



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/Guwahati

22nd 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** at ICAR-CIFRI Regional Centre, Guwahati, Housefed Complex, Dispur, Guwahati – 781 006, Assam on contract basis **for a period of 1(one) year subject to satisfactory six monthly review and extendable upto another year at same rates and terms and conditions subject to satisfactory performance.**

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 **16.10.2017**. **The EMD of 50,000/- (Fifty 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. 16.10.2017 till 2.00 P.M failing which online bids shall be rejected. The Institute will not be responsible for postal delay.**

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	22 nd September, 2017 at 5:00 P.M	N.A.
2	Pre-bid conference	3 rd October, 2017 at 11.00 A.M	ICAR-CIFRI Regional Centre, Guwahati, Housefed Complex, Dispur, Guwahati – 781 006, Assam
3	Last date of receipt of Tender	16 th October, 2017 at 2 :00 P.M.	N.A.
5	Date of opening of Tender	17 th October, 2017 at 3: 00 P.M	N.A.

There will be a **pre-bid conference on 03.10.2017 at 11.00 A.M** 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.

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

Sd/-
ASSISTANT ADMINISTRATIVE OFFICER (AMDN-II)

TENDER DOCUMENT

CONTRACT FOR PROVIDING SECURITY

at

ICAR-CIFRI Regional Centre, Guwahati, Housefed Complex, Dispur, Guwahati – 781 006,
Assam

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

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

(A) DETAILS OF WORK FOR SECURITY JOB :

1. ICAR-CIFRI Regional Centre is located in the 4th & 5th floors (Rear Block) and 4th floor (Front Block) in the Central Building, HOUSEFED Complex, Dispur, Guwahati – 781 006 . The entire office with all its movable and immovable properties, located at the following premises are required to be safe guarded.

- | | | | |
|------|--------------------------------|---|---|
| i. | Central building (Rear Block) | - | 4 th and 5 th floor |
| ii. | Central Building (Front Block) | - | 4 th floor |
| iii. | Garages (2 Nos.) | - | In Ground floor of both the blocks |
| iv. | Generator shed | - | Adjacent to rear block |

(B) SERVICES REQUIRED

DUTY AREA

Area of Duty	Place of Points	Shift			Point of quantity
		A	B	C	
Main gate of 4 th Floor of Office	1	6 A.M to 2.00 PM	2.00 PM to 10.00 PM	10.00 PM to 6.00 AM	3
Main gate of 5 th Floor	1	6 A.M to 2.00 PM	2.00 PM to 10.00 PM	-	2
Garages & Generator shed	1	9.30 AM to 5.30 PM	-	-	1

- a) The work of the guards and other contractual worker is to be properly supervised by the Agency for the entire duty period without any additional payment. Night patrolling will be required to be done on regular basis across the entire Office area of ICAR-CIFRI Regional Centre, Guwahati.
- b) The Guards will regulate access control at main gates, prevent misuse of laboratory, office and training complex.
- c) The Security Guards/Supervisors should be trained in extinguishing fire with the help of fire extinguishers and other fire fighting material available in the Centre. They must also help the fire fighter in extinguishing the fire or in any other natural calamities.
1. Proper records of the visitors & vehicles check-in and check-out are to be maintained at the entrances. This will be monitored by a designated staff of ICAR-CIFRI, Regional Centre, Guwahati.
2. 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.

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 Centre, Guwahati property take place during the tenure of the service contract with the Agency. In case any theft or damages to the ICAR-CIFRI Centre, Guwahati 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 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 bid will be accepted by the Institute. Both bids (Technical and Financial) are to be uploaded on CPP Portal (www.eprocure.gov.in) in PDF format. **Earnest Money Deposit (EMD) of ₹50,000/- (Rupees fifty 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 submitted offline to the Assistant Administrative Officer (Admn.II), Room No.309, Block-E, Paryabaran Bhavan, ICAR-CIFRI, Barrackpore, Kolkata – 700 120 before the date and time opening of the tender failing which tender will be considered non-responsive.**
2. **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
 - c) PDF copy of the constitution of the Firm.
 - d) PDF copy of valid Certificate under PSAR license for operating security services in Assam under the Private Security Agencies (Regulation) PSAR Act. .
 - e) Contract labour licence under Contract Labour(Regulation & Abolition) Act 1970
 - f) PDF copy of valid GST Registration.
 - g) PDF copy of Valid EPF Registration
 - h) PDF copy of Valid ESI Registration
 - i) PDF copy of valid PAN Card
 - j) PDF copy of experience of performing similar contract of security for the last three financial years i.e. 2014-15, 2015-16 & 2016-17. 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 Organisations, whereby it can be ascertained that the work has been satisfactorily completed by the firm.
 - k) PDF copy of Demand Drafts for EMD

- l) PDF copies of Annual Accounts of the Financial Years 2014-15, 2015-16 & 2016-17 clearly indicating Annual Turnover of minimum Rs.10 lakhs in each Financial year.
 - m) PDF copy of undertaking on the letter head of the firm as per Annexure-III of the Bid documents.
 - n) The authenticated check-list at Annexure-II and particular of the firm at Annexure-I may also be uploaded in PDF Format.
3. **Financial Bid** : This bid shall contain quotation in prescribed format i.e. BoQ.
 4. **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.
 5. No request for alteration in the rates once quoted will be permitted within the contract period of one year.
 6. It will be the obligation of the agency to pay wages to its workers deployed at the Institute as per the 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 from time to time.
 7. The contractor/Agency should make payment of remuneration/wages to its personnel before 10th 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.
 8. 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.
 9. 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 deductible amount, if any, and without interest
 10. 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 to satisfactory performance of the firm on the same rate and terms and conditions if administratively required.
 11. 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.
 12. 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.
 13. In case of partnership firms, where no authority has been given to any particular partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by each 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 certify 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 contract and hold the signatory liable for all costs and damages.
14. 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.
 15. 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.
 16. The last date for submission of tender will be on 16.10.2017 by 14:00 hours and the tender will be opened on 17.10.2017 at 15:00 hours in the presence of bidders or their authorized representatives. The bids will be opened on line.
 17. 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.
 18. 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.
 19. 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.
 20. 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.
 21. 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.
 22. Uniforms for the staff has to be provided by the Agency as per specifications given below :

Security Group	-	Deep green (with name badge)
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 23. The Director, ICAR-CIFRI reserves the absolute right to accept or reject any or all bids without assigning any reason whatsoever.
 24. 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
 25. The agency shall keep a complaint register with the receptionist, and it shall be open to verification by the authorized officer of ICAR-CIFRI Regional Centre, Guwahati for the purpose. All complaints should be immediately attended by the Agency.
 26. The Agency shall not sublet the work.
 27. The Agency or his workers shall not misuse the premises allotted for any purpose other than for which the contract is awarded.
 28. 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 Regional Centre, Guwahati and if no action is taken within one hour, liquidated damages clause will be invoked.

29. The Agency must employ adult only. Employment of child labour will lead to the termination of the contract.
30. 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.
31. 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.
32. The rates so quoted shall remain unchanged during the period of contract and will not be modified/alterd at all.

33. MODE OF PAYMENT

The payment of the Contractor will be made in every month on production of bill alongwith the following documents. Bill in triplicate duly pre-receipted.

- a) Statement showing Bank details certified by the Bank Authority.
- b) Separate Challan showing the total amount deposited to ESI & EPF authorities. The payment of whole organization of the contracting agency will not be accepted.
- c) ECR copies of ESI & EPF.
- d) Copy of wage slip of previous month.
- e) Copy of Challan for Payment of Service Tax.
- f) Actual amount payable to the employee should be made in accordance with Minimum Wages after deducting the employee share part of ESI and EPF.
- g) 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.
- h) 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 deducted	Signature of the Employee

All the documents are to be produced for each location separately. The payment will be made through ECS on every month.

Sd/-

ASSISTANT ADMINISTRATIVE OFFICER (ADMN.II)

Annexure-I

Sl.No.	Particular	Particular to be filled by the quoting Agency
1	Name of the Agency	
2	Full address with Ph.No. Fax No. & E-mail ID	
3	Name of the Proprietor	
4	Pan No.	
5	GST Registration	
6	Earnest money deposited	
7	Cost of Tender Document	
8	Registration under GST	
9	EPF Registration No.	
10	ESI Registration No.	

Annexure-II

CHECK LIST UNDER TECHNICAL BID

Last date of submission of Tender : **16th October, 2017** at **2:00 P.M.**

Date of Opening of Technical Bid : **17th October, 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	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 Assam under the Private Security Agencies (Regulation) PSAR Act. .	Yes/No
5	PDF copy of valid GST registration certificate	Yes/No
6	PDF copy of Valid EPF & ESI Registration certificate	Yes/No
7	PDF copy of valid of PAN Card	Yes/No
8	PDF copy of labour licence under Contract labour (Regulation & Abolition) 1970	Yes/No
9	PDF copy of experience of performing similar contract of security for the last three Financial years i.e. 2014-15, 2015-16 & 2016-17 in the 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 Organisation, whereby it can be ascertained that the work has been satisfactorily completed by the firm.	Yes/No
10	PDF copies of Annual Accounts of the Financial Year 2014-15, 2015-16 & 2016-17, clearly indicating Annual Turnover of Rs.10 lakhs in each Financial year with respect to security services. The Annual Accounts must be audited by respective agencies.	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 cases confusion which may results 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 security services at ICAR-CIFRI Regional Centre, Guwahati 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 providing security services**

Sl. No.	Particulars	Security (without arms)
1	Threshold limit of 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)	15418.00
2	EPF @ 13.15% towards employer share	2027.47
3	ESI @ 4.75% towards employer share	732.35
4	Total	18178.00
4	Service charge * (to be filled by the bidder in BOQ through online)	
5	GST as per prevailing rate fixed by the Ministry of Finance	

**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. of India as in force. The Service Provider keep the Principal Employer indemnified from all matters.*

Signature.....

Name & address of the Firm.....

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 10 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