



**ज्वार अनुसंधान निदेशालय**  
**DIRECTORATE OF SORGHUM RESEARCH**  
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research )  
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030  
Phone: 040-24015349, 20020077, Fax no.040-24016378



## **INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS**

F. No. 4(615)Admn/12

Date: 23.09.2013

**Sealed Tenders are invited for providing Security Services at Directorate of Sorghum Research, Rajendranagar, Hyderabad 500030 for one year.** The envelope containing the tender as well as subsequent communications should be addressed / delivered to: The Director, Directorate of Sorghum Research, Rajendranagar, Hyderabad – 500 030 in a sealed cover. All the communications must be addressed to the above officer by designation, and not by name.

2. On behalf of the Director, Directorate of Sorghum Research, Rajendranagar, Hyderabad, sealed tenders are invited for providing Security Services in the form attached. The Security Services will be governed by the terms and conditions mentioned herein and as per charter of duties detailed in the enclosed Schedule (Annexure I & II. Therefore, tenders may be submitted in the prescribed Tender Form attached along with a Demand Draft of Rs.5000/- towards EMD and Rs. 200/- towards Tender form cost drawn on any Nationalized Bank in favour of “**ICAR Unit, DSR, Hyderabad**” payable at Hyderabad.

3. The total set of Tender Document consisting of pages from 1 to 10 in original should be returned intact after tendering the rates in attached form and also affixing **tenderers signature on all pages of the tender document**. Pages should not be detached but when items are not being tendered, the corresponding spaces should be defaced by words such as “Not quoting” in the event of space on the schedule form is insufficient for the required purpose, additional pages must be added. Each such additional page must be numbered consecutively, bearing the tender number and full signature of the tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the tender.

4. The sealed cover should be superscribed as “**Tender for providing Security Services to DSR, due on 15.10.2013.**”

5. Unless otherwise specified in the schedule to tender, the Tenders must reach this office not later than 12:00 hours on the last date scheduled for receipt of the Tenders i.e., 15.10.2013. Tenders sent by hand delivery should reach this office not later than 12:00 hours on the last date for receipt of the Tenders 15.10.2013. This office does not take any responsibility for the postal delay.

6. First tenderers should note that their offer should remain open / valid for acceptance for at least 90 days from the date of opening the Tender. If the firms are unable to keep their offer open for the specified period, they should specifically state in the Tender Form the period upto which they want their tenders to remain open for acceptance. In the absence of such mention in the tender, it will be assumed that their offers will remain open for acceptance for the period of 90 days from the date of opening of

Tender. Tenders received by such vague and indefinite expressions such as “subject to immediate acceptance” will not be considered..

7. This offer does not pledge to accept the lowest or a tender and reserves itself the right to accept the whole or any part of the tender or portion of the tender offered and the Tenderer should execute the same at the rate quoted. The Tenderer is at liberty to state in the tender that the rate quoted shall apply only if the entire contract is executed.

8. If Tenderer does not accept the offer, after issue of letter of award by, DSR (ICAR) within 15 days, the offer made shall be withdrawn & earnest money will be forfeited.

9. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, 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 DSR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tender Document and the schedules to the Tenders and annexure, if any.

13. An amount of Rs.2,00,000/- (Rupees Two Lakhs only) as a security deposit in the form of DD in favour of “ICAR Unit DSR, Hyderabad” payable at Hyderabad for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the DSR, ICAR, Hyderabad. In the event of non-deposition of the same, the earnest money will be forfeited.

14. Any other tax which is as per the rules shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful Tenderer as per the rule.

16. The Tenderer is at liberty to be present or to authorize a representation to be present at the opening of the tender. The name and address of the representation who would be attending the opening of the tender on the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.

17. Acceptance by the DSR will be communicated by Speed Post / Fax /e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post / Fax / e-mail etc. should be acted upon immediately.

Time and date of receipt of Tender : 15.10.2013 upto 12:00 hours

Time and date of opening of Tender: 15.10.2013 on 13:00 hours

18. Director, DSR reserves the right to accept or reject any or all tenders without assigning any reason.

ADMINISTRATIVE OFFICER

**[SIGNATURE OF THE TENDERER]**

## **TERMS AND CONDITIONS OF CONTRACT FOR PROVIDING SECURITY SERVICE TO “DSR”**

1. Tender Form submitted without Tender Form Cost is liable for rejection.
2. The Security Agency submitting tender should be registered under Central / State Government and documentary proof thereof should be furnished alongwith tender documents.
3. Services Required as per charter of duties in **Annexure-I & II**
4. The Security Agency should be a registered Firm as per Registration Act.
5. The Security Agency must possess Service Tax Registration.
6. The Security Agency must have ESI / EPF Registration.
7. The Security Agency must possess PAN number allotted by the income tax authorities.
8. The contract is for a period of one year.
9. The contractor shall make security deposit of 2,00,000/- (Rupees Two Lakh only) with DSR through a Demand Draft from a Nationalized Bank in favour of “ICAR Unit DSR, Hyderabad” before taking charges of the security duty. Such security deposit will become refundable to the contractor only after the expiry of contract period or extended period and after DSR certified that the terms of this agreement are full and properly carried out by the contractor and the dues if any, payable to DSR are cleared by the contractor.
10. Necessary enlisting / Police verification of the firm and its workers is also required.
11. The agency shall provide **Communication Facilities, Stationery, Stick, Torch, Whistle, Uniform** to the guards for smooth functioning of Security Services.
12. The Contractor shall not sub-let the contract.
13. No interest on Security deposit and Earnest Money Deposit shall be paid by DSR to the Contractor.
14. The Security Agency shall carry out the security and watch & ward of the DSR as per the requirements and instructions given to them by the DSR authorities from time to time for a period of one year.
15. The Security Agency shall render the services on the job contract basis at the mutually agreed rates, which includes EPF contribution, ESI contribution (not applicable to ex-serviceman) and any other statutory provisions and liabilities to be discharged by the Security Agency.
16. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, the DSR shall have right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.
17. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.
18. The contractor will discharge all his legal obligations in respect of the workers/guards 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 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 DSR 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 Director, DSR shall be final and binding on the contractor.

**[SIGNATURE OF THE TENDERER]**

19. Security Guards should not leave their points unless and until the reliever comes for shift duties. Security supervisor will maintain all the registers, which are kept at main gate.
20. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
21. Proper entries are to be made while handing over key to any staff of DSR and while taking over too.
22. Changing of security Supervisor/Security Guards should be intimated to the Security Officer.
23. The Security staff should follow the codal formalities of Security system while on duty.
24. The Security personnel should ensure for the items taken out of the campus have issued that proper gate pass. In case of any doubts, they should immediately contact officer in-charge Security.
25. It will be the duty of the Security Agency to keep entire DSR Campus and field farms at Rajendranagar, Hyderabad free of stray dogs.
26. The engagement and employment of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
27. All Wages allied benefits such as leave, ESI, EPF, Gratuity, Bonus etc., shall be paid by the contractor and Client shall not incur any liability or additional expenditure whatsoever for the personnel deployed.
28. The contractor will be required to maintain all the records and documents under labour laws. The contractor shall make a copy of such records maintained by him available to DSR.
29. In compliance to Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain the (a) Muster Roll (b) Wage Register (c) A register of deduction for damage or loss (d) Register of Fines (e) Register of advances (f) Register of Overtime, (g) Wage Slip.
30. In compliance to Rule 81 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment, names and addresses of the Inspector.
31. In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall obtain a license for deployment of his personnel at the premises of the client.
32. In compliance to section 21 of the Contract Labour(Regulation and Abolition) Act and Rules 25 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall pay timely and shall ensure the disbursement of wages in the presences of Security Officer/Nominated Officer of DSR. Rate of wages shall not be less than of the minimum wages as declared by The Regional Labour Commission (Central) Hyderabad. As and when the wages are revised by **The Regional Labour Commission (Central) Hyderabad.** The revised wages shall be paid by the client. The contractor should ensure payment of wages to his workmen on or before 7<sup>th</sup> of every succeeding month. The wages shall be paid to workmen without any deduction except those under the payment of Wages Act and Minimum wages Act.
33. In compliance to Rules 75, 76 and 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain a register of workers in form XIII and issue an Employment card to each worker in Form XIV and shall also issue service certificate to every workman on his termination in form XV.

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34. In compliance to provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952, and The Employees State Insurance Act, 1948, the Contractor shall provide each workman the Identity Card as received from ESIC for enabling him and the members of his family to avail the medical services from ESIC dispensary. The contractor shall provide other details also. The contractor shall provide each workman the PF number allotted to him and the Contribution Card.
35. The Client reserves the rights to with hold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues. **The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker's account for the previous month. If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.**
36. **The contractor shall submit his monthly bill with the following: (a) A detailed wages sheet showing List of workmen with their name, no. of days worked during the month, wages admissible, EPF/ESI deductions, Net amount payable to each employee, statement showing that the wages have been transferred to the bank account of the workmen, counter-signature of Security Officer or any other authorized representative of the client on this statement as a token of proof that the wages as shown in the wages sheet have been transferred to the bank account of workmen in his presence (b) copy challan of deposition of EPF/ESI in respect of previous month.**
37. **The amount as shown in the challan of EPF/ESI must tally with the total deductions as reflected at Sl.No.41 & 41 failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor.**
38. The contractor shall be liable for any legal dispute/ case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
39. The contractor shall be responsible for compliance of all the laws rules/ regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/worker engaged by the contractor and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
40. The Director, DSR (ICAR) reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, DSR (ICAR) shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.
41. The watch & ward will be round the clock and seven days of the week and shall be changed as per requirement of DSR 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.
42. The Security Agency shall discharge all their own staff / employees as may be required for the purpose of execution of the work which shall be subject to the approval of the DSR authorities.
43. The Security Agency shall discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions of law in force that may be applicable to them from time to time, viz., statutory obligations under Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act, Workman's compensation Act, EPF and MP Act, Industrial Dispute Act etc. the security agency shall indemnify and keep indemnified the DSR authorities from any claims, loss or damages that may be caused to DSR on account of the security agencies failure to comply with their obligations under the various laws towards their staff / employees employed by them or any loss or damage to DSR due to acts / omissions of the security agency.

[SIGNATURE OF THE TENDERER]



44. The stationary items like registers, scales, writing pads, pencils, staplers etc., will not be provided by DSR and uniforms will not allowed to be washed in the premises. The uniform of the security personnel and other related items as mentioned above will be provided by the security agency. DSR has to pay only the amount which has been agreed to.
45. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered in previous month to the Director, DSR. In case, the services provided are not up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of the Director, DSR whose decision shall be final and binding on the security agency.
46. The security agency shall get all the security staff members insured against any liability arising under the Workman's Compensation Act or under the common law. The security agency shall indemnify against any claim that DSR may have to meet in respect of their staff member and / or workmen/ employees on account of any accident or for any other reason.
47. 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 DSR and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified DSR against any claim that may have to meet towards the employees deployed by the agency.
48. The security agency will ensure that no theft or damages to DSR property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to DSR 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 DSR 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 security agency shall attend all the police cases from time to time during the contract period, if required.**
49. The security agency will provide the security services at the accepted rates round the clock in three shifts running from 06.00 AM. The security supervisor of the security agency should be present to supervise the security work invariably between the shifts.
50. The security agency will ensure the payment to the security staff / employees are made through **bank transfer only.**
51. DSR 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 DSR of which DSR shall be the sole judge.
  - b. If the security agency fails to discharge their legal obligations towards the employees / security personnel employed at DSR premises.
  - c. If for any reason whatsoever, the security agency is not able to perform their part under the agreement for continuous period of 10 days or more.

**[SIGNATURE OF THE TENDERER]**

52. The contract is liable for termination by one month's notice in writing by either side.
53. The Director, DSR reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
54. All disputes arising out of the contract are subject to the jurisdiction of Courts at Hyderabad only.
55. PENALTY CLAUSE:
- (i) The security supervisors and security guards on duty must possess caps, proper uniform, lathi, whistle, torchlight, name batch, shoes and identity cards, etc.,
  - (ii) No Security Supervisor / Security guard shall 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 the Security Officer DSR.
  - (iv) A detailed list of security supervisor and security guards along with their photographs attested by the agency including their permanent addresses should be provided to the DSR office for record before taking over the charge of security.

In case of any of the above contingencies, DSR will have the right to terminate the 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 the agreement.

**[SIGNATURE OF THE TENDERER]**

## DIRECTORATE OF SORGHUM RESEARCH

(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad – 500 030

### TENDER FORM

S. No.	Services	Ex-service man		Civilian	
		Supervisor	Guard	Supervisor	Guard
1	Services of Security Supervisor per month for one shift of services consisting of 8 hours				
2	Services of Security Guard per month for one shift of services consisting of 8 hours of duty				
	<b>Details of job</b>	<b>Rate quoted per month</b>		<b>Remarks</b>	
	To provide round the clock watch and ward to 110 acres of office premises & agricultural farm / land at 5 locations in Rajendranagar, Hyderabad and protect the crops & properties lying in the farm. There shall be 6 security points to be guarded for 24 hours in three shifts with one Security Supervisor for day shift only.				
	Additional man power, if required has to be provided by the Agency and charged as per min. wage act for the skill level deployed without any additional service charges to the agency.				

	Details of EMD	a) DD No.
		b) Dated:
		c) Amount:
		d) Bank:

3. Mailing address of tenderer with PIN :

**NOTE:**

- a) Name & addresses of the Govt. / Semi Govt. organizations where the security agency is providing security services may be furnished and enclosed to the tenderer.
- b) Rates indicated / quoted should include weekly offs, PF / ESI / Service Tax / Service charges
- c) Non-legible figures shall be ignored
- d) Corrections / overwriting may be avoided

**4. The following documents to be enclosed for verification**

1. Copy of the registration of the firm
2. Copy of the license
3. Copy of the Service Tax Registration
4. Copy of the Registration of the ESI
5. Copy of the PAN No. allowed by Income Tax authorities
6. List of the Clients
7. **Statement showing the breakup of the rates quoted**

**[SIGNATURE OF THE TENDERER]**



**CHARTER OF DUTIES FOR SECURITY SERVICES AT  
DIRECTORATE OF SORGHUM RESEARCH  
RAJENDRANAGAR, HYDERABAD-30.**

**DETAILS [Part-I]**

- a) Ensure proper locking / unlocking of all doors and windows and report to the officer concerned immediately.
- b) Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
- c) Ensure safe custody of keys.
- d) For regular traffic, ensure proper parking of vehicles.
- e) Conduct regular patrol along the specified beats.
- f) No stray cattle / dogs get access to the guarded areas.
- g) To check pilferage and implement anti theft measures.
- h) Check and keep the record of all out going material through gate pass signed by the authorized officials of DSR.
- i) Check/control/search staff engaged by any other contractor or person having access to the building.
- j) Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of needs and assist the fire brigade in their operation.
- k) Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
- l) To maintain complete record of visitors.
- m) To maintain record of incoming and outgoing vehicles wherever applicable.
- n) To report unusual events in suspicious circumstances occurring in the area of premises.
- o) To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays / Sundays and Closed Holidays in a register and obtain their signatures.
- p) To hoist and lower the National Flags at the buildings as per the flag code.
- q) Any other of work assigned with the approval of competent authority.

**[SIGNATURE OF THE TENDERER**

**THE TERMS AND CONDITIONS FOR THE SECURITY GUARDS / SUPERVISOR  
[Part-II]**

1. The guards should be healthy, desirable physique and proper experience may be shuffled from time to time.
2. The guard should be able to communicate in Hindi and also in English if possible.
3. The guard should perform one shift per day, double duties are not allowed.
4. The guards should not develop social relationship with DSR staff.
5. The guard should be provided with uniforms, Whistle, torch, lathi etc.
6. The guards should wear neat uniform while on duty along with identity cards.
7. They should not leave the point unless and until the reliever comes for shift duties.
8. The security supervisor will maintain all the registers which are kept at the main gate and other points.
9. They have to verify after 5.30 p.m. that all rooms / buildings are locked properly
10. From 10.00 p.m. to 06.00 a.m. one security guard must be on patrolling duty in the campus areas by rotation and while patrolling he should check all the locks of buildings including pump houses.
11. They should not give lenient or casual impression in the duties and they should be alert and attentive.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
13. They should observe movement of all the staff, labourer and visitors etc.
14. All the vehicles are to be parked in the parking place only. The vehicle has to be checked by the Security Guard on duty while coming inside and while going out also.
15. Proper entries are to be made while handing over key to any staff of DSR and while taking over too.
16. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor / security guards going on leave under intimate to this office.
17. Changing of security supervisor / security guards should be intimated to the Security Officer / Administrative Officer or any other authorized officer of DSR.
18. Patrolling to the identified points to be carried out every hour in the night.
19. The security staff should follow the codal formalities of security system while on duty.
20. The security personnel should ensure that pass has been issued by the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contact Security Officer / Administrative Officer.

**[SIGNATURE OF THE TENDERER**