

INDIAN INSTITUTE OF CROP PROCESSING TECHNOLOGY
(Ministry of Food Processing Industries, GOI)
Pudukkottai Road, Thanjavur-613 005

**CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES AT
IICPT, THANJAVUR**

A. Cost of Tender Form **Rs.500/- (Rupees Five hundred only)**

B. Last date of receipt of Tenders in Office is **16.08.2010 up to 3 PM**

C. Tenders to be opened at **3.30 PM on 16.08.2010**

NOTE:

- 1. The Director, IICPT, Thanjavur may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.**
- 2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.**

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INVITATION OF TENDER
FOR THE SECURITY SERVICES AT IICPT, THANJAVUR.

Dear Sir

Sealed Tenders are hereby invited on behalf of the Director, IICPT, Thanjavur for contract of **providing of Security on Job/Service contract at IICPT, Thanjavur.** 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 placed by the IICPT and the special terms and conditions detailed in the Tenders 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.10,000/- (Rupees Ten Thousand only)** must be deposited in the form of demand draft/pay order payable to The Director, IICPT, Thanjavur. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing 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 stipulations on his part that after submitting his Tenders, he will not resale 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 IICPT. 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 IICPT.

4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular 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 of constituted attorney of such sole proprietor, or (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 or (iii) constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer, after issue of letter of award by IICPT within 15 days, the offer made shall be withdrawn & Earnest money forfeited.
7. 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 IICPT shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.
8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "providing of Security Service contract at IICPT,Thanjavur " with address of this office and of the Tenderer. Right is reserved to reject outstation Tenders. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept Office of the IICPT, Thanjavur not later than 3:00 PM on 16.08.2010.
9. The rates quoted by each firm for job/service security contract in Tenders are given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.
10. The IICPT does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. 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.
11. **An amount of Rs. 10,000 (Rs. Ten thousand only) as a security deposit in the form of DD/CH/BG/FDR etc.** for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the IICPT. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the IICPT to the Tenderer.
13. The sales tax or any other tax which is as per the rule of the Govt. of Tamil Nadu, 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.
14. Director, IICPT reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the IICPT, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
15. Director, IICPT will 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 and will not be referred to arbitration.

16. Acceptance by the IICPT 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.

17. The following documents/vouchers are required to be enclosed with the Tenders form which are the terms and conditions of the Tenders document:-

- a) Registration certificate of the firm/letter under DGR certified ex-servicemen security agency.
- b) Minimum turnover of the firm not less than Rs. 10.00 lakhs during per Annum the last financial year 2009-10.
- c) Last five years continues 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.
- d) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employee EPF registration certificate issued by EPF Authorities etc.
- g) Employee ESI registration certificate issued by ESI Authorities. etc.
- h) The contractor/agency must have a registration with the Tamil Nadu Police/correspondence & submit a photocopy of the R.C. with the Tenders.
- i) Nos. of guards/supervisors registered under ESI & EPF separately. Minimum 40 nos. (Security Guards/Supervisors) required their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j) The agency must have certificate of service tax issued by the Govt. etc.
- k) Only those firms will be considered for financial bid who will qualify in the technical bid.
- l) Successful Tenderer will have to enter into a detailed contract agreement with IICPT on non-judicial stamp paper of Rs. 50/- for each work.

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,

Director

**TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES
AT IICPT, THANJAVUR.**

Full Name & Address of the Tenderer in addition to 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

To

The Director,

IICPT,

Pudukkottai Road,

Thanjavur. 613 005

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **providing of Security Service contract at IICPT, Thanjavur** and agree to provide the services as detailed 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 90 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 from a part of this Tender _____. The Schedules-I & II to accompany this Tenders are at pages_____

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. _____ of Rs._____ drawn in favour of Director, IICPT and payable at _____ is enclosed as earnest money required.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness _____ Telephone No. Office

Address _____ Resi.

Occupation _____ Mobile

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

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)
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932
(Please give names of partners)
 - c) 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.
 - ii) 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

i) 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 partner

5, Name and Full Address of your Banker's

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 at the opening of the Tenders

10. Name of the Permanent Representative to be visiting IICPT, Thanjavur regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF SECURITY SERVICES AT IICPT, THANJAVUR.

- 1. Scope of Work: The agency should visit our Institute before quoting, Numbers of guards are tentatively. Agency if required may extend or reduce the number of points.**

No.of Security Post (Gate): 4

There shall be 3 shifts and each shift shall be manned by two security guards and shall perform 8 hours duty per shift (Day or Night time) and the agency shall give weekly off on the seventh day as per Rules. The agency shall provide additional security guard as reliever to perform the duties in shift on weekly off days.

2. Payment for security service bill will be made monthly upon submission of pre-receipted bill.
3. An earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of DD/Pay Order is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resale from the offer.
4. The rates shall be quoted both in words and figures failing which the same is liable to be rejected.
5. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of maintenance of IICPT shall be got done from other source at the expenses of the defaulting firm.
6. The persons supplied will be the employees of the contractor and all the statutory liabilities and responsibilities will be that of the contractor and the IICPT has no legal responsibilities on the same.
7. The contractor shall not appoint any sub-contractor for the work under any circumstances.
8. It may be ensured that verified antecedents of the persons engaged be furnished to the IICPT.
9. Any liability regarding Government dues as well as any human loss / injury during the course of work will be personal responsibility of the contractor.
10. The award of contract will not confer any right for continuation or extension of the contract on any account. This will purely a short term temporary arrangement on contractual basis.
11. In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the IICPT reserves the right to claim damages from Contracting Agency.
12. Decision of DIRECTOR IICPT shall be final for any aspect of the contract and binding to all parties. Disputes arising if any in the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator

to be appointed by Director IICPT. The decision of the sole arbitrator so appointed shall be final and binding on the parties.

13. The Director IICPT reserves the right to reject any or all tenders in whole or in part without assigning any reason therefore.
14. The envelope containing the tender shall be superscripted as "Tender for providing Security Services"
15. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both summer and winter) to the personnel with identity cards.
16. All essential items for security services personnel like Torch, Lathi, etc will be provided by the agency at its own cost.
18. The agency shall employ good and reliable persons with robust health and clean record preferably Ex-Servicemen within the age group of 41 to 50 years. In case any of the personnel so provided is not found suitable, the IICPT shall have the 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.
19. 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 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 IICPT 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, IICPT shall be final and binding on the contractor.
20. The selected agency shall provide the necessary personnel for providing Security services at IICPT, Thanjavur as per labour acts prevalent in Tamil Nadu.
21. Income Tax will be deducted from the payments due for the work done as per rule.
22. The guards/workers should be able to communicate in Tamil and also in English if possible. Should perform per shift/per day.
23. They 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 & other points.

24. They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all building is locked properly.
25. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
26. They should observe movement of all the staff, labourers and visitors etc & registered.
27. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
28. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also.
29. Proper entries are to be made while handing over key to any staff of IICPT and while taking over too.
30. 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 intimation to this office.
31. Changing of Security Supervisor/Security Guards should be intimated to the Caretaker.
32. The Director, IICPT reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, IICPT shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

SPECIAL TERMS AND CONDITIONS FOR SECURITY SERVICES:

1. **The Agency shall provide proper uniform consisting of full pants, shirts, cap, and lanyard with whistle, belt, shoes, badges, torch lights, etc to the security guard and shall ensure that their turnout is smart in all respect.**
2. The Agency will be responsible for the discipline of the Security Personnel employed by them as per Conduct Rules and Regulations.
3. The Agency shall provide extra security guards if desired by the Office, during the period of this agreement at the rates already agreed in this contract.
4. The Agency shall arrange subject to the provisions contained herein to safeguard the documents, appliances, fitting materials and property of the entire Intellectual Property Office Building. In addition to providing security to the property of Intellectual Property Office Building, the services include patrolling of the required area at all times during day and night

on 24 hours basis, giving instruction to park private vehicles at proper place, watching the movements of visitors.

5. **Only able bodied, physically fit, well-trained disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and above 45 years. They shall perform their duties to the satisfaction of the office. A representative of the Security Agency will report at least once in a week for co-ordination with the concerned officer-in-charge.**
6. The security guard shall be vigilant so that no person shall carry away any articles belonging to the offices housed in Intellectual Property Office Building out of its building, and on finding such events, he shall immediately inform the concerned officer-in-charge and act in accordance with the instructions given by him/her from time to time.
7. Senior Officer of the Agency should visit and check the Security staff periodically in different shifts and monitor their performance.
8. The Agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over and personally guarded by the security staff. In cases of any theft/pilferage of any property belonging to the Offices, housed in Intellectual Property Office Building, the concerned officer-in-charge will immediately register complaints with the police and inform the Security Agency for immediate follow-up investigation. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department(s).
9. The security guards provided by the agency to the department are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
10. The Department (s) shall not employ the personnel of the Security Agency for manual labour, or any other task not connected with security.
12. The agreement will be initially in force from the date of execution and for a period of one year subject to satisfactory performance and can be terminated by one-month notice from either side. The further extension thereafter would be decided later, on satisfactory completion of the above tenure.
13. The employees engaged by the contractor will be in the employment of the contractor only and not of the IPR office. The Security agency will be responsible for payment of wage as minimum wages as prescribed/ revised from time to time by the State Government and such other service benefits to its personnel posted.
 - a) Contractor shall not pay wages and other allowance to its staff below the rates of minimum wages fixed by the Government of India or the State Govt. from time to time.
 - b) Contractor shall provide weekly holidays National and Festival Holidays and leave with wages and other benefits as per the rules.
 - c) The contractor shall pay the gratuity and bonus as per the provisions of the

payment of Bonus Act, 1965 and payment of Gratuity Act, 1972.

- d) All other benefits required to be extended under various labour statutory enactments.
14. No escalation in rates due to any reasons, statutory or otherwise shall be allowed.
 15. No labour below the age of 18 years shall be employed on work by the contractor.
 16. The contractor shall ensure that none of their employees will be a member of any of the employees union(s) of the central union of Government employees, or take any interest in their activities.
 17. After the expiry of the agreement period, the service need not be Continued taking as deemed extension of period.
 18. The contractor shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately.
 19. Any dispute arising out of this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to Thanjavur jurisdiction only. The office is entitled to withhold a payment that is due to the contractor in case of dispute till it is resolved.
 20. Mode of payment will be monthly and would be paid on 10th of each succeeding month. Payments to the contractor will be through Account Payee cheques only. Payment of salary to staff must be made immediately after receipt of cheque from the office and proof of payment shall be submitted to the office every month. However it is the responsibility of the agency to produce previous month ESI, PF contribution receipts and salary acquaintance as per the minimum wages Act of the employees along with the bill for payment. This will be strictly adhered to before making payment.
 21. The deviation from the terms and conditions, if any, shall be clearly indicated in a separate sheet duly signed by the tenderer.

Signature with Tenderer Company Seal

TENDER DOCUMENT
INDIAN INSTITUTE OF CROP PROCESSING TECHNOLOGY
THANJAVUR
QUOTATION FOR PROVIDING SECURITY SERVICES TO OFFICE OF
Indian Institute of Crop Processing Technology, Thanjavur

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

| | | | | | |
|----|---|---------------------|----|-------------------------------------|------------------------|
| 1. | Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/ mobile number of contact person | | | | |
| 2. | Experience in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 2 years along with a certificate from the agency where the job was carried out. | In following format | | | |
| 3. | Name of Organization With complete address and telephone numbers to whom services provided | From | To | Contracted Amount (Rs per month) | Reason for Termination |
| | | | | | |
| 4. | a) Is the Establishment registered in the Government, please give details with document/ evidence. Service Tax Registration No. (Please attach Copy) b) Do you have labour license. | | | | |
| 5. | Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc. | | | | |

| | | |
|-----|---|--|
| 6. | Are you governed by minimum wages rules of the Govt. of Tamil Nadu. If yes, please give details. | |
| 7. | PAN No. (Please attach copy) | |
| 8. | Vat No. (Please attach copy) | |
| 9. | Trade License No. (Please attach copy) | |
| 10. | Details of the DD/Pay Order of Rs 10,000/- towards bid security (EMD) DD/PO No. Date: Drawn on: | |

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order No._____

2. Terms & Conditions (each page must be signed and sealed)

3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

**INDIAN INSTITUTE OF CROP PROCESSING TECHNOLOGY:
THANJAVUR**

*** PRICE BID - B**

**TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES
AT IICPT, Thanjavur**

1. Name of the Contractor :
(Full address with Telephone No)

2. Rates per Security Guard Per month :
as per Minimum Wage Act

3. Rate per Security Officer per month :
As per Minimum Wages Act

4. PF,ESI, Bonus charges as per existing rates :
(Please provide detailed breakdown)

5. Service charges of the contractor :

6. Service Tax including/Excluding :

7. Consolidated Rate for provision of :
Security Services as per terms and
conditions of IICPT tender document.

Signature of the Contractor or
his Authorities Signatory with
seal of the Agency / Firm

Date: _____

* To be put in a separate sealed cover / envelop superscribing the wordings "**PRICE BID**", Notice Inviting Tender No. and Name of the Tenderer. **Note:** the rates quoted for manpower should be inclusive of all the minimum wages as per existing minimum wages act and labour law stipulations etc. of central govt. as applicable in this regard.