



**ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
BARRACKPORE : KOLKATA**

Fax : 033-2592-0388 : Phone : 2592-1190/91 website : www.cifri.res.in



File No.1/1/Adm-II/Security

1st September, 2017

NOTICE INVITING E-TENDER

The Director, ICAR-CIFRI, Barrackpore, Kolkata – 700 120 invites e-tenders in two bid system from the registered Contractors/Service providers on the prescribed tender form for providing security services at ICAR-CIFRI, Barrackpore – 700 120 on contract basis Initially the terms of the contract will be for 1(one) year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/quarterly/half-yearly basis of satisfactory performance and on the terms and conditions that may then be mutually agreed upon.

Only on-line bids will be accepted. The tender document including terms & conditions can be downloaded from Institute's Web-site – www.cifri.res.in and from CPP Portal www.eprocure.gov.in. Online bids complete in all respects should be submitted through CPP Portal <https://epocure.gov.in> only on or before the 25th September, 2017 till 14:00 hrs. **The EMD of Rs.75,000/- (Seventy five thousand only) in the form of Demand Draft only, drawn in favour of "ICAR UNIT CIFRI" and payable at State Bank of India, Barrackpore Branch (Branch Code No.–0000029 to be sent to the Assistant Administrative Officer (Admn.II) within last date of submission of tender, i.e. 25th September, 2017 till 14:00 hrs. failing which online bids shall be rejected. The Institute will not be responsible for postal delay.**

However, interested bidders should strictly follow the schedule for the process of the tender

Sl.No.	Particulars	Date and Time	Venue
1	Availability of Tender Documents online	1 st September, 2017 at 11.00 AM	N.A
2	Pre-bid conference	11 th September, 2017 at 11.00 A.M	ICAR-CIFRI, Paryabaran Bhavan (Block-E)
3	Last date of submission of Tender	25 th September, 2017 till 2.00 P.M	
4	Date of opening of Tender	26 th September, 2017 at 3:00 P.M	

There will be a **pre-bid conference on 11th September at 11.00 AM** to apprise the contractors about the eligibility criterion & description of work to be carried out on contract basis. The interested contractors are advised to attend the same before entering into bidding process.

Tender fee and EMD in the form of two separate Demand Drafts as mentioned above are to be submitted off-line to the aforementioned official as prescribed above. The PDF copies of Demand Draft are to be uploaded through CPP Portal alongwith other bid documents.

The Director, ICAR-CIFRI reserves the right to accept or reject any or all the tenders fully or partially without assigning any reasons thereof.

ASSISTANT ADMINISTRATIVE OFFICER (AMDN.II)



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TENDER DOCUMENT

**CONTRACT FOR PROVIDING SECURITY SERVICES
AT
ICAR - CIFRI HEAD OFFICE, BARRACKPORE**

Annexure-I

(A) DETAILS OF WORK FOR SECURITY JOB :

1. The Institute has the following infrastructure facilities spread over an area of 5.6 ha (approx). The entire Campus with its staff members, movable and immovable properties are required to be safe guarded, which mainly include:

Block –A (Main laboratory building)	-	2 storied building
Block-B (Stores & Allied building)	-	2 storied building
Block-C(Teesta Hostel & Trainees Hostel)	-	3 storied building
Block –D (Bhagirathi Guest house)	-	3 storied building
Block-E (Paryabaran Bhavan)	-	3 storied building
Electrical Transformer Room	-	Single Floor Block
Generator Room	-	Single Floor Block
Pump House with overhead water tank	-	Single Block
Fish Hatchery Unit	-	Single Block

Residential quarters

Director’s Bungalow	-	Single Block
Type-II Quarters	-	28 Numbers
Type-III Quarters	-	4 Numbers
Type-IV Quarters	-	5 Numbers
Type-V Quarters	-	2 Numbers

2. The deployment of security guards at present are as follows :

Sl. No.	Security Points at which security guard is required	Duty period	Total no. of security jobs (@ one guard per shift per point)
1	Main gate of the campus	24 hours (3 shifts)	3
2	The entrance gate to Residential area	24 hours (3 shifts)	3
3	Block –A (main building) including Block – C (Teesta Hostel), Trainees’ Hostel	24 hours (3 shifts)	3
4	Gate near Block –D (Bhagirathi Guest house & area adjoining Block D)	8 hours (Night shift) (10 P.M. to 6 A.M)	1
5	Block – E (Paryabaran Bhavan)	8 hours (Night shift) (9 P.M. to 5 A.M)	1
6	Patrolling during night in Office cum residential entire area (Gunman)	8 hours (Night shift) (10 PM to 6 AM)	1
Total			12

1. Proper records of the visitors & vehicles check-in and check-out of visitors are to be maintained at the entrances. This will be monitored by a designated staff of ICAR-CIFRI.

4. The work of the guards is to be properly supervised by the Agency for entire 24 hours without any additional payment. Night patrolling will be required to be done by Gunman on regular basis across the entire area of ICAR-CIFRI.
5. The Guards will regulate access control at main gate, prevent misuse of ICAR-CIFRI Campus, Garden, Building and facilities by outsiders, prevent trespassing, unauthorized parking squatting in the ICAR-CIFRI Campus and entry of the street-dogs and stray animals into the ICAR-CIFRI campus & residential colony is to be prevented. They should be at once driven out.
6. Carry out any other job assigned by the Director or his nominee in the interest of security of the Institute even outside of campus in exceptional and unavoidable circumstances.
7. The Security Guards/supervisors should be trained to extinguish fire with the help of fire extinguishers and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.

TERMS & CONDITION FOR SECURITY JOB :

1. The agency will have to provide maximum number of ex-servicemen, retired employees of Para Military Forces or properly trained security personnel between the age group of 40 to 55 having at least two years experience in security work.
2. The Agency will ensure that no theft or damages to the ICAR-CIFRI property take place during the tenure of the service contract with the Agency. In case any theft or damages to the ICAR-CIFRI property occurs during the service contract period, the Agency shall be held responsible for such losses and damages. The Agency shall attend all police cases arising out of such complaints/thefts/damage/loss from time to time, if required.
3. The Security Supervisors and Security Guards on duty must possess cap, proper uniform, lathi, whistle, torchlight, name badge, shoes and identity card etc. These items are to be provided by the Agency.
4. No Security Supervisors/Security Guards should perform more than one shift in a day. In case they are found violating this or remain absent from the duty, a penalty of double their wages shall be recovered from the bill of the Agency.

GENERAL TERMS & CONDITIONS :

The bidders should satisfy the following term and conditions :

1. **The tender is in two parts i.e (1) Technical Bid and (2) Financial Bid.** These bids duly filled will be submitted only through CPP Portal www.eprocure.gov.in. No offline bids will be accepted by the Institute. The Technical Bid must contain the scanned copy of the following documents. Both bids (Technical and Financial) are to be uploaded on CPP Portal (www.eprocure.gov.in) in PDF format. **Earnest Money deposit of ₹ 75,000/- (Rupees seventy five thousand only) in the form of Demand Draft only, drawn in favour of “ICAR UNIT CIFRI” and payable at State Bank of India, Barrackpore Branch (Branch Code No. – 0029) must be deposited offline with Assistant Administrative Officer (Admn.II) in Room No.309, Block-E, Paryabaran Bhavan, ICAR-CIFRI, Barrackpore before the date and time opening of the tender failing which tender will be considered non-responsive.**
2. **The two separate bids shall contain information as under :**
 - (A) **Technical Bid : Should contain PDF copies of Annexure-I&II&III alongwith documents mentioned in Para No.11 a) to n). Each page of uploaded documents should be authenticated by the authorized person of the firm along with seal. No Price shall be mentioned in this document anywhere failing which the Technical Bid will be considered as Non-responsive.**
 - (B) **Financial Bid : This bid shall contain the schedule of rates duly uploaded and digitally signed in the prescribed format of BOQ. A guideline of wages, EPF & ESI per security service has been given at Annexure-IV.**
3. After physical inspection of the site on the date of pre-bid conference, very detailed assessment/requirements of security personnel for providing security services at ICAR-CIFRI headquarters shall have to be furnished along with the quotation. The bidders should indicate the lump sum amount in respect of service covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. However, beak-up of consolidated rate should be provided in a separate sheet. No request for alteration in the rates once quoted will be permitted within the contract period of one year.
4. **TERMS OF CONTRACT :** Initially the terms of the contract will be for 1(one) year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the

- contract on monthly/quarterly/half-yearly basis on satisfactory performance and on the terms and conditions that may then be mutually agreed upon.
5. It will be the obligation of the agency to pay wages to its workers deployed at the Institute as per Minimum Wages Act of Ministry of Labour & Employment, Govt of India, as fixed/revised from time to time. Agency has to submit written request alongwith revised rates issued by Ministry of Labour & Employment time to time.
 6. The contractor/Agency should make payment of remuneration/wages to its personnel before 7th of every month. After making the payment, the contractor shall raise the bill to ICAR-CIFRI for payment of the settled amount. The agency will submit to the ICAR-CIFRI a copy of the payment vouchers duly signed by the workers for each month.
 7. The contractor shall submit the pre-receipted monthly bill in triplicate for the consolidated monthly payment as per agreed rates after making payment the wages to their workers and acquittance roll of payment alongwith bank details for e-payment
 8. In the event of selection for award of job, the selected Agency will have to furnish Security Deposit of 10% of Annual contract value in the form of Demand Draft to ICAR - CIFRI. The same will be released after two months of successful completion of contract period less deductable if any and without interest
 9. The contract will be made for a period of one year but terminable at any time before the expiry of that period with 30 (thirty) days notice, in case services are found to be unsatisfactory. The period of contract can be extended up to another year subject of satisfactory performance of the firm on same rate and terms and conditions if administratively required.
 10. The Competent Authority reserves the right to extend the period of engagement on the same terms and conditions keeping in view the performance of the agency and administrative requirements.
 11. The CIFRI does not pledge itself to accept the lowest or any other bid.
 12. **The Firms are required to upload of the following documents :**
 - a) **PDF copy of Firm's Name with full address and contract details.**
 - b) **PDF copy of valid certificate of Registration of the firm for providing security services.**
 - c) **PDF copy of the constitution of the Firm.**
 - d) **PDF copy of valid Certificate under PSAR license for operating security services in West Bengal under the Private Security Agencies (Regulation) PSAR Act.**
 - e) **PDF copy of valid GST Registration certificate.**
 - f) **PDF copy of Valid EPF Registration**
 - g) **PDF copy of Valid ESI Registration**
 - h) **PDF copy of valid PAN Card**
 - i) **PDF copy of valid Labour License**
 - j) **PDF copy of NISC certificate for claiming exemption, if any.**
 - k) **PDF copy of work completion certificate / experience for the last three financial years i.e. 2014-15, 2015-16 & 2016-17 in field of providing security services. The documents should include certificate of payment, work completion certificate etc. issued by Government of India/State Government Departments PSEs and other Government /Organizations including renowned Private sector Organization, whereby it can be ascertained that the work has been satisfactorily completed by the firm.**
 - l) **PDF copy of Demand Draft for EMD.**
 - m) **PDF copies of Annual Accounts of the Financial Years 2014-15, 2015-16 & 2016-17 clearly indicating Annual Turnover of Rs.15 lakhs in each financial year. The Annual Accounts must be audited by respective agencies**

- n) **PDF copy of detail assessment and deployment plan based on the discussion on pre-bid conference.**
- o) **PDF copy of undertaking on the letter head of the firm as per Annexure-III of the Bid documents.**

The authenticated check-list at Annexure-II may also be uploaded in PDF Format.

13. Bidders those are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry of Department may claim for exemption in submission of EMD.
14. Successful Bidder will have to enter into a detailed contract agreement with ICAR-CIFRI on non-judicial stamp paper of Rs.100/- (one hundred only) for the work. The Firm has to provide the non-judicial stamp paper.
15. In case, a bid is submitted in a business name and if it is a concern of an individual the bid must be signed by the individual himself as Proprietor or by his duly authorized attorney. In the latter case a copy of authority letter from the Proprietor needs to be attached with the bid document.
16. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related 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 has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contact and hold the signatory liable for all costs and damages.
17. In case of limited companies constituted under companies Act 1956 the bid must be signed by the Authorized Director/Managing Agent. A copy of such authorization a/w a copy of memorandum of Association need to be attached with the bid documents.
18. In case of registered cooperative societies, association of individuals and other societies registered under Societies registration Act or any other allocable Act in India, the bid must be signed only by the authorized persons for this purpose. A copy of such authorization and a copy of memorandum of association need to be attached with the bids documents.
19. The last date for submission of tender will be on **25th September by 14:00** hours and the tender will be opened on **26th September at 15:00** hours in the presence of bidders or their authorized representatives. The bids will be opened on line.
20. The award of bid and its terms & conditions will be subject to any further guidelines issued by the Govt. of India/ICAR/Director, ICAR-CIFRI.
21. The agency has to discharge all the legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz Statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act etc. The security Agency has to indemnify and keep indemnified the Institute, from any claims, loss or damages that may be caused to the Institute on account of the Agency's failure to comply with their obligations under the various laws towards their staff/employees employed by them or any loss/damage caused to the Institute due to acts/omissions of Agency.
22. The Agency has to get all the engaged employees insured against any liability arising under the Workman's compensation act or under the common law. The agency is to agree to indemnify against any claim that the Institute may have to meet in respect of their staff members and /or Workman/employees on account of any accident or for any other reason.

23. A detailed list of persons engaged for all the services along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of the jobs.
24. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
25. Uniforms for the staff has to be provided by the Agency as per specifications given below :

Security Group - Deep green (with name badge)

26. The Director, ICAR-CIFRI reserves the absolute right to accept or reject any or all bids without assigning any reason whatsoever.
27. If bidder does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited
28. The agency shall keep a complaint register with the receptionist, and it shall be open to verification by the authorized officer of ICAR-CIFRI for the purpose. All complaints should be immediately attended by the Agency.
29. The Agency shall not sublet the work.
30. The Agency or his workers shall not misuse the premises allotted for any purpose other than for which the contract is awarded.
31. Normally the Institute does not provide any accommodation in the ICAR-CIFRI Campus for office OR residence for the agency and its workers. However on specific request of the agency, the same may be considered by the Director, ICAR-CIFRI on payment of monthly charges as fixed by the Institute.
32. An amount equivalent to two days of contract amount subject to a minimum of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR-CIFRI and if no action is taken within one hour, liquidated damages clause will be invoked.
33. The Agency must employ adult only. Employment of child labour will lead to the termination of the contract.
34. Any misconduct from manpower deployed by the agency will not be tolerated & such person(s) will have to be replaced immediately. The Director, ICAR-CIFRI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, ICAR-CIFRI shall be Final & Binding on the Agency in respect of any clause covered under the contract.
35. The Director, ICAR-CIFRI reserves the absolute right and power of revocation or cancellation of the engagement of contract at 30(thirty) days notice, if the terms & conditions in the contract are not followed.
36. The rates so quoted shall remain unchanged during the period of contract and will not be modified/alterd at all.

37. MODE OF PAYMENT

The payment of the Contractor will be made in every month on production of bill alongwith the following documents. All the documents are to be produced for each location separately. The payment will be made through ECS on every month.

- a) Bill in triplicate duly pre-receipted.
- b) Statement showing Bank details certified by the Bank Authority.

- c) Separate Challan showing the total amount deposited to ESI & EPF authorities. The payment of whole organization of the contracting agency will not be accepted.
- d) ECR copies of ESI & EPF.
- e) Copy of wage slip of previous month.
- f) Copy of Challan for Payment of Service Tax.
- g) Actual amount payable to the employee should be made in accordance with Minimum Wages after deducting the employee share part of ESI and EPF.
- h) Bills submitted by the Bidder for payment should have names of the workers deployed which can be subsequently cross checked with EPF Electronic Challan Cum Return. If this does not happen, the payment shall be withheld.
- i) The Service Provider shall submit bills to ICAR-CIFRI. The details of the working personnel in the below mentioned format is also required to be submitted in Council alongwith ESI & EPF Challan

Sl.No.	Name of the Employee	Father's name	Designation of the contract employee	PF A/C No. allotted to	Wage Salary	PF & ESI deducted	Signature of the Employee

ASSISTANT ADMINISTRATIVE OFFICER (ADMN.II)

Annexure-II

CHECK LIST UNDER TECHNICAL BID

Last date of submission of Tender : 25th September, 2017 at 2.00 P.M.
Date of Opening of Technical Bid : 26th September, 2017 at 3.00 P.M

Sl. No.	Particulars	Uploaded document
1	PDF Copy of Firm's Name with full address and contact details	Yes/No
2	PDF copy of valid certificate of Registration of the firm for providing security services	Yes/No
3	PDF copy of the constitution of the firm	Yes/No
4	PDF copy of valid Certificate under PSAR license for operating security services in West Bengal under the Private Security Agencies (Regulation) PSAR Act.	Yes/No
5	PDF copy of valid GST, EPF & ESI registration	Yes/No
6	PDF copy of valid of PAN Card and NISC certification for claiming exemption, if any.	Yes/No
7	PDF copy of labour licence under Contract Labour (Regulation & Abolition) 1970	Yes/No
8	PDF copy of work completion certificate / experience for the last three financial years i.e. 2014-15, 2015-16 & 2016-17 in field of providing security services. The documents should include certificate of payment, work completion certificate etc. issued by Government of India/State Government Departments PSEs and other Government /Organizations including renowned Private sector Organization, whereby it can be ascertained that the work has been satisfactorily completed by the firm.	Yes/No
9	PDF copies of Annual Accounts of the Financial Year 2014-15, 2015-16 & 2016-17, clearly indicating Annual Turnover of Rs.15 lakhs in each Financial year. The Annual Accounts must be audited by respective agencies	Yes/No
10	PDF copy of detailed assessment and deployment plan based on the discussion in pre-bid conference	Yes/No
11	PDF Copy of demand draft for EMD	Yes/No
12	PDF copy of undertaking on the letter head of the firm as per Annexure-III of the Bid Documents	Yes/No

Note

All necessary certified documents in support of the details for S.No.1-12 must accompany the Technical Bid. The Bid is liable to be rejected in case documents are not uploaded in the Technical Bid of CPP Portal/Documents are incomplete or in case any certification/Registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the Technical Bid. Please avoid uploading of extraneous and irrelevant documents which unnecessary causes confusion which may result in disqualification of the Bid in sheer confusion.

(Annexure-III)

**(Essential certificate given by the bidder as part of Technical Bid)
ON THE LETTER-HEAD OF THE FIRM**

To
The Director,
ICAR-CIFRI, Barrackpore,
Kolkata – 700 120

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing the services of security at ICAR-CIFRI, Barrackpore and agree to provide the services at detailed in the Annexure-I & II

1. I/We hereby agree to the Terms and Conditions of the Contract as detailed in the tender document.
2. We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
3. We are not blacklisted by any Government organization in the field of providing security services.
4. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts

This offer is made to be valid for acceptance by ICAR within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)

Stamp/Seal of the firm

ANNEXURE-IV

GUIDELINES FOR MONTHLY CHARGES FOR SECURITY SERVICES

Sl.No.	Particular	Per guard (with arms)	Per guard (without arms)
1	Monthly charges as per prevailing rate of Ministry of Labour & Employment , Govt. of India for watch ward duty which is subject to revision from time to time (Taking into view 26 days engagement /wages = 1 month)	18460	16978
2	EPF @ 13.15% towards employer share	2417.49	2232.61
3	ESI @ 4.75% towards employer share	876.85	806.46
4	Total	21764.34	20017.07
5	Service charge * (to be filled by the bidder in BOQ through online)	-	-
6	GST as per prevailing rate fixed by the Ministry of Finance	-	-
7	Grand Total	-	-

**Service Charges to be quoted by the Bidder will include Reliever charges, charges for Guard's uniform, Torch etc items and any/all other obligatory & prescribed norms under different Guidelines/Acts of the Govt. as in force. The Service Provider will keep the Principal employer indemnified from all matters*

ANNEXURE - V

For the last three years continuous experiences of the firm in the field of providing security services in Central Govt. establishments/Autonomous bodies of Govt. of India/State Government Departments PSEs and other Government Organisation including renowned Private Section Organisation.

Sl. No.	Name of the organization	Nature of work	Period		Numbers of workers	Contract amount 15 lacs per year for the last three years (Enclose proof of receipt of payment and tax return)	Whether copy of work order and experience certificate enclosed	Remarks
1	2	3	4		5	6	7	8
			From	To				

Place :
Date :

Signature
Name Address with Seal