



**REGIONAL RAINFED LOWLAND RICE RESEARCH STATION
ICAR-NATIONAL RICE RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
GERUA, HAJO – 781 102, KAMRUP, ASSAM**



F. No. 26-09/Security Tender/RRLRRS/2019-20

BID DOCUMENT

NAME OF WORK: ÷ANNUAL CONTRACT FOR PROVIDING SECURITY
SERVICESö at RRLRRS, Gerua, Assam.ö

Tender Enquiry No: 01/ Security/RRLRRS/2019-20

Tender published at Website:
<http://crri.nic.in>



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GERUA, HAJO – 781 102, KAMRUP, ASSAM**



F. No. 26-09/Security Tender/RRLRRS/2017-18

Dated:29.01.2020

TENDER NOTICE

Tender Enquiry No: 01/Security/RRLRRS/2019-20

1. Tenders are invited for two nos. bids system from reputed contractors for following JOB /WORK CONTRACT FOR PROVIDING ANNUAL CONTRACT FOR PROVIDING SECURITY SERVICES AT RRLRRS, Gerua, Hajo, Assam- 781102 on behalf of Director ICAR- National Rice Research Institute, Cuttack-6 (Odisha),/ Officer In-Charge, RRLRRS, Gerua, Hajo, Assam-781102.
2. The tender form/bid documents may be downloaded from our website www.nrri.nic.in.
3. Earnest Money Deposit: The interested Firms are required to deposit an Earnest Money Deposit (EMD) of the amount Rs. 20,000/-(Rupees twenty thousand only) in the form of Demand Draft in favour of the Officer In-Charge, RRLRRS, Gerua, Hajo, Assam-781102. payable only at the State Bank of India, Hajo Branch, (Code No. 15304) may be address to Assistant Administrative Officer, RRLRRS, Gerua-781102.
4. EMD should be valid for 180 days from the due date of receipt of tenders. This EMD should be submitted in sealed envelope super-scribed as **EMD for JOB /WORK CONTRACT FOR PROVIDING “ANNUAL CONTRACT FOR PROVIDING SECURITY SERVICES” AT ICAR-NRRI, RRLRRS, Gerua, Assam-781102.**
5. As and when the VDA/Minimum Wages are enhanced by the Central Labour Commissioner, the same rate of wages should be paid. However, the enhanced rate of wages will be reimbursed by this Institute and the contract amount will be enhanced accordingly.
6. Estimated cost is Rs. 20 lakhs approximate per annum

CRITICAL DATES

Tender Number	01/Security/RRLRRS/2019-20
Description of work	öANNUAL CONTRACT FOR PROVIDING SECURITY SERVICESö at RRLRRS, Gerua, Assam
Type of Tender	Two Bids system (Technical bid and Financial bid)
Bid submission Start Date and Time	29/01/2020 at 3.00 PM to onward
Bid submission End Date and Time	17/02/2020 up to 3.00 p.m
Date and time of opening Tenders	17/02/2020 at 3.30 p.m. (Only technical bid)
Financial Bid to be opened	As will be reflected in the Technical Evaluation Report
Bid Validity	180 days from the date of Technical Bid opening.
EMD	Rs. 20,000/- (Rupees twenty thousand Only) in the form of Demand Draft in favour of the Officer In-Charge, RRLRRS, Gerua, Hajo, Assam payable only at the State Bank of India, Hajo Branch (Code No.5304).
EMD Validity	180 days from the date of Technical bid opening. This EMD should be submitted in Sealed envelope super-scribed as EMD for JOB / WORK CONTRACT FOR öANNUAL CONTRACT FOR PROVIDING SECURITY SERVICESö at RRLRRS, Gerua, Assamö 781102.
Security Deposit	10% of the total contract value (Annually) shall be deposited in the form of Demand Draft in favour of the Director, NRRI, Cuttack-6.
Submission of Bids	From 29/01/2020 to 17/02/2020 up to 3.00 p.m. Hard copy of the tender must also be submitted along with EMD before closing date and time.

Important Notes:

1. RRLRRS, Gerua, Assam will not be responsible for any delay in enrollment or submission of tender paper after schedule date.
2. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.nrri.nic.in. Bidders are therefore requested to regularly visit our website to keep themselves updated.
3. The Director, NRRI, Cuttack/ Officer In-Charge, RRLRRS, Gerua, Assam may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderness.
4. The Director, NRRI, Cuttack- 753006 / Officer In-Charge, RRLRRS, Gerua, Assam reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
5. The job may be awarded initially for a period of one year, which may subsequently be extended based on the satisfactory performance of the service.
6. If the date up to which the Tenders are to open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.

IMPORTANT NOTES FOR TERMS & CONDITIONS

- 1) The concerned Tenderers should furnish the work experience certificate along with copies of the work orders in the similar types of works for a period of at least two years in a Govt. Organization/PSUs/ Autonomous Organizations. No agency is to be involved in any office of profit either in Govt./ Semi Govt./ Private sector undertaking/ Private and earning remuneration/ wages more than Rs. 3500/- P.M. If it happens and established the work order as well as his security money is to be forfeited. The legal action is to be initiated against him as per rule.
- 2) The annual transaction of the Tenderer should be Rs.10.00 lakhs or more in a calendar year for which proper documents/balance sheet should be enclosed. The tenderer should produce documents of having sufficient bank balance in his account to make advance payment of wages on last day of at least two months before getting bills from the office. All payments of salary to his/her contract worker must be made through bank transfer and no personal case payment is permissible.
- 3) The attested copies of the valid Registration Certificate of the Agency, valid up to date Labour License (Central) from Central Labour Commissioner. The Tenderers have to produce all these papers in the original for verification before award of work.
- 4) The rates quoted should be valid for a minimum period of one year from the date of award of the contract, which may be extended further if agreed upon by both parties. The minimum rates of wages prescribed by the Chief Labour Commission (Central) time to time for watch & wards services may be taken into accounts when quoted the rates. The rates analyses may be submitted reflecting the rate of wages & contractor charges & any other charges.
- 5) Complete specification of the Security Services quoted for, should be given in the tender separately.
- 6) Any other charges over and above the rate quoted must be mentioned specifically.
- 7) The tender paper complete in all respect should accompany EMD amounting to Rs. 20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft drawn in favour of ðOfficer In-Charge, RRLRRS, Geruaö payable at SBI, Hajo branch.
- 8) Services listed in the schedule are to be supplied within one month from the date of placement of order.
- 9) After increase of VDA for the workers, are to be paid by the agency first with arrears if any, then the bills along with full signature of contractual workers are to be submitted to this office for reimbursement.
- 10) a) The minimum rate of wages for Security services as prescribed by the Central Labour Commissioner (Central)/Appropriate Authority from time to time should be followed by the Agency.
b) In case of violation of any provision of Labour Laws rules and regulations thereof governing the field, will be treated as lapse of the Agency and RRLRRS will not be responsible for the fault of the Agency.
c) The records, muster roll, wages register etc. as per the requirement of Labour Enforcement officer must be maintained by the Agency. Any deviation or irregularity in maintenance of records or observance of Labour Acts/Laws brought to the notice of the OIC, RRLRRS, Gerua by the Labour Department would be treated as lapse of the Agency and the contract would be terminated forthwith.
d) All liabilities in respect of statutory obligations on accounts of various laws/acts of the State like Labour Contract Act, EPF Act, Minimum Wages Act and ESI Act that may be applicable to carry out the work shall be borne by the Agency. The liabilities of RRLRRS will be limited to the payment to the Agency as per the tender.
- 11) Payment will be made on monthly basis only by RTGS/NEFT through PFMS from the NRRI, Cuttack drawn on State Bank of India, or by Crossed Demand Draft after satisfactory completion of services Tenderer(s) insisting for any other mode of payment is liable to be rejected.
- 12) Enquiries regarding rate will not be entertained.
- 13) Tenders not complying with the above conditions are liable to be rejected.

- 14) While submitting the tender, Tenderers should indicate clearly number of pages of schedule, literature, diagram, papers etc. attached.
- 15) Tenderers should indicate
 - (i) Permanent Income Tax Account No. _____ and
 - (ii) Current Sales Tax /VAT/GST No. _____
 - (iii) EPF account Number and ESI account number
- 16) The Agency will take notice of all complaints against the workers employed by the Agency and change/remove any or all of them as and when needed by the Officer In-Charge, RRLRRS, Gerua.
- 17) No Guards/Supervisors/Security personnel, who have served in RRLRRS earlier, shall be accepted, if provided by the Security Agency that gets the contract.
- 18) The workers of the Agency cannot become members of any trade union at RRLRRS, Gerua, or take part in agitation activity. If they are found to be so participating, they will be changed/removed by the Agency from the assignment in RRLRRS with due replacement forthwith.
- 19) The Tenderers should put their signature in each page of tender paper.
- 20) Any liabilities that may arise due to damage/injury, death of any personnel of Agency caused while carrying out the work shall be solely borne by the Agency.
- 21) The Officer In-Charge, RRLRRS, Gerua, has no liability towards the employment of manpower provided/deployed by the Agency.
- 22) The Agency which is awarded the job shall have to complete the work with full satisfaction of the Officer In-Charge, RRLRRS, Gerua, or else the payment made in its favour shall have to be refunded in full by the Agency to the Officer In-Charge, RRLRRS, Gerua, for which the decision of the Officer In-Charge, RRLRRS, Gerua, shall be final and binding on the Agency.
- 23) Tenders with over writings and cuttings shall be summarily rejected.
- 24) In case of any ambiguity is detected in the tender it will be rejected summarily without bringing to the notice of the Tenderer.
- 25) In case the tender is accepted, the Tenderer will have to deposit security money at the rate of 10% of the basic annual charges in shape of a Demand Draft drawn in favour of the Officer In-Charge, RRLRRS, Gerua payable at S.B.I., Hajo branch only. No other mode of payment shall be received with tender as EMD/Security deposit. Order will not be placed till the Tenderers submit Demand Draft towards Security money within stipulated date as informed by this office. No request for transfer of any other previous deposit of EMD/Security money will be entertained. The EMD/Security money should not on any account fall short of the amount actually required.
- 26) Tender papers received after due date/time shall not be considered.
- 27) The Officer In-Charge, RRLRRS, Gerua, shall not be responsible for any postal delay.
- 28) All disputes including court proceedings shall be settled within the Guwahati jurisdiction only.
- 29) The Officer In-Charge, RRLRRS, Gerua, reserves the right to accept or reject any or all the tenders either in part or in full without assigning any reason thereof.

Place: RRLRRS, Gerua, Assam

Signature :

Date : ____/____/2020



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Note: All communications must be addressed to –The Officer In-Charge, RRLRRS, Gerua, Assam-781102

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING ANNUAL CONTACT FOR Providing Security services (Ex-serviceman) at RRLRRS, Gerua, Assam-781102.

From:

The Officer In-Charge,
RRLRRS, Gerua,
Assam-781102

To

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Dear Sir (s),

Tenders (in 2 bid system) are hereby invited on behalf of the Director, NRRI, Cuttack-6 / Officer In-Charge, RRLRRS, Gerua, Assam- 781102 for annual contract of PROVIDING JOB WORK/SERVICE CONTRACT FOR ANNUAL CONTACT FOR PROVIDING SECURITY SERVICES at RRLRRS, Gerua, Assam. i.e. ANNUAL CONTACT FOR Providing Security services (Ex-serviceman) at Officer In-Charge, RRLRRS, Gerua, Assam- 781102. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2) An earnest money of Rs. 20,000/-(Rupees Twenty thousand only) must be deposited in the form of demand draft payable to Officer In-Charge, RRLRRS, Gerua, Assam- 781102. The particulars of the **earnest money deposited must also be super-scribed on the top of the envelope by indicating the draft number and date, falling which the tenders will not be opened.** The tenders will not be considered if earnest money is not deposited with the tenders.

3) The tenderer is being permitted to give tenders in consideration of the stipulation on his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

4) The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders 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, of (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 of (iii) constituted attorney of the firm if it is a company.

5) If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited

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 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 warrant 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 ICAR/NRRI 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 annexure, if any, should be signed by the tenderer.

7) First, Technical bids will be opened and after evaluation of Technical bids in accordance with the qualifying criteria points as indicated in check list, a list of firm qualified in Technical bids will be prepared and the date of opening of Financial bids will be reflected. The Financial bids will be opened on the prescribed date and time in the website who qualified in Technical bids: and only those firms will be considered for financial bid who will qualify in the Technical bid.

8) The printout copy of the tenders and original EMD in the form of Demand Draft is to be submitted in a closed cover super-scribed as THE JOB WORK CONTRACT öANNUAL CONTRACT FOR PROVIDING SECURITY SERVICESö at RRLRRS, Gerua, Assam.ö i.e. öANNUAL CONTACT FOR Providing Security services (Ex-serviceman)ö at Officer In-Charge, RRLRRS, Gerua, Assam-781102 with address of this office. All Tenders should be sent by Registered Post.

9) The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

10) An amount of Rs. _____ (Rs. _____) as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.

11) No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12) Goods & Service Tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR/NRRI will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per 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 by government.

13) Director, NRRI, Cuttack-6, Odisha & Officer In-Charge, RRLRRS, Gerua, Assam- 781102 reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

14) Decision of Director, NRRI, Cuttack-6, Odisha & Officer In-Charge, RRLRRS, Gerua, Assam- 781102 shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NRRI, Cuttack-6. 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.

15) Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

Note: 1) The NRRI/ RRLRRS, Gerua, Assam will pay the bill inclusive the tax component and the contractor will deposit the tax and furnish proof of deposit to NRRI every month.
2) The contractor will have to make payment for 2 consecutive months, even without receiving payment from NRRI.

Yours faithfully,

For and on behalf of the Officer In-Charge,
RRLRRS, Gerua, Assam

TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR ANNUAL CONTACT FOR PROVIDING SECURITY SERVICES (EX-SERVICEMAN) AT OFFICER IN-CHARGE, RRLRRS, GERUA, ASSAM- 781102

Full Name & Address of the Tenderer in addition of Post/Box No., if any, should be quoted in all communications to this Office	:	
Telephone No.	:	
Telegraphic Address/FAX/Cellular No.	:	
E-Mail address	:	

From:

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To

The Officer In-Charge,
 RRLRRS, Gerua,
 Assam-781102

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK/SERVICE CONTRACT FOR ANNUAL CONTACT FOR Providing Security services (Ex-Serviceman) at Officer In-Charge, RRLRRS, Gerua, Assam-781102 and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

- 2) I/We have understood these 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 form a part of this Tender for the contract for Job Work/Service contract for Providing Security Service at RRLRRS, Gerua-781102. The Schedule I & II to accompany this Tender are at pages_____
- 4) Every page so attached with this Tender bears my Signature and the office seal.
- 5) Pay order/DD No_____ of _____ drawn in favour of the Officer In-Charge, RRLRRS, Gerua-781102 and payable at State Bank of India, Hajo Branch, Hajo-781102 (Code No. 15304) is enclosed as earnest money required.

Signature & Seal of the Tenderer

Witness: í í í í í í í í í í í í í í í .. Telephone No. (Office):

Address: í í í í í í í í í í í í í í í . Telephone No. (Resi.):

Occupation: í í í í í í í í í í í í í í í Mobile No.:

Signature of witness to contractor's signature
 Address:

Name & Signature of witness:
 Address:

TECHNICAL BID

Sl. No.	Documents required	Page No. of enclosures
a)	Registration certificate of the firm under the work contract of the Central Govt. /State govt.	
b)	The annual transaction of the Tenderer should be Rs.10.00 lakhs or more in a calendar year for which proper documents/balance sheet should be enclosed. The tenderer should produce documents of having sufficient bank balance in his account to make advance payment of wages on last day of at least two months before getting bills from the office. All payments of salary to his/her contract worker must be made through bank transfer and no personal case payment is permissible.	
c)	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations provide the details in enclosed tabular form (Format given at page no. 15)	
d)	Certified Balance sheet of the firm for last year of the service contract by the chartered accountant.	
e)	Employee EPF registration certificate issued by local govt. etc.	
f)	Employee ESI registration certificate issued by local govt.etc.	
g)	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The Contractor shall obtain the labour license under this Act & submit the copy before release of first month's bill.	
h)	The details of staff including their names and address may be provided who are registered under ESI & EPF must be given separately. Minimum 10 nos. Ex-Servicemen (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.	
i)	Goods and Service tax registration certificate issued by Govt. etc.	
j)	Successful Tenderer will have to enter into a detailed contract agreement with ICAR / NRRI on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). A draft specimen agreement will be provided for reference.	
k)	The bidder MUST be registered under the home department of the concerned state and enclose the certificate to his effect.	

k)	The Agency MUST have minimum 10 Ex-servicemen Security Guards & Security Supervisors in his muster roll. The list to be attached along with tender.	pdf	
l)	The Director, NRRI, Cuttack-6 / Officer In-Charge, RRLRRS, Gerua, Assam- 781102 reserves to itself the rights to cancel the tender either by part or full without assigning any reason thereof and without prior intimation to the tenderers.	pdf	
m)	Security guards to be deployed shall be preferably ex-servicemen with robust health and clean record preferably within age group of below 45 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 One Part/First Party from time to time. In case there is any change in employment of the Security Guard, such change shall be intimated to the RRLRRS authority in writing well in advance.	pdf	

- Note: 1)The NRRI/ RRLRRS, Gerua, Assam- 781102 will pay the bill inclusive the tax and the contractor will deposit the tax and furnish proof of deposit to NRRI every month.
2) The contractor will have to make payment for 2 consecutive months, even without receiving payment from NRRI.
3) Successful Tenderer will have to enter into a detailed contract agreement with ICAR / NRRI on non-judicial stamp paper of Rs.100/- (Rupees one hundred only).

SIGNATURE OF THE TENDERER WITH STAMP

Schedule to tenders:**Part-I**

- 1) Name of the Firm/Agency :
- 2) Full address with Post Box No. and Telephone No. if any :
- 3) Constitution of the Firm/Agency(Attached copy) :
Indian Companies Act,1956,Indian Partnership Act.1932 (please give names of partners) Any other Act, if not the owners :
- 4) For Partnership firms whether registered under the Indian partnership Act-1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender. :
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration? :
 - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners. :
- 5) Name and full Address of your Bankers :
- 6) Your permanent Income Tax No/Circle/Ward :
- 7) Any other relevant information :

Part-II

- 8) Earnest Money Deposited (Yes/No) :

Part-III

- 9) Name and Address of the firm's representative and whether the firm would be representing and the opening of the Tenders. :
- 10) Name of the Permanent Representative to be visiting RRLRRS, Gerua-781102 regarding the contract. :

Date:

Place:

AUTHORISED SIGNATORY

SCHEDULE-III

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING ANNUAL CONTACT FOR PROVIDING SECURITY SERVICES (EX-SERVICEMAN) AT OFFICER IN-CHARGE, RRLRRS, GERUA, ASSAM- 781102

(Regional Rainfed Lowland Rice Research Station is situated an unit of National Rice Research Institute, Cuttack6, Odisha. The security staff can only be deployed at RRLRRS, Gerua, Hajo, Assam as per requirement)

Scope of work:

The approximate area to be supervised for providing Security Service at RRLRRS, Gerua, Assam-781102 is about 12.5 hectares. The details of Security requirements and duties to be performed may be assessed by the service providing agencies in consultation with the Security Officer, RRLRRS, Gerua/ Officer In-charge, RRLRRS, Gerua and quote their rates accordingly.

A) Frequent Security Service is required at the following points along with the entire area of this Institute.

B)

Sl. No.	Duty place	Shifts	Remarks
i	Main Gate (Security Guard)	03 Shifts	(A) Shift 06.00 AM to 02.00 PM (B) Shift 02.00 PM to 10.00 PM (C) Shift 10.00 PM to 6.00 AM
ii	Field/Lab/Quarters (Security Guard)	01 Shift	09.00 AM to 05.00 PM
iii	Throughout the Campus (Supervisor)	01 Shift	09.00 AM to 05.00 PM

N.B. :- One each Security contract guard will be allowed for 26 days per month as per rule in force. Additional manpower will be provided by the selected agency to cover the shift duties in a month.

Signature of the authorized
Signatory of the Agency with Address

TENDER SCHEDULE

FINANCIAL BID

I/We have understood the instructions and conditions stated above from page 01 to 03 of tender schedule and hereby submitting the tender for providing "Security Services" on Job Contract basis at RRLRRS, Gerua, Hajo ó 781102.

1. The tenderer(s) shall furnish, without fail, a clear declaration as follows with their quotations:
 - (i) I/We declare that I/We are the registered Contractors/Firms/Agency.
 - (ii) I/We declare that the rate furnished is genuine as per Minimum Labour Wages Act.

Work Description	Rates (Total Security wages per day x 5 shifts x 365 days ÷12 = rate per month (Rs.))	Charges of EPF, ESIC, GST, any other items, clearly mentioned the items / percentage & amounts below per month (Rs.)	Rates of service charges for the agency per month (Rs.)	Total amount per month (Rs.)
	A	B	C	(A+B+C)
1) Providing Round the Clock Security Services on Job Contract basis at RRLRRS, Gerua (Exó Service men Security Guards & Security Supervisor)		EPF : ESIC : GST :		

The approximate area to be supervised at RRLRRS, Gerua is about 12.5 hectares. The details of security requirements and duties to be performed may be assessed by the service providing agencies in consultation with the Assistant Administrative Officer, RRLRRS, Gerua, and quote their rates accordingly.

AREAS FOR WHICH SECURITY IS TO BE PROVIDED

Sl. No.	Duty place	Shifts	Remarks
i	Main Gate (Security Guard)	03 Shifts	(A) Shift 06.00 AM to 02.00 PM (B) Shift 02.00 PM to 10.00 PM (C) Shift 10.00 PM to 6.00 AM
ii	Field/Lab/Quarters (Security Guard)	01 Shift	09.00 AM to 05.00 PM
iii	Throughout the Campus (Supervisor)	01 Shift	09.00 AM to 05.00 PM

The age of security personnel should be below 45 years. They should be capable of preventing theft cases or undesirable elements and be conversant with use of conventional fire equipments. The security personnel should be dressed in proper uniform while on duty. Any complaint against them shall be decided bilaterally with the Agency. Functional control over the security staff rests with the OIC, RRLRRS, Gerua. The Agency shall be liable to pay compensation to RRLRRS for loss/damage due to theft/hooliganism as determined by the OIC, RRLRRS, Gerua.

Certified that the Security Personnel provided are within the age limit of 45 years and they all are ex-servicemen.

Permanent Income Tax Account No:

Sale Tax/Service Tax/VAT No. (AST/CST):

Registration No.:

Date:

Place:

**Signature of the authorized
Signatory of the Agency with Address**

TERMS & CONDITIONS

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/ supervisor is to go on leave under intimation to this office.
2. Changing of staff/ Supervisor should be intimated to the Officer In- Charge, RRLRRS, Gerua .
3. The Director, NRRI, Cuttack reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of OIC, Gerua shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of OIC, Gerua for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by ICAR should be supplied by the Agency / contractor to the workers at his own cost and it should be ensured that the working staff etc is in proper uniform while on duty.
8. The agreement is terminable with one month notice on either side.
9. The contractor shall not sublet the work without prior written permission of the Director, NRRI, Cuttack-6.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary personals for the contractor shall not sublet the work without prior written permission of the OIC, RRLRRS, Gerua as per labour acts prevalent in Central Govt. / State Govt. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The persons so provided by the agency under this contract will not be the employee of the ICAR/NRRI and there will be no employer-employee relationship between the ICAR/NRRI and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. After physical inspection of the site, a very detailed assessment/ requirements of personnel for providing security services at RRLRRS, Gerua shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rate should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The NRRI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
16. The contractor will discharge all his legal obligations in respect of the workers/ supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and 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. The contractor shall indemnify and keep indemnified the RRLRRS, Gerua from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the OIC, Gerua shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.

18. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. Changing of Supervisor/Staff should be intimated to the RRLRRS, Gerua office.
20. **The bidder are to quote their rates taken into account the VDA rate applicable as on 01/01/2020 (per watch and ward without arms)**
21. as and when the VDA/Minimum wages are enhanced by the central Labour Commissioner, the same rate of wages should be paid. However, the enhanced rate of wages will be reimbursed by this institute and the contract amount will be enhanced accordingly.
22. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of Contract.
23. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central govt., State Govt. relating to this contract made applicable from time to time.
24. **Risk Clause:** RRLRRS, Gerua reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by raising a separate claim.

LIQUIDATED DAMAGES CLAUSE

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damage 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 RRLRRS, Gerua and if no action is taken within an hour, liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The OIC, Gerua reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, NRRI, Cuttack-6 shall be final and binding on the contractor/agency in respect of any clause under the contract.

Details of minimum 03 years experience/work done:

Sl. No.	Name of the Deptt./ Organization & Name of contract person with phone No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

CERTIFICATE FOR NON BLACK LISTING

(On non-judicial stamp paper work Rs. 100 or more)

We..... (name of the firm) certify that our company/firm has not been black listed by an Government Department/Government Educational Institutions/Research Institutes during the last three years.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

ANNEXURE C: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To

The Officer In-Charge
Regional Rainfed Lowland Rice Research Station,
Gerua, Hajo, Assam-781102

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely: www.nrri.nic.in :: as per your NIT/ advertisement, given in the above-mentioned website (s).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum (s) in its totality /entirety.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
5. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours faithfully,

Authorized signatory.

(Signature of the Bidder, with Official Seal)
Email. id for correspondence.

AGREEMENT DEED

This agreement is made at RRLRRS, Gerua on this between the National Rice Research Institute a unit of Indian Council of Agriculture Research a Society registered under the Societies Registration Act 1960, through Director, National Rice Research Institute, Cuttack-753006/ OIC, RRLRRS, Gerua under NRRI, Cuttack which term shall include its successors, assignees etc. (Herein after called first party) of the First party and having its office at which term shall include its authorized representatives, successor, assignees etc. (hereinafter called the security agency) of the other part.

WHEREAS the one part / First Party desired to avail the security on job/service contract basis for the purpose of carrying on watch and ward of their property etc.

NOW THEREFORE it is agreed by and between One Part/First party and the security agency as under:-

1. The Security agency shall carry out the security and watch and ward of the RRLRRS, Gerua as per the requirements and instructions given them by the authorities of one part/first party from time to time for a period one year w.e.f..... until further orders.
2. A list showing the jobs to be carried out by the security agency is attached as Annexure-I. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with the approval of the authorities of the one part / first party.
3. The Security Agency shall render the services on the job contract basis at the rate of `...../- **per month** (Rupees only) which includes PF contribution, ESI contribution (not applicable to service man) and any other statutory provisions and liabilities to be discharged by the Security Agency.
4. Security guards to be deployed shall be robust ex-servicemen with good health and clean record and between **25 to 45** years of age. The watch and ward will be round the clock and 7days of the week and shall be changed as per requirement of the one party/first party from time to time. In case there is any change in employment of the Security guard, such change shall be intimated to the Security agency in writing well in advance.
5. The security agency shall employ its own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the One Part / First Party authorities.
6. The security agency agrees to discharge all its legal obligations to its employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. statutory obligations under Contract Labour (Regulation & Abolition) Act 1970 Minimum Wages Act. Workmen's Compensation Act, EPF & MP Act, Industrial Dispute Act etc. The Security Agency agrees to indemnify and keep indemnified the one part / first party from any claims, loss or damages that may be caused to the one part / first party on account of the Security Agency's failure to comply with their obligations under the various laws towards their staff/employees employed by them or any loss or damage to one part due to acts / omissions of other part.
7. The stationery items like registers, scales, writing pads, pencils, staplers etc. will not be provided by the One Part / First Party and Uniforms will not be allowed to be washed in the One Part / First Party premises. The uniform of the security personnel's and other related items as mentioned above will be provided by the Security Agency. The One Part / First Party have to pay only the amount which has been agreed to as per items no.3. Torch, Lathi and whistle shall also be provided by the Security Agency along with Uniform including shoes.
8. The security agency shall submit its bills after the completion of each month during the first week of the following month of the services rendered previous months to the Director, NRRI, Cuttack-6/ Officer In-Charge, RRLRRS, Gerua, Assam. The payment will be made through E-Payment on receipt of confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of Director, NRRI whose decision shall be final and binding on the Security Agency. The bankers detail i.e. Account Number, Bank name with branch and IFSC Code should be clearly mentioned on the bill for effecting PFMS payment.
9. The Security agency agrees to get all the security staff members and their employees insured against any liability arising under the Workman's compensation act or under the common law. The security agency agrees to indemnify against any claim that the One Part / First Party may have to meet in respect of its staff members and / or Workman / employees on account of any accident or for any other reason.

10. It is further clarified that under no circumstances, the staff member and / or the Workmen / employees of the Security Agency shall be treated, regarded or considered or deemed to be the employees of the One Part / First Party and the Security Agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the One Part / First Party AGAINST ANY CLAIM THAT may have to meet towards the employees of the Security Agency.
11. Further, it is agreed that the Security agency will ensure that no theft or damages to the One Part / First Party property should take place during the tenancy of the service contract of the Security Agency. In case any theft or damage to the One Part / First Party Property occurs during the service contract period with the security agency due to the negligence of the security staff / employees of the Security Agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry (consisting of two members of the One Part / First Party) and one member of the security agency) come to the conclusion that the loss is attributable to the negligence on part of security personnel of the security agency, the estimated amount of loss shall be realized from the security agency from the monthly bill of the security agency. The Security Agency shall attend all the police cases from time to time during the contract period, if required.
12. The Security Agency will provide the Security Services at the rates mentioned in the foregoing paragraph round the clock in three shifts running from 6.00 a.m. to 2.00 p.m., 2.00 p.m. to 10.00 p.m., 10.00 p.m. to 6.00 a.m. The Security Supervisor of the Security Agency should be present to supervise the security work invariably between the shifts from 6.00 a.m. to 2.00 p.m. to 10.00 p.m. and 10.00 p.m. to 6.00 am.
13. If any question or dispute arise between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the One part / First Party. His award shall be governed by the provisions of the Arbitration & Conciliation Act 1996 for the time being in force in Indian Union and shall be binding on both the parties hereto.
14. Notwithstanding anything contained in clause 13, it is expressly agreed and understood that the First Party / one Part at its sole discretion will terminate the agreement in case of following contingencies:
 - a) If the security agency fails to execute the work entrusted to the satisfaction of the One Part of which the One Part /First Party shall be the sole judge.
 - b) If the security agency fails to discharge its legal obligations towards the employees security personnel employed at One Part / First party premises.
 - c) If for any reason whatsoever, the security agency is not able to perform their part under this agreement for continuous period of ten days or more.
 - d) If the security agency commits breach of any of the clauses of the agreement.
 - e) If the One Part / First Party is required to pay any damages and / or compensation and / or any payment to their customers / visitors on account of any negligent action and / or misbehavior on part of the security agency.
 - f) If the security agency is unable to give proper account of tools, equipments etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
 - g) The Security agency shall inform the One Part / First Party immediately of their having been granted the approval by the Government of India to operate as Private Security Guards Agency under regulation of Employment and Welfare Act 1981. The Security Agency shall obtain the license under section 12 of the contract labour (Regulation & Abolition) Act 1970 from the Competent Authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement Security Agency shall have license under section 12 of the Contract Labour (R&A) Act 1970. In default of these agreement will be liable to be terminated.
 - h) The One Part / First Party will not be made liable to answer any officials under Security Funds board It shall be the sole responsibility of the security agency to satisfy any of the officials of the Security Guards Board.
 - i) Under no circumstances, the One Part / First Party shall be made liable or additional monetary involvement than what has been mutually agreed.

PENALTY CLAUSE:

- i) The Security Supervisors and Security guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, shoes and identity card etc.
- ii) No Security Supervisors / Security guards should perform double duty, in case they are found performing double duty or remain absent from the duty a penalty of double the wages shall be recovered from the security bill.
- iii) A daily list of Security Supervisor and Security Guards on duty should be provided to this office.
- iv) A detailed list of Security Supervisor and Security Guards along with their P.P.O., photographs attested by the agency including permanent address should be provided to the office in original along with Xerox copies for record before taking over the charge of security. The same will apply to all guards / supervisors, if changed during the contract period.

In case of any of the above contingencies, the One Part / First Party will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and / or loss which may be suffered by the Security Agency on account of termination of this agreement.

In WITNESS, whereof, the parties herein to have set their respective hands on this day of

For and on behalf of
Secretary, ICAR-NRRI/RRLRRS

For and on behalf of
The Security Agency

Signature
Name & Designation
and Stamp/seal

Signature
Name with Designation and
Stamp/seal

Witnesses:

Signature:

Name/Address:

Signature:

Name/Address: