engaged by the contractor.
- c) During the term of the Contract (including extended term) the agency shall be wholly responsible for making payment of monthly wages and other admissible allowances including payment of other statutory contributions (ESI, EPF etc.) to the deployed 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. The NRCC shall not pay anything over and above monthly charges quoted by selected bidder.
- d) The 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, Service Tax, 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.
- 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. 15.00 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 Service Tax 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 attached a certified copy of valid latest Bank Solvency certificate for Rs. 10.00 Lakh. The solvency certificate should not be more than six months old.
- e) Minimum turnover of the firm should not be less than Rs. 15.00 Lakh for each year during last 3 financial years. Enclose Certified Balance Sheet of the firm/agency for last 3 years [2013-2014, 2014-2015 and 2015-16] duly certified by the chartered accountant is to be attached. In case the balance sheet for 2015-16 is so far not ready/finalized then balance sheet for 2012-13 is to be attached.
- f) The firm must have the valid license to run the business of Private Security Agency in Rajasthan issued by the appropriate authority for operating Security Services.

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 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 Service Tax paid for the Manpower deployed by the Agency at the NRCC. The NRCC shall made payment either by means of crossed cheque drawn in favour of the agency/contractor OR through E-Payment system of Bank for which the Agency shall submit required details to NRCC.

Sign. Of tenderer

7. **TERMINATION**:- This contract can be terminated by giving one months 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 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 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 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 NRCC, immediately
9. **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 NRCC.
10. 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**).
11. **The contractor is advised to have a complete survey of whole campus of NRC on Camel, Bikaner, for on the spot complete assessment of all the sites / location and field conditions, before offering rates.**
12. 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.
13. All documents to be furnished/attached with their Bid form by the Bidder must have to be signed and stamped by the bidder.

Administrative Officer

Sign. Of tenderer

CHAPTER OF DUTIES FOR SECURITY SERVICES

a)	Providing Security and Watch / Word Services through deployment of Security Guards (as per the type of Guards indicated in the Para 2 – Page 7 of the bid Document) purely Job Contract basis.
b)	They 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 running from 10 PM to 06 AM , 06 AM to 02 PM and 02 PM to 10 PM
c)	The Contracting Agency would be responsible for Round the Clock Security / Watch & Ward of the whole campus of the NRCC. However, round the clock Security Guard will have to be deployed on the following Security points / area of the NRCC: <ol style="list-style-type: none"> 1. Main Entrance Gate of NRCC 2. Guest House, Old Quarter block, Camel Sheds & surroundings 3. New Quarter block, Community Centre – upto Railway Line & surroundings plus one additional guard for office hr (10.00 AM to 06.00 PM for campus <ol style="list-style-type: none"> 4. Agricultural Farm Block (Paddock) No. 1 & surrounding 5. Agricultural Farm Block (Paddock) No. 2, 3, 4, 5 & surrounding
d)	Security Guard(s) will attend duty in all the 3 shifts in liaison with the NRCC authorities viz. Security Officer / Supervisors,
e)	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.
f)	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.
g)	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.
h)	Conduct regular petrol 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.
i)	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.
j)	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.
k)	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 NRCC.
l)	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 / AO/Farm Sudpt./ or authorized Officer of the NRCC.

m)	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.
n)	Be conversant with the location of fire extinguisher and operate them in case of need and assist the fire brigade in their operation.
o)	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.
p)	To maintain complete record of visitors and should observe movements going on in the guarded area.
q)	The agency and its guards should have positive attitude towards the organization (NRCC) and should show solidarity.
r)	The agency and its guards should maintain good moral values and exhibit humanity.
s)	To keep record of staff members who attend office on Iind Saturdays/Sundays and Closed Holidays, in a register and obtain their signatures.
t)	To hoist and lower the National Flags at Main Building as per the flag code.
u)	Any other security/watch & ward related work assigned with the approval of competent authority
v)	Security Points can be changed at any time as per the need of by the Centre by Security Supervisor / Incharge Security (Nodal Officer).

Asstt. Administrative 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,
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 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. 50,000/- 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. b. 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. c. 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.	Service Tax 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 3 years not less than 15.00 lakhs for each year (2013-14, 2014-15 and 2015-16) duly certified by the chartered accountant is attached. In case the balance sheet for 2015-16 is so far not ready/finalized then balance sheet for 2012-13 is to 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 valid latest Bank Solvency certificate for Rs. 10.00 Lakh to be attached. The Bank Solvency certificate should not be more than six months old.	
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

NOTE : All the above information/documents must be accompanied with the Bid form and must have to be signed and stamped by the bidder.

Continue.....14

Part-II

Schedule – I
Continue from Page - 13

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. 50,000.00

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.

AGREEMENT TO BE ENTERED BY THE CONTRACTING AGENCY (PART-I)

This agreement is made at Bikaner on _____ of between National Research Centre on Camel (**hereinafter called NRCC**) through Director which term shall include its successors, assignees etc. on the first part and _____ (**hereinafter called the Agency**) which term shall include its authorized representatives, successor, assignees etc on the other part.

Whereas the National Research Centre on Camel has decided to assign the annual Job work Contract for providing Security / Watch & Ward Work at National Research Centre on Camel, Jorbeer, Bikaner to the agency on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. _____ and will remain in force for a period for one year but can be terminated by NRCC by giving one calendar month's notice in writing of its intentions to terminate the Agreement. Initially the 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. The agreement can be renewed, on mutually agreed terms.
2. The agency shall be responsible for Annual Job Work Contract for providing Security / Watch & Ward Work at NRC on Camel, Bikaner
3. The contractual security staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any one of security personnel is on leave under intimation to Security Officer/Office.
4. Changing of guard /security personnel should be intimated to Security Officer.
5. The staff provided should also maintain secrecy and discipline in the premises.
6. The staff provided should be capable of reading and writing Hindi and English to maintain desired records.
7. The Contracting agency shall keep a complaint register and it shall be open to verification by authorized officer of NRCC. All complaints should be immediately attended.
8. Uniform with colour specifications and pattern approved by the NRCC should be provided to Security Guard by the contracting agency at his own cost and it should be ensure that the working staff should be in proper uniform while on duty.
9. If Security Guard is found without uniform OR without Identity Card (issued by the Agency) at the time of duty, a penalty @ Rs. 100/- each time will be imposed on the Contracting Agency.
10. **The Security Guards deployed must be below the age of 55 years** old. As evidence, identification proof like Discharge Certificate/Identity Card be provided for the deployed guards at the time of deployment/verification of bill.
11. The contract will not sublet to other agency/contractors.
12. The Guards should not leave their point unless and until the reliever comes for shift duties, the security agency/agency will maintain all the registers, which are kept at concerned section.
13. The Contracting Agency shall carry out the security and watch and ward of the NRCC, as per the requirements and instructions given to them 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 angles. Complete security of the Points/buildings and its property shall vest fully with the selected contracting agency who shall be held accountable for any loss of property/material etc. from within the building/campus / filed etc. of NRCC.
14. In case, any guard/security supervisor/officer is found involved in any undesirable/ mischievous/misbehavior activities, which adversely affect the NRCC, he will be replaced by the agency with the consent of the NRCC authority & penalty whatsoever decided by the NRCC will be imposed on the Agency.
15. To make proper co-ordination, agency authorities will visit the NRCC campus minimum once in a week, so that discrepancies/irregularities related to security matters may be directly conveyed to the agency.

16. The agency should provide certified Photograph identity/complete address along with phone number antecedents clearance by police of all security personnel engaged for the job on awarding the contract. At the time of deployment of security personnel, the In-charge security/committee will verify all such records. All equipment, assets etc. are also shown or provided at the time of taken over the charges. All the guards on duty should bear certified Identity Card, issued by the Agency, during all the time of duty hours.
17. The NRCC will not be responsible either to the agency/Contractor or to its workers deployed at this NRCC for any medical assistance/injuries/death or any kind of loss occurred during the course of performing duty of Watch & Ward.
18. In case of any contractual security guards of the agency while on security watch and ward works happens any accident, casualty or death, the NRCC will not responsible for such incident, casualty or death, the security agency shall be responsible and if any claims recovery of losses will be given by the security agency/contractor.
19. Increase of Theft cases during the contract period in the NRCC premises, the recovery of such theft, loss(es), damage, encroachment etc., will be recovered from the Contracting Agency and FIR must be lodged by the Agency. A copy of the FIR has to be submitted to NRCC by the Agency.
20. A list showing the job to be carried out by the Contracting Agency is attached as ***Annexure-I***.
However, these are only illustrative and not exhaustive, additional jobs or modifications in the job will be carried out with approval of the authorities of NRCC, Bikaner.
21. The Agency shall render the services on JOB CONTRACT basis which includes EPF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the Contracting Agency. **The NRCC shall not pay anything over and above monthly charges quoted by the Agency and accepted by NRCC.**
22. Security guards to be deployed shall be of robust health and clean record within age group of 21 to 55 years. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the NRCC, Bikaner from time to time. In case there is any change in employment of the Security Guard, such changes shall be intimated to the Agency in writing well in advance.
23. The Agency shall employ Security guards as may be required for the purpose of execution of this job contract which shall be subject to the approval of the NRCC, Bikaner.
24. The Contracting Agency will discharge all legal obligations of their employees (Security Guard) 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 NRCC, Bikaner from any claim, loss or damages that may be caused to the NRCC, Bikaner 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 NRCC, Bikaner will not be responsible for any loss caused so. It will be contracting agency fully responsible.
25. The Whistle, Torch, Lathi etc. will not be provided by the NRCC, Bikaner. Uniform's (to be supplied by the contracting agency) will not allowed to be washed in the NRCC premises. The uniform of the Security personnel and other related items as mentioned above will be provided by the Contracting Agency NRCC, Bikaner has to pay only the amount which will be finalized as per contract.
26. The Agency shall submit their bills after completion of each month during the first week of the following month of the services rendered previous months to Director, NRCC, Bikaner. The payment of bill after deduction of Income Tax (as per rules), will be made by crossed cheque on receipt of confirmation regarding satisfactory execution of services by the Security Officer authorized for this purpose. In case the services are not provided up the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of Director, NRCC, Bikaner whose decision shall be final and binding on the Contracting Agency.
27. The Contracting Agency shall submit the record of payment made to deployed Security Guards alongwith proof of ESI, EPF and Service Tax deposits on monthly basis and shall ensure that the payment is made as per Minimum Wages Act. The monthly payment to deployed Guards shall be made by the Agency in presence of a Committee of Offices of NRCC as constituted by the competent authority of NRCC for this purpose. The payment shall be made only through crossed cheque OR online banking system in favour of the Guard.
28. The Contracting Agency agrees to get all the security staff 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 NRCC, Bikaner may have to meet in respect of their staff members and or workman/employees on account of any accident or for any other reason.

29. 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 be the employees of the NRCC, Bikaner and the Contracting Agency alone shall be responsible for their remuneration, wages etc.
30. The Agency will ensure that no theft, Loss, damages and encroachment etc. to the NRCC, property should take place during the tenancy of the service contract of the Contracting Agency. In case any theft, loss, damage and encroachment etc. to the NRCC property occurs during the service contract period with the Contracting Agency due to the negligence of the security guard/employees of the Contracting Agency, the Contracting Agency shall be held responsible for such theft, losses, damages and encroachment etc., if after an enquiry, the NRCC 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 register and attend all the police cases from time to time during the contract period and beyond, if required.
31. The Agency will ensure that the National Flags are hoisted/lowered, at the respectable places on the top of both the building as per the flag code and hence will be completely responsible for the lapse in this regard. Any problem in this regard should be reported in writing to the undersigned or other senior officers.
32. The Contracting Agency will provide the security Service round the clock in three shifts running from 10 PM to 06.00 AM, 06.00 AM to 03.00 PM and 03.00 PM to 10 PM. In addition to this, one additional guard will be deployed during office hour (10.00 AM to 06.00 PM) as detailed in Para-2 of Page-7 of the Bid Document. In case any lapse in this regard comes to the notice of Director, NRCC or any other officer authorized by Director, NRCC, action as deemed fit will be taken to make suitable deduction from the monthly bill of Contracting Agency. The agency shall maintain shift wise daily Attendance Register of the deployed Guard which can be verified by the Security Officer/nominated office of NRCC.
33. The agency has to submit every month, a proof of payment of statutory obligation such as ESI, EPF, Service Tax and other applicable taxes, if any in respect of personnel engaged by the Contracting Agency for this job contract. The following records/documents in respect of its security guards submitted to the office every month otherwise next bill will not be entertained.
 - i) Statement of wages not less than prescribed minimum wage paid to security guards.
 - ii) All statutory records i.e. ESI, E PF and Service Tax etc. as applicable.
 - iii) Proof/Challan of deposition of Service Tax with the concerned department.
34. All the details & terms and conditions as stipulated in the NRCC's Tender Document No. NRCC/ADM/P/1(22)P/Security-W&W/2016 dated 25.05.2016 and subsequent correspondences between the NRCC and Agency, shall also be part of this agreement.

LIQUIDATED DAMAGES CLAUSE:

1. In case of non-satisfactory work noticed by the Security Officer/Competent Authority of NRCC, a minimum of Rs. 1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark, it will be brought to the notice of the agency over Phone, by NRCC and if no action is taken within one hour liquidated clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, NRCC reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, NRCC shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature of tenderer

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. 50,000.00		
2	Registration certificate of the firm to conduct commercial activity/work contract issued by the Govt. Department.		
3	ESI Number certificate of the agency issued by appropriate authority.		
4	EPF Number certificate of the firm issued by appropriate authority.		
5	Service Tax Registration certificate of the agency issued by appropriate authority.		
6	PAN Number Certificate of the firm		
7	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition Act. 1970. The selected bidder shall have to obtain the labour license under this act.		
8	Latest ESI/EPF Challan for ascertaining the number of Guard/Supervisor has to be attached.		
9	Certified copy of valid latest Bank Solvency certificate for Rs. 10.00 Lakh to be attached. The Bank Solvency certificate <u>should not be more than six months old.</u>		
10	Minimum turnover of the firm should not be less than Rs. 15.00 Lakh for each year during last 3 years. Balance Sheet of the firm/agency for last 3 years [2013-2014, 2014-2015 and 2015-2016] duly certified by the chartered accountant is attached. Incase the balance sheet for 2015-16 is so far not ready/finalized then balance sheet for 2012-13 is to be attached.		
11	The firm must have the valid license to run the business of Private Security Agency in Rajasthan issued by the appropriate authority for operating Security Services.		

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 all the above documents/information have been attached (except S.No.07) with the Technical Bid. Incase any document/information is not found in my/our bid OR found incomplete or invalid, then the NRCC is free to reject my/our bid for which the Bidder shall be wholly responsible.

Authorized Signatory

SCHEDULE-I**FINANCIAL BID/वित्तीय बिड**

(भाग – अ)

(The financial bid to be enclosed in a separate sealed envelop)

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

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

(In Rupees)					
Description	Total charge on account of minimum wages, employers contribution towards EPF, ESI etc. (per month)	Total Service charges claimed by the firm (per month)	Total Service Tax of the cost (on 2+3) (per month)	Grand total* (2+3+4) (per month)	Actual wages to be paid to Security Guard per month (Break-up in भाग – ब/ Schedule-II)
1	2	3	4	5	6
	(Ax19)	(Bx19)	(Cx19)	(Dx19)	F1
Total lump sum monthly charges for providing Security Guard (without armed) for (Security /Watch & ward) at NRCC, Bikaner (rates should Not below to minimum wages of Govt. of India and Statutory contribution viz. EPF, ESI + other charges Service Tax, Income Tax, Service Charges etc.					

* To be quoted for complete month (30 days).

- I/we undertake that total monthly charges (as indicated in Col. 02 above) is strictly as per the minimum wages fixed by GOI, including all statutory liabilities, employers contribution towards ESI & EPF.
- In case the grand total (Col. 05) is found less than the minimum monthly requirement of total minimum wages, employer contribution towards EPF, ESI etc., Service charges and Service Tax, then my/our 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.
- I/we agree to the forfeiture of the earnest money and Security money deposited by me/us in connection with 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.

Signature of Bidder _____

Name, address and Seal of the Bidder agency with Phone No. _____

*Schedule II

Financial Bid / वित्तीय बिड**भाग – ब***** Break-up of Monthly charges to be claimed and actual to be paid to the Security Guard to be deployed by the Bidder.**

S. No.	Description	In Rupees
1	2	3
A(a)	Monthly Rate (as per minimum wages)	
A(b)	ESI Contribution (employer contribution as per prescribed rate)	
A(c)	EPF Contribution (employer contribution as per prescribed rate)	
A.	Total cost per head [A(a) + A(b) + A(c)]	
B.	Services charges including other charges, if any for the purpose of bonus, gratuity etc.	
C.	Service Tax	
D.	Grand Total (A+B+C)	
E.	Contribution by the employee to be deducted	For EPF
		For ESI
	Other deduction, if any	
F.	Actual amount to be paid by the Bidder to the deployed Security Guard	

NOTE: All the above columns are to be filled by the bidder. In case any column is found unfilled or if bidder indicate that the bidder shall pay wages or any other contribution from his/her own resources and shall not claim from NRCC than the bid shall be treated unresponsive being NIL charge/considerations, in light of the provisions of office memorandum no. 29(1)2014-PPD Dated 28.01.2014 of Ministry of Finance, Govt. of India.

Authorized Signature