

ICAR-CENTRAL AVIAN RESEARCH INSTITUTE

IZATNAGAR – 243 122 (U.P.)

F.No. CARI/GC/3-1/2015-16/Vol.-I/SR-1/2

Dated: 26.03.2016

TENDER NOTICE

The Director, CARI, Izatnagar invites sealed tenders from experienced and eligible contractors/security agencies for carrying out Watch and Ward (Security Contract) at this Institute. The tender form can be obtained on any working day from the office of Sr. Administrative Officer, CARI, Izatnagar by depositing Rs.1050.00 in cash including VAT charges (non-refundable) till 22.04.2016 at 1.00 PM. The details of contract and tender form can also downloaded from Institute's Web-site (www.icar.org.in/cari/index.html) and the tender cost of Rs. 1050.00 in shape of Demand Draft should be enclosed in the technical bid of tender form, failing which tender will not be entertained.

The last date of submission of tender is upto 2.00 PM on 23.04.2016 and the Technical Bid of the tender will be opened on same day at 3.00 PM.

Director, CARI, Izatnagar reserves the right to cancel one or all the tenders without assigning any reasons.

Sr. Administrative Officer

के.प.अ.सं.-केन्द्रीय पक्षी अनुसंधान संस्थान
इज्जतनगर – 243 122 (उ.प्र.)

फा.सं. सीएआरआई/जीसी/3-1/2015-16/वोल्वू-1/एसआर-1/2

दिनांक: 26.03.2016

निविदा सूचना

निदेशक, केन्द्रीय पक्षी अनुसंधान संस्थान, इज्जतनगर द्वारा इस संस्थान में वाच एण्ड वार्ड (सिक्यूरिटी) कान्ट्रेक्ट, के लिए अनुभवी एवं पात्र टेकेदारों/सिक्यूरिटी एजेन्सियों से निविदायें आमंत्रित की जाती हैं। निविदा प्रपत्र दिनांक 22.04.2016 को अपराह्न 1.00 बजे तक किसी भी कार्य दिवस में रू0 1050.00 वैट सहित (वापस न करने योग्य) के नकद भुगतान पर वरिष्ठ प्रशासनिक अधिकारी के कार्यालय से प्राप्त किये जा सकते हैं।

निविदा का सम्पूर्ण विवरण एवं निविदा प्रपत्र संस्थान की वेब साइट (www.icar.org.in/cari/index.html) से भी डाउनलोड किया जा सकता है, इसके लिए रू0 1050.00 वैट सहित (वापस न करने योग्य) का बैंक ड्राफ्ट जो निदेशक, केन्द्रीय पक्षी अनुसंधान संस्थान, इज्जतनगर, के नाम से देय हो निविदा प्रपत्र की टैक्निकल बिड के साथ संलग्न करना होगा, अन्यथा टेन्डर स्वीकार नहीं किया जायेगा।

निविदा डालने की अन्तिम तिथि दिनांक 23.04.2016 अपराह्न 2.00 बजे तक होगी, जिसकी टैक्निकल बिड उसी दिन अपराह्न 3.00 बजे खोली जायेगी।

निदेशक, केन्द्रीय पक्षी अनुसंधान संस्थान, इज्जतनगर को किसी या सभी निविदाओं को बिना कारण बताये स्वीकार या निरस्त करने का अधिकार सुरक्षित है।

व0प्रशासनिक अधिकारी



भा०कृ०अ०प०-केन्द्रीय पक्षी अनुसंधान संस्थान

इज्जतनगर (उ.प्र.) 243 122 बरेली

ICAR-CENTRAL AVIAN RESEARCH INSTITUTE

Izatnagar (UP) – 243 122 BAREILLY

(ISO 9001: 2008)



INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES (WATCH & WARD) AT CENTRAL AVIAN RESEARCH INSTITUTE, IZATNAGAR – 243 122

Cost of Tender Form	1050/- (One Thousands Fifty Only) inclusive VAT charges Cash/Demand Draft/ Bankers Cheque in favour of ICAR Unit, CARI, Izatnagar
Last Date and Time for sale of Tender form	On 22.04.2016 till 3.00 PM
Last Date and Time for submission of sealed bids in the tender box, placed at Security Section of Central Avian Research Institute, Izatnagar	On 23.04.2016 at 2.30 P.M
Date and time of opening of Technical Bids.	On 23.04.2016 at 3.00 P.M.
Place of opening of bids.	Committee Room of CARI, Izatnagar
The Tender document is also available at Institute's web-site	www.icar.org.in/cari/index.html
Tender to remain open for acceptance up to	90 days from the date of opening.

Note:

1. The Director, CARI, Izatnagar at his discretion, extend this date by a fortnight and such extension shall be binding on tenders.
2. If the date up to which the tenders is open for acceptance is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day.

From:

Sr. Administrative Officer
Central Avian Research Institute,
Izatnagar – 243 122 (U.P.)

To,

Dear Sir,

On behalf of the Director, Central Avian Research Institute, Izatnagar sealed tenders are invited for Annual Job Contract for Watch and Ward (Security Services) at Central Avian Research Institute, Izatnagar – 243 122 (U.P.). The terms and conditions of the contract, which govern the contract to be made, are those contained in the general conditions of contract applicable to the contract placed by the CARI and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

2. The tender form may be obtained from the Office of Sr. Administrative Officer, Centre Avian Research Institute, Izatnagar on the cash payment of 1050/- (One Thousand Fifty Only) inclusive of VAT charges. The tender form may also be downloaded from the CARI website and the cost of the tender form of Rs. 1050/- inclusive of VAT charges may be submitted along with tender in the form of DD/Bankers Cheque in favour on ICAR Unit CARI, Izatnagar payable at Bareilly.
3. Bid Security of 1,00,00.00 (One Lakh Only) must be deposited in the form of FDR/TDR in favour of **ICAR Unit-CARI, Izatnagar**. In no case, cheque will be accepted. The tender will not be considered if the Bid Security and Tender fee is not sent along with the tender.

4. The tender must be submitted as per details given in Schedule -I & II.
5. The tenderer is being permitted to tender in consideration of the stipulation on his/ her part that after submitting his/her tender, *he/she* will not refuse *his/her* offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation, the Institute will forfeit the Bid Security. In the event of the offer made by the tenderer not being accepted, the amount of Bid Security deposited by the tenderer will be refunded to him/her (without interest) after *he/she* has applied for the same. in the manner prescribed by the Institute.
6. The schedule-I & II of the tender 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 made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along-with the tender.
7. The Tender would be evaluated based on the firm's turnover, experience in working Govt. Deptt. **I Undertaking in the cost of services and number of Guards (with arm/without arm) registered with ESI/EPF**, the Service Charges quoted and actual amount to be paid to Security Guards(with arm/without arms).
8. **The Tender is to be enclosed in sealed cover super-scribing on the envelop "Tender for Security Services"**. Right is reserved to reject outstation tenders. Tender to be hand delivered, should be put in the tender box at this Institute in the Security Section of CARI, Izatnagar not later than 3.00 p.m. on the last date of receipt. Tender can also be sent by Registered post but the Institute shall not be held liable for late receipt of tenders due to postal delay or other reasons.
9. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of 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.
10. Acceptance by the Institute 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.

Yours faithfully

(R.N. Mallik)
Sr. Administrative Officer

**GENERAL INFORMATION AND OTHER TERMS
AND CONDITIONS OF THE CONTRACT**

1. **CAMPUS AND THEIR LOCATION:** - Existing campus and New Campus of Central Avian Research Institute, Izatnagar (U.P.)

The other details are as under:-

Point	Area/Spot	Periodicity	Type of Security Guard to be deployed
1.	Administrative Building main gate	24 hours (three shift/8 hrs)	With arms (Only Ex-servicemen/Ex-para Military Force/ Home Guards)
2.	New Campus Gate I	24 hours (three shift/8 hrs)	
3.	New Campus Gate II	24 hours (three shift/8 hrs)	
4.	Director's Residence	8 hours (one shift/8 hrs) only in night	
5.	Marketing Centre	8 hours (one shift/8 hrs) only working days	Without arms (Ex-servicemen/Ex-Para Military Force/ Home Guards)
6.	Research Complex	24 hours (three shift/8 hrs)	-Do-
7.	Guinea Fowl/California/ Boiler Farm/Emu shed	24 hours (three shift/8 hrs)	-Do-

Note:- Security points (With arms & without arms) can be increased/ decreased or changed as per need at any time. The decision of the Director of this Institute shall be final.

2. SERVICES:

The entire open area and the built up area will have to be maintained from security angles. Complete security of the both campus and its properties shall vest fully with the approved contractor who shall be held accountable for any loss of property/material etc. from within the campus/campus as per the detail give below:

- a) The selected agency shall provide necessary persons for Security Services at CARI, Izatnagar Old and New Campus strictly as per the charter of duty and terms and conditions mentioned in the tender form. The agency shall employ good and reliable & robust persons and clean record preferably within the age group of 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- b) The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the contractor.
- c) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages, as prescribed by the Ministry of Labour Government of India from time to time shall be payable to the personnel deployed for services to this office by the Selected Agency. Institute is not bound to pay any increase in the minimum wages as prescribed by the Ministry of Labour, during the period of contract.
- d) The Institute shall not directly or indirectly engage any personnel of tile agency during the period of contract.
- e) 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.
- f) The tenderer will also have to furnish particular relating to Income Tax clearance certificates, turnover, infrastructure status etc.
- g) Necessary enlisting/police verification of the firm and its workers is also required.
- h) The agency shall provide Communication Facilities, touch, lathies etc. for smooth functioning of Security Services.

i) The Contractor shall not sub-let further assign the contract.

3. ELIGIBILITY CONDITIONS:

- a. The firm should have minimum regular last 5 years experience of performing job contract of Security Services in reputed Govt./Semi Govt./Govt. undertaking/ University establishment and other government establishment the firm at least should have completed one similar contract of value not less than Rs. 30 lakh and 15 lakh of two contract, satisfactorily in the Government Department during the last five years.
- b. The firm should have at least 30 Security Guards (with arm/without arm) registered under ESI and EPF. The firm will produce latest ESI/EPF Challan for ascertaining the number of Guards! Supervisor registered with the ESI/EPF.
- c. The firm must have Service Tax Registration, ESI/EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License.
- d. The firm must have solvency certificate for at least 20 lakh lakhs from their bankers.

4. The firm must have the license for operating Security Services in Uttar Pradesh as per Rule of Uttar Pradesh Private Security Agencies (Regulation) Rules, 2009.

5. TERMS OF THE CONTRACT:- Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/ yearly basis on the terms and conditions that may then be mutually agreed upon.

6. MODE OF PAYMENT:- The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI/EPF and Service Tax paid for the Manpower provided to the Institute. The Institute shall make payment by means of RTGS/NEFT (e-banking) drawn in favour of the agency. However, taxes which are as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rule.

7. TERMINATION: - This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.

8. LOSS AND/OR DAMAGES: - In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for security duties at CARI Old and New Campus full damages will be recovered from the Agency and decision of the competent authority of CARI shall be a binding on agency.

9. SECURITY DEPOSIT: - An amount of 10% of total contract value shall be deposited as security money/performance guarantee within two weeks from the award of contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute.

10. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled (The copy of draft agreement is enclosed herewith for ready reference vide at Annexure-III).

11. The contractor is advised to have a complete survey of both the campus done before offering rates.

12. The contractor has to attach the supporting documents with proper referencing as per the checklist (Annexure-IV). No extra documents need to be attached with the tender form.

CHARTER OF DUTIES FOR SECURITY SERVICES AT CARI OLD AND NEW CAMPUS

1.	Ensure Proper locking/unlocking of all doors and windows and report the Caretaker and officer concerned immediately
2.	Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
3.	Ensure safe custody of keys
4.	To regulate traffic and ensure proper parking of vehicles.
5.	Conduct regular petrol along the specified beats.
6.	No stray cattle/dogs get access to the guarded area.
7.	To check pilferage and implement anti-theft measures.
8.	Check and keep the record of all out going material through gate pass signed by the authorized i.e. officials of Security Section.
9.	Check/control search staff engaged by any other contractor or person having access to the building.
10.	Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation
11.	Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
12.	To maintain complete record of visitors
13.	To maintain record of incoming and outgoing vehicles wherever applicable.
14.	To report unusual events in suspicious circumstances occurring in the area of premises.
15.	Any other items of work assigned with the approval of competent authority.

Full Name and address of the tenderer in addition to address and other relevant information needed for the complete Address:-

Telephone No.

Address:-

To

The Director
The Central Avian Research Institute,
Izatnagar – 243 122(U.P.)

Sir.

I/we have read all the particulars regarding the general intonation and other terms and conditions of the contract for the annual Security Services of Central Avian Research Institute, Izatnagar and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/ we shall be bound by a **communication acceptance dispatched within the prescribed time.**

2. I/we have understood the 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 and II to accompany this tender are at page Nos. _____
4. Every page so attached with this tender bears my signature and the official seal.
5. Pay Order/Demand Draft No. _____ of Rs. _____ drawn in favour of ICAR Unit- CARI, Izatnagar is enclosed as Bid Security as required.
6. D.D. No.....of Rs.....drawn in favour of ICAR Unit-CARI, Izatnagar is enclosed towards the cost of Tender Form.

Signature & Seal of Tenderer with date _____
Address, _____
Name & Signature of witness. _____
Address _____

Technical Bids

Part-I

Last date for receipt of Tender : _____
Date of Opening of Technical Bid : _____

1.	Name of the Firm/Agency	
2.	Constitution of the Firm/Agency a. Indian Companies Act 1956 b. Indian Partnership Act,1932: (please give names of partners) b) Any other Act. if any.	
3.	i) For partnership firm whether registered under The Indian Partnership Act, 1932. please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership 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 firms authorizing the partner I/who has signed the tender to refer dispute concerning business of the partnership to arbitration. iii) If answer to (i) Or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
4.	Name and Full Address of the Bankers	
5.	Registration Number of the firm	
6.	ESI No. of Firm	
7.	EPF No. of Firm	
8.	Service Tax Registration No	
9.	Valid Registration No. under Contract Act/License No. Under Uttar Pradesh Private Security Agencies (Regulation) Rules: 2009.	
10.	Regular last 05years experience (Name and address of client, departments may be indicated in chronological order and supporting documents may be attached in said manner) upto December, 2015.	
11.	Minimum 50 numbers of Guards (with arms/without arms) registered under ESI/EPF. Latest ESI/EPF Challan for ascertaining the number of Guards (with arm/without arm) has to be attached.	
12.	20 lakhs bank certified Solvency certificate to be attached. (issued in current financial year)	
13.	The firm must attach the documentary proof of atleast one work of 30 lakhs or 15 Lakhs of two in a year during the last five years of similar nature.	

Note: - The information required at serial no.1 to 13 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form

SCHEDULE-I

Part-II

1. Detail of the Bid Security Deposited:-
 - a. FDR/TDR number with date and
 - b. Bank drawn on.

Part-III

1. Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.

Dated:- _____

Place:-. _____

Authorized Signatory

Please add supplementary pages and number them wherever needed.

QUESTIONNAIRE

The Tenderers should reply all questions of this questionnaire given below. If any question is not related to the Tenderers they should write against the column 'Not Applicable'. The Tenderers should also understand that their tender shall not be considered if the reply given by them is not clear.

1. Tender No. Date of receipt of Tender
2. Date of Validity of the proposal.....
(Validity of the proposal is desirable for 90 days from the date of receipt of the tender by the Institute. In case the Tenderer wishes to make any change in it, then he must ensure that the validity of the proposal shall not be less than 90 days from the date of receipt of rates.
3. Firm's PAN No./TAN No.
4. Service Tax Registration Number:.....
5. License No. with date & office Issuing
Authority for undertaking services.....
6. Status :
(A). Self attested copy of current registration certificate in Services Tax Department, along with its validity date..... Whether, there is any financial limitation, if yes, indicate.....
(B). Are you registered with Employees State Insurance Corporation (E.S.I.), Employees Provident Fund Organization (E.P.F.), Labour Enforcement office, Service Tax Department? If yes, submit/enclose self attested copies of the above certificates.....
(C). Are you registered under Indian Companies Act, 1956 or any other Act? If Yes, enclose self attested copy
7. Please indicate:-
Name and full address of your banker (Bankers) :.....
.....
Your Current Account No.IFSC Code.....
8. Have you ever been debarred as a penalty, from carrying out watch and ward work by any Ministry/Department of Central or State Govt. or prohibited to join in Tenders? If yes, give full detail.....

Signature of witnesses
Full name and address of the person

Signature of the Tenderer
Name and address
Who has signed
for and behalf of the firm

FINANCIAL BID

The financial bid to be enclosed in a separate sealed envelope.

Last date for receipt of Tender : _____

Date of Opening of Financial Bid : _____

The tender will remain open for acceptance upto 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To,

The Director,
Central Avian Research Institute,
Izatnagar -243 122 (U.P.)

Description	Total cost	Service Charges of total cost	Service Tax of Total Cost	Grand total	Actual Wages to be paid per month (Break up to be indicated in Annexure - II)	
					Security (without arms)	Guard (with arms)
Total lump sum monthly charges for providing Security Arrangements (Watch & Ward) at CARI existing site & New site, Izatnagar (Not below the minimum wages notified by Govt.)	$(*B_1 \times 9) + (B_3 \times 13)$	$(*C_1 \times 9) + (*C_3 \times 13)$	$(*D_1 \times 9) + (D_3 + *13)$	$(*E_1 \times 9) + (*E_3 \times 13)$	*G2	*G4

*Refer Annexure-II

I/we agree to the forfeiture of the Bid Security deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form, We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only:-

Signature_____

Name and address of the firm with Phone No._____

FINANCIAL BID

Break-up of Monthly charges to be claimed and actual to be paid

Sl. No.	Description	Rates (In Rs.) for Security Guard (with Arm)	Actual Amount to be paid to Security Guard(Without Arm)	Rates (In Rs.) for Security Guard (With Arm)	Actual Amount to be paid to Security Guard (With Arm)
A	a. Monthly Rate	1	2	3	4
	b. ESI Contribution				
	c. EPF Contribution				
	d. Other Charges including bonus, gratuity, etc.				
	Relieving Charges				
B.	Total cost per head & reliving charges (a+b+c+d+e)				
C.	Service charges				
D.	Service Tax				
E.	Grand Total (A+B+C)				
F.	Contribution by the employee for ESI/EPF to be deducted				
	Other deduction, if any				
G.	Actual amount to be paid to the employee				