

# ICAR-Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)  
Tel. No. (0755) 2747375/ 2730970 (Ext. No. 233 & 262) Fax. No. (0755) 2733310

## SCHEDULE OF TENDER FOR ANNUAL JOB CONTRACT FOR SECURITY SERVICES (TWO BID SYSTEM)

1	Tender No.	:	<b>2-29/2016-17/Sec/IISS</b>
2	Cost of tender	:	Rs 1000/- to be submitted in the form of DD drawn in favour of <b>ICAR unit IISS Bhopal.</b>
3	Date of sale of tender documents	:	From the date of publication on all working days up to 24.06.2016 11:00 Hrs.
4	<b>Last date</b> of receipt of complete tender	:	<b>24.06.2016 (upto 17:00 Hrs.)</b> Institute will not be responsible for any postal delay.
5	Date of opening of tender	:	<b>25.06.2016</b> at 11:00 Hrs. in the Committee room, Administrative wing of IISS, Nabibagh Berasia Road, Bhopal.
6	Earnest Money Deposit (Bid Security) (Tender will not be considered without EMD deposit).	:	<b>Rs. 100000/- (Rupees One Lakh)</b> through Demand Draft drawn in favour of <b><u>“ICAR UNIT - IISS, BHOPAL”</u></b> .
7	Mode of submitting tenders	:	The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as <b><u>“Tender No.2-29/2016-17/Sec/IISS/ due on 24.06.2016 for Annual job contract for Security Services”</u></b> and the EMD details & address of tenderer should also be mentioned. The sealed tender should be addressed to <b>The Administrative Officer, Indian Institute of Soil Science, Nabi Bagh, Berasia Road, Bhopal – 462 038 (M.P).</b>
8	Any change in the above schedule will be displayed on the Institute notice board/IISS website only.		

NOTE: - 1. The Tender document is also available at our web-site [www.iiss.nic.in](http://www.iiss.nic.in). The tenderers are advised to keep in regular contact with our website for any further information/ change made in tender schedule etc. 2. Tender documents downloaded from website of the Institute should be accompanied with DD for Rs, 1000/- drawn in favour of **“ICAR unit, IISS Bhopal”**, without which tenders will not be entertained.

**Administrative Officer**



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

*AgriSearch with a human touch*

BY SPEED POST/FAX

**ICAR-Indian Institute of Soil Science**  
**Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)**  
Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 262)  
Fax. No. (0755) 2733310

**INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS  
GOVERNING THE JOB CONTRACT FOR ENGAGEMENT OF AGENCY FOR PROVIDING ANNUAL  
JOB CONTRACT FOR SECURITY SERVICES**

Note- All communications must be addressed to, The Administrative Officer, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-38

From

The Administrative Officer,  
Indian Institute of Soil Science,  
Nabibagh, Berasia Road, Bhopal-38

To

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

1. Sealed tenders **on two bid system** are hereby invited on behalf of the Director, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-38 for contract of **PROVIDING ANNUAL JOB WORK/SERVICE CONTRACT FOR SECURITY SERVICES** at Indian Institute of Soil Science (IISS). The contract will be governed by the following terms & conditions as detailed in the tender form and its schedules. Please submit the rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **(Rs. 100000/-) (Rupees One Lakh Only)** must be deposited in the form of demand draft/pay order in f/o ICAR Unit-IISS, BHOPAL. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.

3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the above stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he applies for the same, in the manner prescribed by the Institute.

4. The Schedules 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 numbered consecutively  
Signature of Bidder with seal

and be signed in full by the tenderer. In such cases, reference to the additional pages 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 alongwith the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed and such tenders may be rejected.

5 The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. The individual/person signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm 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.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn, without any notice & earnest money shall be forfeited without any correspondence.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders 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 another shall be deemed to warranty that he has authority to bind such partners 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. **Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer, and affix his rubber seal and also mentioning that the terms and conditions of the tender document are acceptable to the agency.**

8. The original copy of the tender is to be enclosed in sealed cover containing both technical and financial bids separately. The sealed cover should be superscribed **“THE ANNUAL JOB/WORK CONTRACT FOR PROVIDING SECURITY SERVICES”** at Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal with address of this office. Tenders received after due date will be rejected. Institute will not be responsible for any postal delay. Last date of receipt of dully filled in tender is **24.06.2016 (upto 17:00 Hrs).**

9 The rates quoted by each firm for job/service security contract in tenders be given both in words and figures failing which the same is liable to be rejected. The rates need to be given only in the sealed financial bid. Rates/Finanical bids not sealed shall not be considered. The 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 tenders on tenderer behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.

10. The Institute is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part.

11. An amount of **(Rs 300000/-) (Rs. Three Lakh Only)** as Security Deposit in the form of Demand draft drawn in favour of **ICAR unit, IISS Bhopal** is to be deposited by the selected agency/successful tenderer within 7 days after receiving a communication from the Institute. In the event of not depositing the same, the earnest money will be forfeited, and the tender of the particular firm shall not be considered.

12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

13. The Director, Indian Institute of Soil Science reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

14. Decision of The Director, Indian Institute of Soil Science shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Indian Institute of Soil Science. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

15. Intimation of acceptance of tender by the Institute will be communicated by FAX/post or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Speed Post etc. should be acted upon immediately

16. The following documents/vouchers are required to be enclosed with the tender forms:

- a) Registration certificate of the firm under the work contract of the Central Govt./State govt.
- b) Minimum turnover of the firm not less than (Rs. 25.00 Lakh) (Rs. Twenty Five Lakhs) during the last financial year.
- c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations'. The information to be provided. To provide in the enclosed tabular form.
- d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years. Satisfactory services for this purpose imply fulfillment of the statutory liabilities such as disbursement of EPF statement to individual workers, providing of EPF/ESIC cards etc. Documentary proof to the effect may be attached.
- f) Employee EPF registration certificate.
- g) Employee ESI registration certificate.

- h) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970 and 1971. The contractor shall obtain the labour license under this Act.
- i) No. of security staff registered under ESI & EPF separately. Minimum 50 nos. security staff required with their ESI & EPF contributions. Documentary proof in form of ECR sheet to be attached.
- j) Service tax registration certificate issued by Govt. etc.
- k) Successful Tenderer will have to enter into a detailed contract agreement with ICAR (IISS) on non-judicial stamp paper of Rs. 500/- (Rupee Five Hundred only) at the cost of the firm.
- l) Essential documents (At Annex- II) must be attached, and without the documents, the tender is liable to be rejected.
- m) Copy of registration certificate with **Madhya Pradesh Police** department.

**17. Only those firms will be considered for financial bid who qualify in technical bid. The financial bids need to be separately sealed.**

- 18. The Director, *Indian Institute of Soil Science* may at his discretion, extend this date and such extension shall be binding on Tenderers,
- 19. In the event of holiday on account of any reason, the tender shall be opened on the next working day at the prescribed time. The quantity of the tendered items may vary, decrease or differ at the sole discretion of the Director.
- 20. The firm should supply trained and experienced security guards for security services at IISS Bhopal. No payment will be released and penalty of Rs. 1000/ per day will be imposed if untrained & inexperienced security guards are engaged for the security services.
- 21. **TERM OF THE CONTRACT:** The contract will be for a period of one year, though it can be terminated during the one year contract period in case of unsatisfactory performance and if the tender terms are not followed by the Firm. If the performance is satisfactory, the contract can be extended further for a maximum period of one more year on mutual consent of both the Parties.

**Administrative Officer**

**Proforma for technical bid**  
**Schedule to tender**

**PART-I**

1.	Name of Agency/Firm a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
2.	Constitution of the Firm/Agency Any other Act, if Not, the owner	
3.	a.) 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. b.) 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 who has signed the tender to refer dispute concerning business of the partnership to arbitration. c.) If answer to point (a) or point (b) 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.	Earnest Money: Rs. 100,000/- in favour of ICAR Unit-IISS, Bhopal Date..... Issuing Bank : .....	Draft No. ....
6.	Registration certificate of the firm under work contract of the Govt.	
7.	ESI Number certificate of the firm issued by appropriate authority.	
8.	EPF Number certificate of the firm issued by appropriate authority.	
9.	Service Tax Registration certificate of the firm issued by appropriate authority.	
10.	PAN Number Certificate of the firm	
11.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970.The contractor shall obtain the labour licence under this act.	
12.	Experience of the firm of last 3 years in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations	
13.	Latest ESI/EPF Challan and ECR sheets for ascertaining the number of workers has to be attached.	
14.	Bank Solvency certificate for Rs. 10.00 Lakh to be attached.	
15.	Minimum turnover of the firm not less than Rs. 25.00 Lakh in each of the last three years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.	
16.	Whether agency profile is attached?	
17.	List of other clients	

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:- \_\_\_\_\_

All the above information must be accompanied with the certified copies of the documents.

Signature of Bidder with seal

PART-II

**TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES**

From,

Full Name & Address of the Tenderer in addition to Post Box No., if any. should be quoted in all communications to this Office	
Telephone No. Telegraphic Address/FAX/Cellular No.:	
E-Mail address	

To,

The Administrative Officer  
Indian Institute of Soil Science  
Nabibagh, Berasia Road  
Bhopal-426 038

Sir,

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for THE ANNUAL JOB WORK/SERVICE CONTRACT FOR SECURITY SERVICES and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. I/We shall be bound by a communication acceptance dispatched within the prescribed time

- 2 I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender \_\_\_\_\_ The Schedules I & II to accompany this Tender are at pages\_\_\_\_\_.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **ICAR UNIT-IISS Bhopal** and payable at \_\_\_\_\_ is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer  
Address (Office)

Witness  
Occupation -

Signature of witness to contractor's signature  
Address:

Name & Signature of Witness:  
Address:

Signature of Bidder with seal

**ANNEXURE-II**

**CHECKLIST OF ESSENTIAL DOCUMENTS FOR EVALUATION OF TECHNICAL BID**

S. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1.	Details of EMD deposited			
2.	Details of Cost of bidding document			
3.	Copy of Registration of firms			
4.	Copy of Registration Certificate of EPF			
5.	Copy of Registration Certificate of ESI			
6.	Copy of Registration of firms with M. P. Police			
7.	Copy of Labour License			
8.	Copy of Income Tax Return for last 3 years			
9.	Copy of Service Tax Registration			
10.	Copy of PAN/TAN Card			
11.	Proof of experience			
12.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt) with all other statutory provisions			
13.	Bank Solvency certificate for Rs. 10.00 Lakh to be attached.			
14.	Latest ESI/EPF Challan/ ECR Sheet for ascertaining the number of workers has to be attached.			
15.	<b>Last 2 Years Audited statement from chartered Accountant</b>			
16.	<b>Annual turnover of minimum 25.00 Lakh</b>			

**Detail of the Minimum 3 years experience /work done**

S. No.	Name of Client Deptt. / Organisation & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		
1.					
2.					
3.					

**Authorized Signatory  
Full Name of Bidder with Address & Date**

Signature of Bidder with seal



**CHARTER OF DUTIES FOR SECURITY SERVICES AT IISS, BHOPAL**

	<b>DETAILS</b>
(a)	Ensure Proper locking/unlocking of all doors and windows and report to the authorized officials of the Institute and the officer concerned immediately.
(b)	Ensure that no unauthorized persons or vehicle get entry into the guarded premises.
(c)	Ensure safe custody of keys.
(d)	To regulate traffic and ensure proper parking of vehicles.
(e)	Conduct regular patrol along the specified beats.
(f)	No stray cattle/dogs get access to the guarded area.
(g)	To check pilferage and implement anti-theft measures.
(h)	Check and keep the record of all out going materials through gate pass signed by the authorized officials of IISS Bhopal.
(i)	Check/control/search staff engaged by any other service provider or person having access to the building.
(j)	Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of emergency and assist the fire brigade in their operation.
(k)	Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
(l)	To maintain complete record of visitors.
(m)	To maintain record of incoming and outgoing vehicles wherever applicable.
(n)	To report unusual events and suspicious activities occurring in the area of premises.
(o)	To keep record of staff members who are required to sit beyond office hours or attend office on 2 <sup>nd</sup> Saturdays/Sundays and Closed Holidays in a register and obtain their signatures.
(p)	To hoist and lower the National Flag at the office building as per the flag code and to assist institute officials for flag hoisting.
(q)	Any other item of work assigned with the approval of competent authority.

**CHARTER OF DUTY : SCOPE OF WORK**

<b>S. No.</b>	<b>Description</b>	<b>Duties</b>
01	Main Gate	Watch and ward of the incoming and outgoing visitors, material and vehicle and to maintain proper records, entry/checking of the persons/vehicles in the register
02	Residential colony Gate	Watch and ward of the incoming and outgoing persons, material and vehicle and to maintain proper records, entry/checking of the persons/vehicles in the register
03	Residential Area	Watch and ward the entire residential area and personal inventory of residential quarters
04	Farm Area	Watch and ward of crops, Street & building lights, fencing/boundary wall, ponds, orchards and tractor shed, other farm implements, GI pipes, batteries, machinery/equipments installed at experimental fields etc.
05	Main Institute building	Watch and wards of incoming and outgoing persons, material, machinery, equipments and proper parking of vehicles.
06	Institute boundary & periphery	Watch and ward and patrolling of the entire boundary wall of the Institute, preventing any trespassers from entering the Institute premises

### **TERMS & CONDITIONS:**

1. The Firm should fully acquaint with the scope of work before giving the quotes. The tenderer may also visit the Institute campus before furnishing the quotes in the tender document.
2. The Firm shall be responsible for ensuring full proof security of the institute premises round the clock by deputing trained guards so that proper vigil and watch & ward is maintained.
3. *The staff of the security services should follow strict attendance and alternative arrangements are to be made by the agency whenever any staff is to go on leave under intimation to authorized officials of the Institute.*
4. *Change of Staff should be intimated to the authorized officials of the Institute (IISS).*
5. *The Director, Indian Institute of Soil Science reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of Director, Indian Institute of Soil Science shall be final and binding on the firm/Agency in respect of clause covered under the contract.*
6. *Service commission of 0% or Nil is not to be permitted as per relevant Order.*
7. *The staff provided should also maintain secrecy and discipline in the premises of Institute. Security services should be provided for above work round the clock.*
8. *The staff provided should be capable of reading and writing Hindi and English.*
9. *The firm shall keep a complaint register at Institute main gate, and it shall be open to verification by the authorized officer of the Institute for the purpose. All complaints should be immediately attended to by the Agency.*
10. *Uniform with colour specifications and pattern approved by Institute should be supplied by the Agency to the 'workers at their own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.*
11. **TERMINATION:** - This contract can be terminated by the Institute at any time with a show-cause notice to be replied within a week, in case the tender terms are not fulfilled by the Firm and the service provided is unsatisfactory. In the above case, the performance security of the Firm shall also be forfeited.
12. *The firm or their workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded*
13. *The selected agency shall provide the necessary personnel at the Institute as per labour acts. The agency shall employ good and reliable persons with robust health of age group*

*of 21 to 45 years. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall have to replace such persons immediately. Employment of child labour may lead to the immediate termination of the Contract.*

- 14. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the Council and the person so engaged by the firm for the aforesaid services. Any loss or damages caused to the engaged staff due to accident, death or any untoward incident, shall be the responsibility of the firm.*
- 15. Payment for service contract will be made monthly upon submission of pre receipted bill (in 3 copies).*
- 16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e., Uniform, Liveries, OTA etc. The tenders not confirming to the **minimum wages act as fixed by Labour department, Govt of India** will be summarily rejected. The rates quoted should include the applicable minimum wages as prescribed by relevant Central or State Government whichever may be higher.*
- 17. The firm will discharge all the legal obligations in respect of the workers/supervisors to be employed/ deployed by them for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep the Institute indemnified from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, Indian Institute of Soil Science, shall be final and binding on the contractor.*
- 18. Under no circumstances, the workers/employees engaged by the firm shall be treated as employees of the Indian Institute of Soil Science. The firm shall discharge all the legal obligations in respect of their workers with regard to wages, statutory liabilities and service conditions as shall comply with all government rules in this regard. The monthly wage payment is to be made by 7<sup>th</sup> of every month through A/c payee cheques or online net banking, in presence of authorized officials of IISS. In case of online transfer, proof of payment need to be submitted to the authorize officials. Penalty shall be imposed in case of delayed payment or less-payment of the minimum wage as per the penalty clause.*
- 19. The firm has to produce valid documentary proof for all the claims made in monthly bill. This includes proof of disbursement of wages, EPF & ESI deposits, Service tax etc. Further in respect of the statutory liabilities, copy of relevant documents such as EPF & ESI cards, monthly EPF (along with ECR sheet) & ESI statement for individual workers etc are to be submitted. The firm should deposit the service tax at the prevailing rates and submit the proof of challan only in respect of the payment/ service provided at the IISS campus*

failure to fulfilling statutory liabilities shall amount to violation of the contract and forfeiture of performance security.

20. *Applicable Tax will be deducted from the payments due for the work done as per rule.*

21. *The security staff should not leave their watch & ward points unless and until the reliever comes for shift duties, and will maintain all the registers, which can be verified by the authorized officials of IISS.*

22. *The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central or, State Govt. relating to this contract as made applicable from time to time.*

23. **Risk Clause:** *The Indian Institute of Soil Science reserves the right to discontinue the service at any time, if the tender terms are not fulfilled by the Firm and also the service provided is unsatisfactory. The Institute also reserves the right to award the contract to any other agency at the risk and cost of current agency and any expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.*

24. **LIQUIDATED DAMAGES CLAUSE:**

- i) An amount equivalent to two days of contract, subject to a minimum of Rs.1000/. will be levied as liquidated damages per day. It will be brought to the notice of the Firm or the agency by post/E-mail by the Institute and if no action is taken immediately, liquidated damage clause will also be invoked.
- ii) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- iii) In case of any loss or damage done to the property of the IISS by the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of IISS shall be binding on agency.

## TERMS AND CONDITIONS FOR THE SECURITY CONTRACT

1. The guards should be healthy, of desirable physique and with proper experience and may be shuffled from time to time.
2. The guards should be able to communicate in Hindi. Knowledge of English will be preferred.
3. The guards should perform one shift per day, double duties are not allowed.
4. The guards should not develop social relationship with IISS staff.
5. The guard should be provided with uniforms, whistle, torch, lathi etc. For duty during rainy days, the firm/agency needs to provide gumboots and rain coats to the guards.
6. The guard should wear neat uniform while on duty along with identity cards.
7. They should not leave the allotted point unless and until the reliever comes for shift duty.
8. The agency will maintain all the registers as required under labour laws, which should be kept at main gate and other points.
9. Arrangement should be made to verify all the office rooms after 5.00 P.M. to ensure as to whether all buildings rooms are locked properly and electric lights switched off.
10. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
11. They should observe movement of all the staff, labourers and visitors etc.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
13. All the vehicles are to be parked in the parking place only. The vehicles should be checked by the Security Guard on duty while coming inside and while going out also.
14. The Security personnel should ensure that proper gate pass has been issued by the Competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contact In-charge Security/AO/Security Supervisor.
15. In case the contractor fails to provide services as per agreed terms & conditions specified in tender document, penalty will be imposed apart from forfeiting EMD, and termination of contract.
16. The agency shall submit monthly bills for the services rendered during the preceding month in triplicate along with the details and proof of all statutory obligations like ESI,

EPF, Service tax etc, and proof of wage payment and the Institute shall make payment by means of e-payment.

17. Contractor should quote the rate of service charges in the table enclosed with the tender (copy enclosed). All payments as per minimum wages is to be paid to staff engaged and payment is to be made by a/c payee cheque or online net banking only. Further it is mandatory to deposit all statutory liabilities including ESI, EPF, Service tax monthly through ECR sheets and copy of challan and month wise list of ESI & EPF to be appended along with monthly bill of firm. Firm should quote service commission enough to meet its own expenditure.
18. Incomplete, unsigned or vague tenders will be rejected. There should be no cutting/overwriting. The cutting if any should be duly attested. Unattested/amended/overwriting figures will not be considered.
19. No workers should be less than 21 years of age or more than 45 years.
20. Contractor should pay applicable minimum wages fixed by Central Government/M.P. State whichever is higher. Reliever charges will be equivalent to 1/6 of monthly minimum wage rates and ESI & EPF will also be charged on reliever charges as per rule.
21. The contractor or representative shall have to be in regular touch with authorized officer or with In-charge Security for any suggestions/required and should inform about any change of duty immediately.
22. Agency should give Identity card and police verification to their employee before deputing them duty at IISS.
23. **PENALTY CLAUSE:** - In case of non-satisfactory service, a penalty of Rs. 1000/- shall be imposed per day. In case of continued un-satisfactory service, 20% of the bill value shall be forfeited. If the service is not improved within 15 days, the contract shall be forfeited and shall be liable to be terminated without any further notice. Also if the firm does not observe the minimum wages, ESI, EPF and other statutory liabilities as prescribed by law, and doesn't make payment as per schedule in the tender the whole security deposit shall be forfeited and the contract will be terminated immediately.
24. The Director, Indian Institute of Soil Science reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, Indian Institute of Soil Science shall be final and binding on the firm/agency in respect of any clause covered under the Contract.

**FINANCIAL BID (to be enclosed in separate envelop)**

Last date for receipt of tender: 24.06.2016

Date of Opening:                    \_\_/\_\_/2016

To

The Administrative Officer  
Indian Institute of Soil Science  
Nabibagh, Berasia Road  
Bhopal-38

Sir,

I/We wish to submit our Tenders for THE ANNUAL JOB WORK/SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES on the following rates,

<b>No.</b>	<b>Particulars</b>	<b>Per Month</b>
	Monthly consolidated rate for THE ANNUAL JOB CONTRACT FOR PROVIDING SECURITY SERVICES in accordance with the highest standard of Allied services and as per the terms and conditions specified in the Tenders including all labour, material, transportation specially covered all acts & taxes etc. as applicable from time to time	<hr/> <hr/> <p style="text-align: right;">(Rs in</p> Figure <hr/> <hr/> <p style="text-align: right;">(Rs in Words)</p> <hr/> <hr/>

II We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_



**FINANCIAL BID**

**BREAK-UP OF CHARGES**

No. of manpower offered (Security Guards without Arms) & break-up of monthly charges to be claimed and actual to be paid

1. No. of manpower (security guards) required per day \_\_\_\_\_
2. Break-up of monthly charges to be claimed and actual to be paid to Guard.

Sl. No	Description	Monthly charges Per guard
1	a) Monthly rate	
	b) Reliever charges	
	c) Basic wages (a+b)	
	d) ESI Contribution	
	e) EPF Contribution	
	Total cost per head (a+b+c+d+e)	
2	* Service commission in absolute amount in Rs.	
3	Service Tax as per rule	
	Total amount claimed per month	
4	Details of deductions from wages: ESI contribution of employee @ 1.75% EPF contribution of employee @ 12% Any other deductions	
	Actual amount to be paid to worker	

\* Service commission of 0% or NIL is not to be permitted as per relevant order.

**Note:-**

1. For every 6 duties, one reliever duty is to be assigned. ESI & EPF contribution and Minimum Wage is also to be made for reliever.
2. The bid should commensurate the requirement of the classification of manpower as per Labour rates meant for security staff (without arms)

## FINANCIAL BID

### BREAK-UP OF THE MONTHLY RATE FOR ONE SECURITY GUARD WITHOUT ARMS

S.NO.		Amount in Rs.
1	Wage per Day	
2	Monthly Wages (26 Days working)	
3	Weekly off/Reliever Charges 1/6* of monthly charges	
4	Sub Total	
5	EPF – Employers @ 13.61%	
6	ESI – Employers @ 4.75%	
7	Sub Total	
8	* Service Commission in absolute amount in Rs.	
9	Total	
10	Service Tax as per rule	
	Grand Total	

\* Service commission of 0% or NIL is not to be permitted as per relevant order.

**EMD refund request form**  
(To be printed on company/firm's letter head)

From

M/s

To,

The Director  
Indian Institute of Soil Science  
Nabibagh, Berasia Road,  
Bhopal-462 038

Sub:- Request for refund of EMD deposited for Tender no. 2-29/2016-17/Sec./IISS due On 24.06.2016.

Sir,

I/We request you that EMD deposited by me/us against the tender 2-29/2016-17/Sec./IISS Security due On 24.06.2016 vide DD No \_\_\_\_\_ dt \_\_\_\_\_ for Rs.100000/- for annual job contract for annual job contract for Security services may kindly be refunded.

Yours faithfully,

(Signature & Seal)

For M/s

**Pre-Receipt**

Received Rs. 100000/- (Rupees One Lakh Only) from Director, Indian Institute of Soil Science, Bhopal towards refund of EMD deposited against Tender No. 2-29/2016-17/Sec./IISS due On 24.06.2016 for annual job contract for Security services.

Re.1/- Revenue stamp
----------------------------

Signature

With affixing Rs.1/- revenue stamp

\* Please note without revenue stamp EMD will not be refunded

**E-Payment हेतु माँगी गई जानकारी का विवरण**

Signature of Bidder with seal

**FORM FOR SUBMISSION DETAILS FOR PAYMENT OF BILLS THROUGH  
E-PAYMENT**

1.	खातेदार का नाम या खाते का नाम जिस नाम से खाते का परिचालन होता है Name of the Vendor in Capital Letters	
2.	पेन नम्बर PAN Number	
3.	खातेदार का पता Address in Capital Letters	
4.	बैंक का IFSC Code (यह नंबर सामान्यतः बैंक बुक पर अंकित होता है, अन्यथा अपने बैंक से प्राप्त करें) Bank IFSC Code	
5.	बैंक खाता जिस बैंक में है उस बैंक शाखा का पूरा नाम एवं पता Bank Branch Name & Address	
6.	बैंक खाता क्रमांक Bank Account No.	
7.	खातेदार का मोबाइल नम्बर Mobile Number of Vender	

कृपया संबंधित बैंक शाखा द्वारा उपरोक्त जानकारी का सत्यापन करवाने के बाद प्रपत्र प्रस्तुत करें।  
Please get the above details verified from your bankers.

**प्रमाण-पत्र**  
**Certificate**

प्रमाणित किया जाता है कि उपरोक्त जानकारी के संबंध में सरल क्रमांक 1 से 7 तक दी गई जानकारी सत्य है।

Certified that the information at S.No. 1 to 7 are correct.

शाखा प्रबंधक के हस्ताक्षर एवं मुद्रा  
Sign of branch manager with seal

दिनांक:-     /     /

Signature of Bidder with seal

## Undertaking

1. I, \_\_\_\_\_ son/ daughter/ wife of Shri

\_\_\_\_\_  
Proprietor/ Director/authorized signatory of the Company/Firm mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Place :**

**Date:**

**Signature & Name of the authorized  
Signatory with Seal of the Firm**