

TENDER DOCUMENT

FOR

SECURITY SERVICES



ICAR-NATIONAL RESEARCH CENTRE ON PIG

Indian Council of Agricultural Research

Rani, Guwahati-781131

Assam

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File No. 379/NRC(P)/2014-15

Date : 24.05.2019

Tender Notice

Online e-Tenders are invited from Registered security agency (including DGR empanelled Agency) for security cover of ICAR-National Research Centre on Pig, Rani, Guwahati & KVK, Dudhnoi, Goalpara, Assam. The tender form can be downloaded from Institute Website "www.nrcp.in" & submit alongwith tender fee of Rs.500.00(non-refundable) and EMD of Rs.20000.00(refundable) in shape of Demand Draft drawn in favour of The Director, NRC on Pig, ICAR payable at SBI, Khanapara (Code : 09945).

CRITICAL DATE SHEET

Last Date & Time for submission of bid	11.00 A.M, 18.06.2019.
Date & Time for Opening of technical bid	11.00 A.M, 19.06.2019.
Address for Communication	Director, ICAR-National Research Centre on Pig,Rani,Guwahati-781131.

1. The Tender form/bidding documents may be downloaded from the Institute website www.nrcp.in and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) is mandatory.
2. Tenderers/Bidders after submission of their bids online through CPP Portal must submit **Hard Copies** of all the uploaded documents except Financial Bid (BOQ) alongwith Tender Fees and EMD which should reach at ICAR-NRC on Pig, Rani, Guwahati on or before 11.00 A.M, 18.06.2018 failing which their tenders/bids will not be considered.
3. Tender fee of Rs.500.00(non refundable) and EMD of Rs.20,000.00(refundable) only in shape of Demand Draft drawn in favour of The Director must be submitted. If the firm is exempted from the payment, NSIC registration certificate of exemption is required to be submitted.
4. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

Sd/-
I/C Administrative officer

A. PREPERATION OF TECHNCIAL BID

Terms & Conditions of the Tender

1. The Tender should be upload in CPP Portal (<https://eprocure.gov.in/eprocure/app>) and after uploading the tender, hard copy/printed copies of all the uploaded documents (excluding BOQ/Price Bid) should be submitted to ICAR-NRC on Pig, Guwahati on or before **11.00 A.M, 18.06.2019 failing which tenders will not be accepted and treated cancelled.**
2. **The Technical bid shall contain following documents failing which the tender will be considered invalid and will be rejected.**
 - a) Tender fee of Rs. 500/- (non refundable) in the shape of Demand Draft in favour of “Director, ICAR-NRC on Pig, Guwahati”/Copy of Exemption Certificate, if applicable.
 - b) EMD of Rs.20000/- (refundable) in the shape of Demand Draft in favour of “Director, ICAR-NRC on Pig, Guwahati”/Copy of Exemption Certificate, if applicable.
 - c) Performance Statement as per enclosed performa (**Annexure- I**). **The agency should have sufficient working experience.**
 - d) Information schedule as per enclosed performa (**Annexure-II**)
 - e) Undertaking (**Annexure-III**)
 - f) Copy of TAN/PAN card.
 - g) **Copy of Labour License (with the existing client) as per central labour (Regulation & Abolition, Act 1970.**
 - h) Copy of arms licenses of armed security guards deputed to any existing client.
 - i) Copy of security license.
 - j) EPF Registration certificate.
 - k) ESI Registration certificate.
 - l) Registration Certificate under Private PSA(R) Act Security Agency (Regulation) Act 2005 Govt. of India.
 - m) Self declaration/Undertaking that the Agency is not blacklisted by any organization.
3. The agency has to undertake the work of security services as mentioned in the Scope of the work (**Annexure-IV**).
4. DGR empanelled agency may also participate in the Tender, however they shall submit their rates in comparison to non registered private security agencies.
5. All the tenders should be addressed to the Director, ICAR- NRC (ICAR), Rani (Near Airport), Guwahati-781131.
6. This office will be not responsible for any postal delay or late submission of tenders.
7. Tenders received after the closing day will not be accepted.
8. Last date of submission of online tenders and acceptance is **18.06.2019 upto 11:00 AM and Technical bids will be opened on 19.06.2018 at 11:00 AM.**
9. **Price bids will be opened online of only those firms which are qualified technically.**
10. The Director, NRC on Pig reserves the right to accept or reject any or all the tender or part of tenders without assigning any reason.
11. The Tender must be complete and no request for further inclusion of tender documents/papers after submission of the tender will be allowed.
12. **The selected firm has to furnish security deposit amounting Rs. 70,000.00, which will be refunded after the completion of contract period.**
13. The agency must provide minimum wage, EPF and ESI to their security personals as per Govt. of India(Central Govt. India) rules i.e. Minimum rate of Govt. of India must be followed.
14. The agency have to comply the rule and regulation strictly provided by the Ministry of Labour, GOI from time to time and it will be responsible for observance of all provisions of

Contract Labour (Regulation and Abolition) Act 1970. The institute will not be responsible for any reason.

15. The contract is for the period of one year initially which may be extended on the approval of Competent Authority.
16. The decision of Director, ICAR - NRC on Pig, Rani, Guwahati regarding the matters related to the tender process and award will be final.

B. PREPERATION OF FINANCIAL BID/BOQ

Terms & Conditions of the Tender

1. Agency has to quote rates for the Security Contract on monthly basis (Taking 30 Days a Month) only. The amount of Service Charges shall be inclusive of all administrative charges, monitoring and supervisory charges, agency profit, cost of weapons, torch, lathi, identity cards, stationery and other facilities to be provided to the guards.
2. GST/Taxes shall be quoted as per Rules.
3. Agency should quote Wages, Bonus, EPF, ESI and other components as per the Minimum Wages Act and other statutory acts and orders applicable to the security personnel's issued by Govt. of India, Labour Commission and other statutory bodies from time to time.
4. **The agency shall maintained ratio of 60:40 for Security personnel's as Ex-servicemen & Non Ex-Serviceman.**

-sd/-
I/C Administrative Officer

Terms & Conditions of the contract.

1. All the guards should be having sufficient experience. The guard should be in good physique (Minimum Height should be 5'5") and proper trained.
2. The guards/ Supervisor should be able to communicate in Hindi, Assamese and also in English.
3. No guards/Supervisor, to be provided, should have any criminal records.
4. All the guards /Supervisor should behave politely with the office staff and visitors.
5. One guard should perform one shift per day, double duties are not allowed.
6. The guard should not develop social relationship with the official staff.
7. **The guard should be provided with uniforms, whistle, torch, lathi etc by the service provider agency.**
8. **The guard should wear neat uniform while on duty along with the identity cards which has to be provide by Agency.**
9. They should not leave the point unless and until the reliever comes for the shift duties.
10. The security supervisor will maintain all the registers, which are kept at the main gate and other points
11. They have to verify all the office-building, rooms after 5.30 pm to ensure as to whether all rooms in the building are locked properly.
12. They should not give lenient or casual impressions in the duties and they should be alert and attentive. They should observe movement of all the staff, labourers, and visitors etc and on any suspicion; they should contact to the officer in charge of NRC on Pig, Rani.
13. They should not allow anybody to enter the campus (other than office staff) without proper entry of name, address, phone number and vehicle number in the visitor's register. They should verify identity cards etc of every visitor before entering the campus.
14. They should check that all the vehicles are parked in the specified parking place. For example visitor's vehicle cannot be parked in the place allotted for office staff or Director.
15. The guard at the entrance gate of the campus and office should be provided with weapon checking machine by the agency as per the requirement of this office from time to time and the guard should check every one entering to the campus/office with the machine and also manually.
16. All the vehicles should be checked by the security guard on duty while coming inside and while going out also. The Vehicles kept in the office garages after office hour / on holiday should be recognized with initial of owners of the vehicles.
17. Proper entries are to be made while handing over key to any staff of NRC on Pig and while taking over too.
18. The security personnel should follow strict attendance. Alternative arrangements are to be made by the agency whenever any Security Supervisor/Security Guards going on leave under intimation to this office.
19. The security Agency shall submit a copy of the valid Licence issued by the Inspector General of Police (TAP) Assam.
20. Changing of Security Supervisor/ Security Guards should be intimated to the officer In Charge, ICAR- NRC on Pig, Rani.
21. The guards should patrol the entire campus at identified points at every hour in the day and night.

22. The security personnel should ensure that proper gate pass has been issued by the competent officers for the terms taken out of the campus. In case of any doubts, they should immediately contact Officer-in-Charge, Security.
23. The guard on duty should not consume any sorts of alcohols & drugs etc.
24. The firm/agency will be held responsible for any kind of theft, illegal activities inside the campus or loss of any assets or material from the campus. The value of the items lost/damaged/stolen will be recovered from the Security Service provider agency.
25. The firm/agency should be registered under Labour ministry EPF and ESI and what so ever will be the responsibility of the Agency.
26. There will be 3 shifts of duties of the Security Guards at Main Gate and at specified points in the campus.
27. The Agency should provide Police verification certificate of all the Security Staff engaged for the job.
28. The Agency has to provide their bank detail along with IFSC code, Branch Name and Account Number for release of payment.
29. The Agency will submit the copies of salary receipt of all engaged staff by the security agency for the previous month for sanction and release of Security wages / chooses for subsequent month.
- 30. The Agency should provide monthly salary statement issued to their workers.**
- 31. The Agency shall depute/engage atleast 60% of total Security Personnel's as Ex-serviceman.**

-sd/-
I/C Administrative Officer

Performance Statement
(Shall be submitted by the bidder in their letter head)

Name & Address of the Organization	Order No. & Date	Value of Order	Date of effect and completion of contract	Remarks, if any

Signature and Seal of the Bidder
Business Address:

Information Schedule

(Shall be submitted by the bidder in their letter head)

1.	Name of the Security Service Provider/Agency.	
2.	Address with Tel. No./Fax/E-mail.	
3.	Contract Person Name.	
4.	Whether all 13 documents as required/mentioned in Preparation of Technical Bids (terms & condition Point No. 2) are uploaded/submitted.	Yes/No
5.	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum Wages Act or contemplated against them. If Yes, details thereof	Yes/No
6.	Whether Tender Fees of Rs. 500.00 is enclosed, if so provide details.	DD. No Date: Amount:
7.	Whether Bid Security of Rs. 20,000.00 is enclosed, if so provide details.	DD. No Date: Amount:
8.	Whether the Agency had been blacklisted by any organization. If Yes, details thereof	Yes/No

I/ we hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the agency will be blacklisted and will have no dealing with ICAR, Institutes.

Signature and Seal of the Bidder
Business Address:

Undertaking

(Shall be submitted by the bidder in their letter head)

1. We hereby undertake that we will made payment to the security personnel's i.e Wages, Bonus, EPF, ESI and other components as per the Minimum Wages Act and other statutory acts and orders applicable to the security personnel's issued by Govt. of India, Labour Commission and other statutory bodies from time to time. We take the complete responsibility for following all the statutory rules and shall also be held responsible for the settlement of disputes for labour problems arising due to any reason.
2. We undertake to furnish a security deposit of Rs. 70,000.00(Rupees Seventy Thousand) which shall be refunded only after satisfactory expiry of the contract period.
3. We are ready to execute the Security contract for the period of one year or more on mutual agreement executed on non-judicial stamp paper of appropriate value.
4. All the personnel's engaged under the Security Contract shall be the employees of the Security Agency and hence there is no employee-employer relationship between security personnels & ICAR-NRC on Pig, Guwahati.

Signature and Seal of the Bidder
Business Address:

ANNEXURE-IV

Scope of the work under taken by the Security Agency

A) For ICAR-NRC on Pig, Guwahati office

Complete Security cover for total Land area = 17 acre which include following :

1	Admin & Lab Building
2	Director Residence
3	Staff quarter building
4	Pig farm
5	R&D processing lab
6	Fish pond
7	Guest house
8	Entrance Gate
9	ATIC building, Semen processing lab & Farm Manager office
10	Garden
11	Vehicle garage/ car parking

Note : Total Number of Security Personnel's including Security Supervisor and Gun Man required at ICAR-NRC on Pig, Rani Campus will be approx **10 Nos.** However, the number may be reduced/increased based on the requirement of security cover as demanded by the agency and availability of budget with ICAR-NRC on Pig, Guwahati.

B) For KVK, Dudhnoi, Goalpara office

Complete Security cover for total Land area = 24 acre which include following :

Sl. No.	Particulars
1	Admin Building
2	Entrance gate
3	Pig shed / Quarantine shed
4	Staff quarter
5	Vehicle garage /car parking

Note : Total Number of Security Personnel's including Security Supervisor and Gun Man required at KVK, Dudhnoi, Goalpara Campus will be approx **05 Nos.** However, the number may be reduced/increased based on the requirement of security cover as demanded by the agency and availability of budget with ICAR-NRC on Pig, Guwahati.