



## भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप-निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:

[www.nirjaft.res.in](http://www.nirjaft.res.in)

F. No. 6(2)/Adm.III/Security/Tender & Correspondence/19-20

Date: 06.02.2020

### NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under two-bid system for “**Job work / service contract for providing security service at ICAR NINFET, 12 Regent Park, Kolkata-700040**”. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR-National National Institute of Natural Fibre Engineering and Technology website [www.nirjaft.res.in](http://www.nirjaft.res.in) and submitted through online at CPPP as per the schedule as given in CRITICAL DATE SHEET as under:

#### CRITICAL DATE SHEET

Tender ID	2020_DARE_542332_
Date and Time for Issue/Publishing	05.00 P.M on 06.02.2020
Document Download Start Date and Time	06.00 P.M on 06.02.2020
Bid Submission Start Date and Time	10.00 A.M on 07.02.2020
Bid Submission End Date and Time	03:00 P.M on 10.03.2020
EMD Submission End Date and Time	01:00 P.M on 11.03.2020
Date and Time for Opening of Technical Bids	03:00 P.M on 11.03.2020
Address for Communication	Director, ICAR NINFET, 12 Regent Park, Kolkata-700040
For any clarification, please contact	Swarnali Mukherjee Asstt. Administrative Officer(Adm III) Contact:033-24212115/16/17

Sd/-

Asstt. Administrative Officer (Adm III)

### IMPORTANT NOTES:-

1. Tender Document can be downloaded from the ICAR-NINFET website [www.nirjaft.res.in](http://www.nirjaft.res.in) or from the Central Public Procurement Portal URL: <http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. **The bid should contain the documents mentioned in page no 4-5.**
4. The interested Firms are required to deposit (in original) **Earnest Money Deposit (EMD)** of **₹30,000/- (Thirty thousand only)** in the form of Demand Draft from any of the scheduled Bank in favour of "ICAR NINFET" payable at Kolkata so as to reach on or before bid opening date and time as mentioned in the Critical Date Sheet, otherwise the tender will not be considered. A scanned copy of the DD should be attached in online bid. **The Tender will not be considered** if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. If the firm is seeking exemption, they should upload the concerned certificate of exemption in relevant field issued from the competent authority. ICAR-NINFET shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD. The EMD will be returned to the unsuccessful bidders after completion of tender evaluation process.
5. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded. No interest will be paid on EMD.
6. ICAR-NINFET will not be responsible for any delay in enrollment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website: URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
7. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app> and our website [www.nirjaft.res.in](http://www.nirjaft.res.in) for updates.
8. If the date fixed for opening of Tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
9. ICAR-NINFET reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.





**भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान**  
**ICAR-National Institute of Natural Fibre Engineering and Technology**

(पूर्व भाकृअनुप-निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

**12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040**

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:

[www.nirjaft.res.in](http://www.nirjaft.res.in)

---

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:[http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)) and [www.nirjaft.res.in](http://www.nirjaft.res.in). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.
2. For Registration Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
4. Director, ICAR-NINFET, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
5. The Tender Committee (TC) constituted by the Director, ICAR-NINFET shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/shortfalls.
6. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
7. All the communications with respect to the tender shall be addressed to: The Director, ICAR-NINFET, 12 Regent Park, Kolkata-700040

The Firms are required to upload copies of the following documents for technical consideration:-

COVER - 1			
S. No.	Documents	Label Content	File types
1	<b>Technical Bid</b>	Scan copy of the Form mentioned on <b>Annexure-II</b> duly filled up.	.PDF
2		Scan copy of the Form mentioned on <b>Annexure-III</b> duly filled up.	.PDF
3		Scan copy of Earnest Money Deposit of by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
4		Scan copy of Registration certificate/ Trade Licence of the firm under the work contract from Central Government / State Government. The contractor/firm must have a valid registration with the contract labour (Regulation & abolition) Act, for providing such services.	.PDF
5		Scan copy of Registration under Private Security Regulation Authority	.PDF
6		Proof that the firm has registered office in Kolkata	.PDF
7		Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹60.00 lakhs or more	.PDF
8		Scan copies of Last three years satisfactory performance certificate from the clients in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt/PSU/Central Universities etc	.PDF
9		Scan copy of Employees EPF registration certificate issued by appropriate govt. department.	.PDF
10		Scan copy of Employees ESI registration certificate issued by appropriate govt. department.	.PDF
11		Scan copy of Number of manpower registered under ESI & EPF contribution. (print out from the ESI & EPF website)	.PDF
12		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF

13		Attested scan copies of PAN Card	.PDF
14		Attested scan copies of Income Tax Deposit proofs>Returns of last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.	.PDF
15		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
16		Scanned copy of the Affidavit to the effect that the firm has never been blacklisted by any Govt. Office/Institute/ICAR for any reason. Whether the firm has any legal/ criminal case pending against it for violation of GPF/ESI, Minimum wages act or other laws (give details). The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected.	.PDF
<b>COVER - 2</b>			
1	<b>Financial Bid</b>	Price bid (BOQ) attached in CPP portal in .XLS format must be filled in.	.XLS
2		Financial Bid Part B	.PDF



**Instructions For filling up the Financial Bid (BOQ & Financial Bid Part B):**

1. The Financial bid should contain the quotation/rate in the attached **Financial Bid Part A (BOQ in excel format)** and **Financial Bid Part B (in PDF format)**.
2. In the **BOQ**, the tenderer have to fill up the **Column M (Service Charge** of the Agency per labour per day inclusive of all liabilities & Statutory provisions like bonus, weekly rest giver charge etc) and **Column Q (Total GST amount on Column No. M+N+O+P) only.**
3. The **Column N** (Minimum wage (Basic + VDA), **Column O** (EPF @ 13% on minimum wages) and **Column P** (ESI @ 3.25% on minimum wages) **are already filled up** as per latest rates as per Order of Chief Labour Commissioner(C), Ministry of Labour & Employment, New Delhi. The bidder must not change any amount already mentioned in any of the Columns N, O, P. However, the Institute will implement any revision in VDA/ minimum wages/rate of EPF/ESI as per Order of Chief Labour Commissioner(C), Ministry of Labour & Employment, New Delhi from time to time.
4. The detailed break up of rates has to be mentioned in the attached **Financial bid Part B** in .PDF format by every bidder and to be uploaded.
5. The amount to be mentioned by the bidder in the column "Gross amount per labour per day" in the **Financial bid Part B** should exactly match the amount mentioned in **Column BB** of the **BOQ** (TOTAL AMOUNT (Gross) With Taxes/ charges per labour per day) for security manpower.

## **TERMS & CONDITIONS OF TENDER**

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. Bids submitted offline will be summarily rejected. The Technical Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).
2. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
3. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated daily wages per worker has to be indicated in Indian Rupees.
4. The work shall be awarded to a single firm whose bid value(service charge) is lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
5. **The tendering firm must have a registered office in Kolkata agglomeration which is needed for smooth operational purpose.**
6. **Any extra charge (Bonus etc.) which the Agency deems fit OR if required to be payable to its workers by Government of India's law, shall have to be paid by the Agency directly from its own sources or include such charges within the service charge. It is reiterated that No extra charge shall be paid to the company on any account afterwards, if not mentioned.**
7. Tender offering rates less than minimum wages of Govt. of India will not be considered
8. The tenders are liable to be rejected if complete information as required is not given therein or if the particulars asked for the schedules to the tenders is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, 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.
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 tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of the 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 Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
10. The financial bid will be opened only for those bidders who will be qualified in technical bid. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. ICAR NINFET reserves the right to reject all or any of the quotations, and decision of the Director, ICAR NINFET in the matter shall be final and binding.



11. The successful bidder shall have to deposit 10% of the approx. annual contract value as **Performance Security** in the form of demand draft and within the time frame indicated by the ICAR NINFET. Performance Security must be made valid till the end of 60 days beyond the expiry of the all contractual obligations including the Warranty obligations calculated from the date of award of contract. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of the contract.
12. No interest on Security Deposit and Earnest Money Deposit shall be paid by the ICAR NINFET to the tenderer. The firm is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not withdraw his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the ICAR NINFET.
13. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR NINFET, 12 Regent Park, Kolkata 700040, where the services are to be provided. For any help for submission of online bids, bidders may visit "help for contractor" tab on the website [www.eprocure.gov.in](http://www.eprocure.gov.in).
14. Tenderer is 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 tender on your behalf should be indicated in the tender. Name and address of permanent representative of the tenderer, if any, may also be indicated. The hardcopy of the Authorization letter should be handed over during the meeting to the concerned officer.
15. The tenderer 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. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The 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 person so signing had no authority to do so, ICAR NINFET shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
16. Acceptance by ICAR NINFET will be communicated by letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be issued as soon as possible.
17. The contract shall normally be awarded for a period of two years from the date of award or any shorter period that may be decided by the ICAR NINFET. The Contract will be strictly monitored as per Scope of work given in Annexure I in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the period of contract or any other contractual dispute, the contract may be terminated by giving one month notice. The decision of the Director, ICAR NINFET in this regard shall be final and binding.
18. The contract can be extended further for period of two more years on year to year basis subject to satisfactory performance of the firm at the same rate and terms & conditions.
19. The rates/service charge quoted by the Agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract.
20. It is the obligation of the agency to follow the minimum wages fixed by the appropriate Government under Minimum Wages Act, 1948. The ICAR NINFET shall have no liability, financial or otherwise,



for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work in this Institute. Neither the firm nor its workers shall have any claim on ICAR NINFET for compensation or financial assistance on this account.

21. The contractor has to pay their workers minimum wages with all statutory benefits like EPF, ESI, and Bonus as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India. Whenever there is revision in the minimum wages and other statutory benefits like EPF, ESIC, Bonus, etc. as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India, the same has to be strictly implemented and the contractor has to pay his workers the enhanced wages and other statutory benefits accordingly. The contractor/firm should strictly follow the contract labour (Regulation & abolition) Act, for providing security services. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by themselves. This Institute in no case shall be a party to such a dispute.
22. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However, the contractor will submit a copy of GST Depository challan to the Institute alongwith monthly bill.
23. It is the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision is violated in general concerning the work force employed and in regard to their welfare, then the performance security will be forfeited and firm will be blacklisted.
24. Payment to the workers should be made by NEFT/RTGS to their individual bank account within 7 days of every month. The signed bank advice copy of payment of wages should be enclosed with the bill of every month.
25. The deployed manpower should strict to attendance and alternative arrangements are to be made by the agency in case of any leave of works and the same may be intimated to this office. Changing of Staff should be intimated to ICAR NINFET. The service provider firm has to provide sufficient number of reserve persons at their own cost in order to provide weekly holidays to regular persons and to meet other emergencies
26. **It must be ensured that no person below the age of 18 years or above the age of 60 years is deployed in the Institute.**
27. **It must be ensured that no person is allotted duty more than 26 days a month.**
28. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR NINFET within fifteen days of award of contract and ICAR NINFET will get them verified from the police authorities. **The Contractor will provide Name, Address, father's/husband's name, age with date of birth, qualification, mobile No, PAN no., AADHAAR No., UAN No. and whether ex-serviceman or not & Photographs of its employees deployed. The information's are to be submitted with the firm's signature & seal.**
29. The firm shall issue 02 sets of uniforms with colour specifications and pattern approved by ICAR-NINFET and identity cards to all their employees engaged, which they shall wear while on duty. However the rates quoted by the firm should include cost of each and every item including transportation cost, manpower cost and taxes etc. ICAR NINFET shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.



30. That no right, much less a legal right shall vest in the deployed workers to claim/have employment or otherwise seek absorption in ICAR NINFET nor the deployed workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the ICAR NINFET. The worker will remain the employees of the Agency/Contractors and it will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at ICAR NINFET. There will be no Employee and Employer relationship between the employees of the service provider and ICAR NINFET and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR NINFET by virtue of their engagement for this work.
31. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from ICAR NINFET under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. Undertaking from the persons to this effect is to be submitted by the service provider to ICAR NINFET.
32. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
33. The employees deployed by the contractor shall be of good character and of sound health. They should be capable of reading and writing Hindi and English with a minimum qualification of Class 10 Standard. The contractor should ensure/try to deploy maximum number of Ex-Servicemen. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/Gutka, smoking, using speakers for listening to music and loitering without any work. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
34. The Contractor/Agency shouldn't give lenient or casual impressions in duties. They should be always alert and attentive. The deployed personnel on duty should not leave their security points unless and until the reliever comes for shift duties. The Contractor/Agency shall be solely and fully responsible for carelessness and negligent attitude of his staff/supervisors towards assigned work/job. In case of any loss, theft, damage to the life and property of the institute and its employees due to carelessness and inattentiveness attitude of his staff/supervisor, the Contractor/Agency shall compensated the amount of loss or damages.
35. The agency shall employ good and reliable persons with robust health .In case any of the personnel so provided is not found suitable by ICAR NINFET , the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately. The contractor must employ adult labour only, employment of child labour may lead to the termination of the contract.
36. The contractor shall be responsible for any injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
37. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
38. The contractor has to maintain all relevant registers – Salary register, over time register, attendance register, etc. as per the prevailing labour laws. All these registers must be available with the Security



Supervisor, which can be verified by the designated Officer of the Institute periodically. The contractor shall also keep a complaint register with the supervisor, and it shall be opened for verification by the authorized officer of ICAR-NINFET for the purpose. All complaints should be immediately attended to by the Agency

39. The Agency/Contractor must ensure the good conduct and behaviour of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR staff or other staff of Agencies working in ICAR NINFET, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The personnel provided shall be under direct control and supervision of the Contractor/Agency. However, the Contractor shall comply with all instructions given to him by the authorized Officer of the Institute, from time to time. The Staff of the Contractor must bound by office timing, duty, placement, locations, and maintaining discipline in the Institute's premises
40. Payment for service contract will be made monthly upon submission of pre-receipted bill (tax invoice) in duplicate and satisfactory work certificate from Security Committee of ICAR NINFET. Vouchers / Challans in support of payment of EPF & ESI contributions and GST must be enclosed along with monthly bill, failing which the bill shall not be passed. Non- deposition of EPF, ESI contributions and GST will lead to termination of contract. The bill should contain Bank Account No, Account Holders Name, Branch Name and IFSC code of the bank in NEFT mandate form, failing of which payment will not be released. Tax will be deducted at source as per rule, if applicable.
41. Risk Clause: ICAR-NINFET reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
42. Liquidated Damages clause:
  - (i) Contractor shall be responsible for the faithful compliance of scope of work mentioned in Annexure I.
  - (ii) Any authorized person may inspect the premises to see the work carried out by the agency .Shortfall, if any, will be communicated to the agency/ contractor in writing/ email by ICAR NINFET. In the event of any shortfall or services found unsatisfactory, Liquidated Damage clause will be invoked by levying a penalty @Rs. 1000/- per day. The Liquidated Damage amount will be deducted from the bill of the agency.
  - (iii) After three such incidents of un-satisfactory reports, the contract shall be liable to be terminated. Performance Security will also be withheld in full or part. Final decision for invoking penalty will be taken at the level of Director, ICAR NINFET.
43. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the ICAR NINFET, Kolkata. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
44. The Director, ICAR NINFET, Kolkata reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR NINFET, Kolkata shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**Allotment of Security Guards**

The Institute campus has been divided into three major zones considering its 24 hours surveillance and other associated emergency work

1. The vicinity of Gate No 1 covers Director's Office, Administrative Block, C.T Building, MP Division, Farmer's Hostel, Business Incubation Centre/DDM Section
2. The vicinity of Gate No 2 covers Gate No. 3 and Gate No. 4, Guest House, Training Hostel, Staff Quarters and Canteen. Gate No 2 is used as the main entry and exit of all the staff members and guests round the clock.
3. The vicinity of Gate No 5 covers Chemistry Block, Pilot Plant, Rear Side of Mill Block, Transformer Room, Fibre Extraction Shed and Entry & Exit of Fire Brigade.

Considering the above mentioned checkpoints the allocation of security personnel will be as under.

1. Gate No 1-One Head x 3 shifts (each shift is of 08 hours)
2. Gate No 2-Two Heads x 3 shifts(each shift is of 08 hours)
3. Gate No 5-One Head x 3 shifts(each shift is of 08 hours)
4. In addition to the above, 1 head in day shift is required for patrolling the whole campus including Director's Office.

**Scope of Work**

1. Regulate access control on all gates; prevent misuse of ICAR NINFET grounds and facilities by outsiders, preventing tress-passing, unauthorized parking, squatting in the Institute Campus etc.
2. To keep the keys of every rooms of the Institute in the safe custody.
3. Prevent loss that is on account of lapses in "access control measures" at various Gates of the Institute.
4. Check and keep the record of all out going material through gate pass signed by the authorized officials of ICAR NINFET.
5. Check/control/search staff engaged by any other contractor or person having access to the building.
6. To check entry of all vehicles, private agencies/cable network operators/vendors/sales personnel including nuisance elements such as mobs, stray animals etc.
7. To maintain record of incoming and outgoing private vehicles which are not possessing ICAR NINFET pass.
8. To maintain complete record of visitors, the security guards posted at Entrance Gate and Exit gate shall maintain a register and record the name and entry/exit timings of each visitor. They shall not permit the visitors to roam around the Institute premises.
9. To report unusual events in suspicious circumstances occurring in the Institute premises.
10. 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 by the on-duty security staff.
11. Day and Night patrolling of the Institute on regular basis across the length and breadth of the entire area, shall report any unusual events in suspicious circumstances occurring in the area/campus. The guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed both inside and in the open all over the premises.
12. To interact with Local Police Authorities or PCR Van to seek Police assistance and to ensure complete safety of the Institutes movable & immovable properties and residents of respective areas.
13. To attend the inquiry phone no. kept at the reception counter at both the gates after the office hour and in holidays



14. To undertake fire fighting operations with provided equipment as and when required. Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and to operate them in case of need and also to assist the fire brigade in their operation for controlling the situation
15. To regulate incoming and outgoing traffic at the gate and ensure that no vehicle is parked in front of the gates. Also ensure parking of authorized vehicles only at designated parking area.
16. To participate in the regular security drills and mock rehearsals as required by the Security Officer.
17. To hoist and take down the National Flag at top of the buildings at specific locations every day as per flag code
18. Submit daily report to the designated officers.
19. Carry out any other job assigned by the Security In-Charge of ICAR NINFET.
20. Keep vigil watch on all the electrical fittings and operation of main switches/ switches in case of fire/ emergency.

**ANNEXURE II**

**TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm) and submit the scanned copy against the first label of the Technical cover.)**

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. EMD details (DD No, Date, Amount and Bank Name)

Or EMD exemption certificate (NSIC/MSME) UAN No. :

8. i) Trade License No:

ii) PAN No:

iii) GST No:

9. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

10. Name of Public Sector/Govt. organization/PSU/Central Universities to whom similar services/goods have been provided by the firm during the last four years:

11. EPF Registration No:

12. ESI Registration No:

13. Name of authorized representative(s):

14. Whether proprietary or partnership Firm or Company:

15. Labour License for the concerned work

From the Office of Central/State Govt. Labour Department:

Signature of Authorized person of the  
Firm/Agency with seal



Tender Covering Letter

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To  
The Director  
ICAR NINFET,  
12 Regent Park,  
Kolkata-700040

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Job work / service contract for providing security service at ICAR NINFET, 12 Regent Park, Kolkata-700040.

1. I have understood the total quantum of work by going through the tender document and/by visiting the campuses. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement as per prescribed proforma given in BOQ submitted in financial bid.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are not any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Central/ State Government organization in the field of providing service contract for providing security service.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.
7. This offer is made to be valid for acceptance by ICAR NINFET within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)  
Stamp/Seal of the firm

**Annexure-IV**

**(In case the representative of the Firm attends the bid physically, the form, duly filled in should be handover to ICAR NINFET Authority)**

To

The Director, ICAR NINFET

12, Regent Park,

Kolkata- 700 040

West Bengal, India

Subject: Authorization for attending bid opening on..... (date) in the Tender

No.....For.....

.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on Behalf of.....

(Bidder's name) in order of preference given below.

Order of Preference Name

Signature

specimen

\_\_\_\_\_

1.

\_\_\_\_\_

2.

Signature of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.

**Note**

1. Only one representative will be permitted to attend bid opening (Technical and Financial/Price Bid).
2. Permission for entry to the hall where bids are opened will be refused in authorization as prescribed above is not produced