

TENDER DOCUMENT

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FOR

SECURITY SERVICES



ICAR-NATIONAL RESEARCH CENTRE ON PIG

Indian Council of Agricultural Research

Rani, Guwahati-781131

Assam

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ICAR-NATIONAL RESEARCH CENTRE ON PIG

RANI, GUWAHATI-781 131 ASSAM

(An ISO 9001:2008 Certified Institute)



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

Date : 02.11.16

Tender Notice

Sealed quotations 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 by deploying Ex-Servicemen Security guards only. 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.10000.00(refundable) in shape of Demand Draft drawn in favour of The Director, NRC on Pig, ICAR payable at SBI, Khanapara (Code : 09945).

Last date of sale and Acceptance of Tender is 24.11.16 till 11:00 AM and Technical bids will be opened on same day in the committee of hall of ICAR-NRC on Pig, Rani, at 11:30AM.

Administrative officer

Terms & Conditions of the Tender

1. The Tenderer have to submit tender in two bid system i.e. Technical bid and financial bid in separate envelopes. The envelope containing Technical bid shall super-scribed as “Technical bid for Security services”. The envelope containing Financial bids shall super-scribed as “Financial bid for Security service”. Both envelopes together in third envelop super-scribing “Tender for Security services”.
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”.
 - b) EMD of Rs.10000/- (refundable) in the shape of Demand Draft in favour of “Director, ICAR-NRC on Pig, Guwahati “.
 - c) Performance Statement as per enclosed performa(Annex- I). **The agency should have sufficient working experience (at least in 03 central/state Govt. organization). Necessary document must be enclosed with the tender document.**
 - d) Information schedule as per enclosed performa (Annexure II)
 - e) Financial status of the Agency (latest Bank Statement) along with the copy TAN/PAN card. **The Agency should have minimum annual turnover Rs. 50.00 lakhs per year in last 03 years. Necessary documents should be enclosed.**
 - f) **Copy of Labour License as per central labour (Regulation & Abolition, Act 1970 from atleast 03 Central/State Govt. organizations providing more than 15 ex-servicemen should be attached.**
 - g) Copy of arms licenses for armed security guards.
 - h) Police verification certificates of all the guards/supervisor provided.
 - i) Copy of security license.
 - j) Income tax clearance certificate for last 03 years.
 - k) EPF and ESI Number with supporting document.
 - l) Other terms and conditions of providing service if any.
 - m) The Security Agency must comply with the Private PSA(R) Act Security Agency (Regulation) Act 2005 Govt. of India.
 - n) The agency has to submit self declaration that they are not blacklisted by any organization .
3. The Financial bid shall contain following documents failing which the tender will be considered invalid and will be rejected.
 - a) Undertaking as per enclosed performa (Annexure III)
 - b) Price schedule as per enclosed performa(Annex- IV)
 - c) Scope of the work under taken by the Security Agency as per enclosed performa (AnnexV) in the letter pad of the agency after seal and signature.
 - d) Amount to be paid by agency to their guards as per enclosed performa(Annexure VI).
4. The agency has to undertake the work of security services as mentioned in the Scope of the work(Annex-V).
5. The agency have to deploy Ex-Servicemen guards only and while preparing Financial bid shall submit their rates in Financial bid accordingly.
6. DGR empanelled agency may also participate in the Tender, however they shall submit their rates in comparison to non registered private security agencies.
7. All the tenders should be addressed to the Director, ICAR- NRC (ICAR), Rani (Near Airport), Guwahati-781131.
8. This office will be not responsible for any postal delay or late submission of tenders.
9. Tenders received after the closing day will not be accepted.

10. Last date of sale and acceptance of Tender is **24.11.16 upto 11:00 AM and Technical bids will be opened on the same day at 11:30 AM.**
11. The firms qualified technically will be invited for attending price bid meeting for which date and time of the meeting will be communicated separately.
12. 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.
13. The Tender must be complete and no request for further inclusion of tender documents/papers after submission of the tender will be allowed.
14. The selected firm has to furnish security deposit amounting Rs. 50,000.00, which will be refunded after the completion of contract period.
15. 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.
16. 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.
17. The contract is for the period of one year initially which may be extended on the approval of Competent Authority.
18. The decision of Director, ICAR - NRC on Pig, Rani, Guwahati regarding the matters related to the tender process and award will be final.

-sd/-

Administrative Officer

Terms & Conditions of the contract.

1. All the guards should be ex-servicemen having at least 10 years of working experience in defense forces . 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.

Performance Statement

(Shall be submitted by the bidder on his/their letter head)

The agency should have sufficient working experience (at least in 03 central/state Govt. organization). Necessary document must be enclosed

Name & Address of the Govt./Semi-Govt. 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 on his/their letter head)

1.	Name of the Security Service Provider/Agency.	
2.	Address with Tel. No./Fax/E-mail.	
3.	Contract Person Name.	
4.	Essential detail with copies of certificate for the followings a) Registration Certificate. b) Income Tax Clearance Certificate. c) Service Tax Clearance Certificate. d) PF Registration. e) ESI Registration. f) PAN card. g) Experience Certificate for last three years.	
5.	Turnover details of last three years (Supporting documents must be enclosed)	
6.	Details of staff of employees by Agency for its business operations(category wise)	
7.	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum Wages Act or contemplated against them.	
8.	Whether Bid Security of Rs. 10,000.00 is enclosed, if so provide details.	

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 on his/their letter head)

1. It is to certify that the rates mentioned above include service charges and other statutory expenditure like ESI,EPF, Bonus, License fee, administrative charges etc. the charges also include the expenditure towards uniform, seasonal clothing's like raincoats, jerseys and other essential items baton, torches etc. this also includes expenses incidental to administration of security agency.
2. We further undertake that we will follow all the statutory rules like Minimum Wages Act, etc as applicable to contract labour and take complete responsibility for the settlement of disputes for labour problems arising due to any reason.
3. We undertake to furnish a security deposit of Rs. 50,000.00(Rupees Fifty Thousand) which shall be refunded only after satisfactory expiry of the contract period.
4. We are ready to execute the Security contract for the period of one year on mutual agreement executed on non-judicial stamp paper of appropriate value.

Signature and Seal of the Bidder
Business Address:

Price schedule

(Shall be submitted by the bidder on his/their letter head)

Rates should be quoted for providing security services as follows:

SL No.	Security service	Monthly rates in (Rs.)	Annual Rates in (Rs.)
01.	Security cover at ICAR-NRC on Pig, Guwahati, based on the scope of the work mentioned in the Tender and taking into consideration all the terms & conditions of the contract /tender.		
02.	Security Cover at KVK, Dudhnoi, Goalpara, Assam based on the scope of the work mentioned in the Tender and taking into consideration all the terms & conditions of the contract / tender.		

**Signature and Seal of the Bidder
Business Address:**

Note:

- a) The quoted rates include all expenses including incidental administration expenditure, weekly off, all the statutory obligations and relief of guards, service charges, service Tax etc.
- b) Rate must be quoted after taking into consideration of all the statutory Acts/Rules like Minimum Wages under Wages Act etc of Govt. of India(Central Govt.)
- c) The total nos of security posts at ICAR-NRC on Pig, Guwahati is 6 nos and KVK, Dudhnoi, Goalpara is 5 nos. The Agency is advised to visit the site and ascertain the actual number of the guards to be deployed and if required security post may be increased/ or reduced based on the scope of work and cover area.**
- d) The agency shall have to deploy Ex-Servicemen security supervisor, Ex-Servicemen security guards and Ex-Servicemen Gun man.
- e) Number of Required security persons may varies during the contract period as per the requirement of this office.
- f) Rate quoted must be valid up to the expiry of the contract period.
- g) The security guards are to be engaged at ICAR-NRC on Pig, Rani Campus, Guwahati and at its KVK office at Dudhnoi, Goalpara.

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

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

ANNEX-VI**AMOUNT TO BE PAID BY AGENCY TO THEIR GUARDS DEPLOYED AT
ICAR-NRC ON PIG, GUWAHATI.**

SL No.	Designation	Rate per day (per person) in Rs.	Monthly rate (per person) in Rs.
01.	Security Supervisor (Ex-Servicemen)		
02.	Security Guard with Arm (Ex-Servicemen)		
03	Security Guard without Arm(Ex-Servicemen)		

Note: The Agency shall also enclosed the detail break-up of the amount like pay, EPF, ESI, leave reserve, bonus etc.

**AMOUNT TO BE PAID BY AGENCY TO THEIR GUARDS DEPLOYED
AT KVK, DUDHNOI, GOALPARA.**

SL No.	Designation	Rate per day (per person) in Rs.	Monthly rate(per person) in Rs.
01.	Security Supervisor (Ex-Servicemen)		
02.	Security Guard with Arm (Ex-Servicemen)		
03	Security Guard without Arm(Ex-Servicemen)		

Note: The Agency shall also enclosed the detail break-up of the amount like pay, EPF, ESI, leave reserve, bonus etc.