

DIRECTORATE OF SORGHUM RESEARCH

(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad – 500 030

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

Tender Form No. Admn/Security/10-11

Date:

Note: **Sealed tenders are invited for providing Security Services**

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.

To
M/s. _____

Dear Sir,

On behalf of the Director, Directorate of Sorghum Research, Rajendranagar, Hyderabad, sealed tenders are invited for providing Security Services in the form enclosed (Annexure I & II). The Security Services will be governed by the terms and conditions detailed in the enclosed Schedule (Annexure I & II) and provide services and stated in the attached schedule. Therefore, tenders may be submitted in the prescribed Tender Form (Annexure I & II) along with a crossed Demand draft of Rs.5000/- towards EMD drawn on any Nationalized Bank in favour of ICAR Unit, Directorate of Sorghum Research payable at Hyderabad.

The total set of Tender Document consisting of pages from 1 to 7 in original should be returned intact after tendering the rates in Annexure – II and also affixing tenderers signature on all pages of the tender document. Pages should not be detached but when items are not being tendered for the corresponding spaces should be defaced by words such as “Not quoting” in the event of space on the schedule from being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the tender number and full signature. 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.

The sealed cover should be superscribed as Tender for providing Security Services to DSR, due on _____

Signature of the Tenderer

Unless otherwise specified in the schedule to tender, the Tenders must reach this office not later than 1100 hours on the last date scheduled for receipt of the Tenders i.e., _____ Tenders sent by hand delivery should reach this office not later than 11:00 hours on the last date for receipt of the Tenders _____. This office does not take any responsibility for the postal delay.

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

Tenderers are at liberty to be present or authorize a representative to be present at the time of opening of the Tenders at the time and date, as specified in the Schedule. The name and address of the authorized representative who would be attending the opening of the Tender should be indicated in the Tender.

This offer does not pledge itself 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.

Communications of acceptance of the Tender will be made by Telegram / express letter of acceptance of formal “Acceptance of Tender”. In cases where acceptance is communicated to the Tenderers as soon as possible but the instructions contained in the telegram or express letter should be acted upon immediately.

Time and date of receipt of Tender up to 30.04.2010 / 1100 hrs

Time and date of opening Tenders: on 1400 hrs

Yours faithfully,

Administrative Officer

Signature of the Tenderer

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

1. The cost of the Tender Document is Rs.100/- (Rupees One hundred only) which is not refundable. The tenders once sold are not transferable. The cost of tender may be paid by means of DD (drawn in favour of Director, DSR, Hyderabad).
2. The Security Agency submitting tender should be registered under Central / State Government and documentary proof thereof should be furnished alongwith tender documents.
3. The Security Agency should be a registered Firm as per registration Act.
4. The Security Agency must possess Service Tax Registration.
5. The Security Agency must have ESI / EPF Registration.
6. The Security Agency must possess PAN number allotted by the income tax authorities.
7. The contract is for a period of one year.
8. The contractor shall make security deposit of 1,00,000/- (Rupees One lakh only) with DSR before taking charges of the security duty through a bank guarantee from a Nationalized Bank in favour of Director, DSR. 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.
9. 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.
10. A list showing the job to be carried out by the security agency is attached as Appendix. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with approval of the authorities of DSR.
11. The Security Agency shall render the services on the job contract basis at the mutually agreed rates, which includes PF contribution, ESI contribution (not applicable to serviceman) and any other statutory provisions and liabilities to be discharged by the Security Agency.
12. Security guards to be deployed shall be preferably with robust health and clean record preferably within the age group of below 45 years.
13. 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.
14. 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.
15. 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.

16. 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.
17. 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 months to Director, DSR. The execution of services by the officer authorized for this purpose. In case, the services are not provided upto 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.
18. The security agency shall get all the security staff members their employees 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.
19. 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 and shall indemnify and keep indemnified DSR against any claim that may have to meet towards the employees of the security agency.
20. 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.
21. 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.

22. The security agency will ensure the payment to the security staff / employees are made through cheque only.
23. 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

TERMS AND CONDITIONS OF THE LIST OF JOBS TO BE CARRIED OUT BY THE SECURITY AGENCY UNDER THE SECURITY CONTRACT

1. The guards should be healthy of desirable physique and with proper experience and may be shuffled from time to time.
2. The Guards should be able to communicate in Telugu, Hindi and also in English if possible.
3. The Guards should perform one shift per day, double duties are not allowed.
4. The Guards should not develop social relationship with DSR staff.
5. The Guards should be provided with uniform, whistle, torch, lathis etc.
6. The Guards should wear neat uniform while in duty along with identify cards.
7. The Guards 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 main gate and other points.
9. Guards have to verify all the office building rooms after 5.00 PM to ensure as to whether all buildings are locked properly.
10. From 10.00 PM to 6.00 AM, one security supervisor must be on patrolling duty in the campus by rotation and while patrolling he should check all the buildings locks including pump houses.
11. Guards should not give lenient or casual impressions in the duties and they should be alert and attentive.
12. They should observe movement of all the staff, labourers and visitors etc.,
13. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors register.
14. All the vehicles are to be parked in the parking place only, they vehicle should 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 keys to nay 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 goes on leave under intimation to DSR office.
17. Changing of security supervisor / security guards should be intimated to the Administrative Officer or any other authorized officer.
18. Patrolling to the identified points should be carried out every hour in the night.
19. The security staff should follow codal formalities of security system while on duty.
20. The security personnel should ensure that proper gate pass has been issued to the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contract the Administrative Office of any other authorized officer.
21. The guards should report and help in the extinguishing of fire and other mishaps.
 - a) If the security agency commits breach of any of the clauses of the agreement.
 - b) If DSR is required to pay any damages and / or compensation and / or any payment to their customer / visitors on account of any negligent action and / or misbehavior on part of the security agency.

- c) 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 the agreement.
- d) The security agency shall inform DSR immediately of their having been granted the approval by the Govt. of India to operate and private security guards agency shall obtain the license under Section – 12 of the Contract Labour (Regulation and 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.
- e) DSR will not be made liable to answer any officials under Security Funds Board of Central / State Government. It shall be the sole responsibility of the Security Agency to satisfy any of the officials of the Security Guards Board.
- f) Under no circumstances, DSR shall be made liable for additional monetary involvement than what has been mutually agreed.

24. The contract is liable for termination by one month's notice in writing by either side.

25. The Director, DSR reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

26. All disputes arising out of the contract are subject to the jurisdiction of Courts at Hyderabad only.

27. PENALTY CLAUSE:

- (i) The security supervisors and security guards on duty must possess caps, proper uniform, lathi, whistle, torchlight, name batch, shoes and identify 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 DSR office.
- (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 | | | | |
| | Details of job | Rate quoted per month | | Remarks | |
| 3 | To provide round the clock watch and ward to 110 acres 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 on Security Supervisor for day shift only. Skill Level – 18 guards of unskilled and one supervisor of skilled level. | | | | |
| 4 | 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. | | | | |

| | | |
|---|----------------|------------|
| 5 | Details of EMD | a) DD No. |
| | | b) Dated: |
| | | c) Amount: |
| | | d) Bank: |

3. Mailing address of tenderer with pin code no.:

NOTE:

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

Signature of the Tenderer

The following documents to be enclosed for verification

- Copy of the registration of the firm
- Copy of the license
- Copy of the Service Tax Registration
- Copy of the Registration of the ESI
- Copy of the PAN No. allowed by Income Tax authorities
- List of the Clients
- Statement showing the breakup of the rates quoted