



भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान  
बरौंडा, रायपुर, छत्तीसगढ़-493 225

ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT  
BARONDA, RAIPUR, CHHATTISGARH - 493 225

ao.nibsm.cg@nic.in Fax No.: 0771-2225351, Telephone No.- 0771-2225333



F.No. 9-18/NIBSM/2017

Dated: 19-11-2018

INVITATION OF TENDER IN TWO BIDS FOR PROVIDING CONTRACTUAL SECURITY SERVICES AT THE ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT (NIBSM), BARONDA, RAIPUR (CHHATTISGARH)-493225 ALONG WITH THE GOVERNING INSTRUCTIONS CONTAINING TERMS & CONDITIONS THEREOF

..\*..

The ICAR-National Institute of Biotic Stress Management, Baronda, situated within 15 km from zero point (Vidhan sabha/ AG office) in Raipur invites tenders from experienced security service providing contracting firms and individuals for providing the security services for the mentioned items, in Schedule II, in accordance with appended terms and conditions. The interested bidders may visit the NIBSM campus to understand the scope of work before responding to this Tender notice.

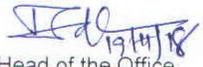
- a. Last date of receipt of Tender in Office : 11-12-2018 at 01.00 PM  
b. Tenders to be opened on : 11-12-2018 at 02.30 PM  
c. Cost of the Tender Document is Rs. 1000/- and  
d. E.M.D amount is RS. 30000/- (Rs. Thirty thousand only) for CONTRACTUAL SECURITY SERVICES must be deposited in the form of demand draft/ pay order drawn in favor of ICAR, UNIT NIBSM, RAIPUR payable at RAIPUR, Chhattisgarh on any Nationalized Bank (Separately).

Tender to remain valid for acceptance up to 90 days from the date of opening.

The Director, NIBSM, Baronda, Raipur may extend this date and such extension shall be binding on Tenderers. If the date up to which the Tenders if open for acceptance is fixed to be a declared government holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

The Director reserves the right to reject any or all bids in whole or in part without assigning any reason therefore in public interest. The decision of Director shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

Encl: Terms and conditions

  
Head of the Office  
कार्यालय प्रमुख  
Head of the Office  
रा.जै.स्ट्रे.प्र. संस्थान, रायपुर  
N.I.B.S.M., Raipur.



# भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान बरौंडा, रायपुर, छत्तीसगढ़-493 225

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## **1. GENERAL TERMS AND CONDITIONS**

1.1. Sealed Tender in bids are hereby invited on behalf of the Director, National Institute of Biotic Stress Management, Baronda, Raipur (C.G.) for **CONTRACTUAL SECURITY SERVICES as given in the enclosed Schedules at ICAR-National Institute of Biotic Stress Management, Baronda, Raipur – 493225**. The terms and conditions of the contract which will govern any contract made are those contained in the general conditions of contract (as mentioned below) applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in this Tender form and its schedules. Terms and conditions not spelled out or missing in the present document will be decided as per ICAR norms.

### **1.2. Cost of the Tender Document is Rs. 1000/- and**

**1.2.1 E.M.D amount is RS. 30000/-** (Rs. Thirty thousand only) for **CONTRACTUAL SECURITY SERVICES** must be deposited in the form of demand draft/ pay order drawn in favor of **ICAR, UNIT NIBSM, RAIPUR** payable at RAIPUR, Chhattisgarh on any Nationalized Bank (Separately). The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by indicating the draft/ pay order number and date, failing which such Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tender. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

1.3. The Tenderer is being permitted to give Tenders in consideration of the bidder's stipulations that after submitting the Tender, he will not resize from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the NIBSM. In the event of the offer made by the Tenderer is not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

1.4. The Schedules of the Tender form printed on official LETTER HEAD of the bidder should be returned intact and none of these pages should be detached. In the event of the space provided on the schedule form is insufficient for the required purpose, additional pages may be added. Each additional LETTER HEAD page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender forms. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting / erasing of bid rates by the Tenderer will lead to disqualification of the bid.

1.5. 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 signatory of the Tender and other relevant documents connected with the Tender document may specify whether the signatory is in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) as a partner of the firm 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 registered company. 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 the related documents must be signed by every partner of the firm. A person signing the Tender forms 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 business process for this service. And on enquiry, if it appears that the signatory of the documents has no authority to do so, the ICAR-NIBSM 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 annexures, if any, should be signed by the designated signatory.

1.6. The original copy of the Tenders is to be enclosed in double official envelope. The inner envelope should be sealed appropriately to maintain confidentiality of the bid. The outer envelope should be super-scribed **CONTRACTUAL SECURITY SERVICES AT ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT, BARONDA, RAIPUR**. Completed bids in all respects may be sent by Registered Post / Speed Post or hand-delivered. The hand-delivery is by putting in the Tenders box that is kept at the office of the **Sr. Administrative Officer**, ICAR-National Institute of Biotic Stress Management, Baronda, Raipur, Chhattisgarh ó 493 225.

1.7. **An amount equivalent to 10% of the total contract cost as security deposit in the form of DD/BG/FDR etc.** for the contract is to be deposited by the Selected Agency/ Successful Tenderer only after receiving a communication from the ICAR-NIBSM. In the event of non-deposition of the same, the earnest money will be forfeited. No interest on security deposit and earnest money deposit shall be paid by the ICAR-NIBSM to the Tenderer.

1.8. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-NIBSM will not entertain any claim whatsoever in this respect. However, any applicable tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions thereon, from time to time by government.

1.9. The decision of the Director, ICAR-NIBSM shall be final for any aspect of the contract and binding to parties. The Director, ICAR-NIBSM reserves the right to reject any or all Tenders in whole or in part without assigning any reasons. The decision of the Director of the Institute shall be final and binding on the contract/agency in respect of any clause covered under the contract. 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, ICAR-NIBSM. 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. All disputes will be subject to the Raipur, Chhattisgarh jurisdiction.

- 1.10. The Director of the institute has the right to add or delete any provision of the terms and conditions of the Job / Security contract in public interest and the contractor is binding by the same.
- 1.11. The Director of the institute shall have the right to impose any penalty by the way of deduction from the bill for unsatisfactory performance of the service by the deployed personnel of the Job / Security contractor.
- 1.12. The service contractor should bear the responsibility for the supervision of the work by security personnel. They are to provide job service work 24 X 7 days on specified points as per mentioned in the **Schedule II**
- 1.13. The persons so provided by the agency under this contract will not be the employee of this institute or the Indian Council of Agricultural Research and there will be no employer-employee relationship between the Council and the person so engaged by the contractor in the aforesaid services.
- 1.14. The contractor will discharge all his legal obligations in respect of the personnel deployed by him 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 be responsible for 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 of the institute shall be final and binding on the contractor.
- 1.15. The deployed personnel may be briefed adequately about the job requirements including the duties and responsibilities/ discipline as demanded in a government institution. Their performance shall be at par with the job-skill they possess and provided by the contract agency.
- 1.16. The Security service contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government and the State Government relating to this Job / Security contract made applicable from time to time. The Contractor must deploy adult personnel and employment of children is illegal and would lead to the termination of the Job / Security contract. The agreement for the Job / Security contract is terminable with one month notice on either side.
- 1.17. The Security service contractor shall not sublet the work without prior written permission of this institute and no proxy agency or person shall run the Job / Security contract. This would be treated as infringement of contract obligations with this institute. The contractor or the deployed personnel shall not misuse the premises allotted to them for any purpose other than that for which the contract is awarded. ICAR-NIBSM will not provide any Security barrack for Security personnel inside the Institute premises.
- 1.18. If the approved tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
- 1.19. Acceptance of the tender by the Institute will be communicated by the Email / FAX / Speed Post / Express letter or any other form of written communication and the earliest-reaching communication should be quickly acted upon.
- 1.20. Successful Tenderer will have to enter into a detailed contract agreement with the Director, of the institute on non-judicial stamp paper of appropriate value for the job work/service contract.

## 2. MINIMUM ELIGIBILITY CRITERIA OF BIDDERS:

The following shall be the minimum eligibility criteria for selection of bidders technically. Essential Pre-qualification Criteria: (Relevant copies must be attached):

**2.1. LEGALLY VALID ENTITY:** The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of JV/Consortium, Proprietorship, Partnership, Director General of Resettlement sponsorship, Ministry of Defence or DGR registered and being run by Ex-serviceman or any other legal entity may be permitted. Proof for supporting the legal validity of the Bidder shall be submitted along with the bid.

### 2.2. FINACIALY VALID ENTITY:

The minimum turnover of the firm should not be less than Rs 10.00 Lakhs (Rupees Ten Lakhs only) during the last financial year.

### 2.3. LEGAL STATUS:

- i. The Bidder should be compulsorily registered with Department of Home affairs (State / Central Govt.) / Director General of Resettlement, Ministry of Defence (DGR Ministry of Defence).
- ii. The Bidder should be compulsorily registered with Department of Income Tax and should submit Income Tax No. (PAN Number and TIN), Service Tax / GST registration number. The agencies should submit duly acknowledged copy of Income Tax return and duly acknowledged copy of Service Tax / GST return filed during the previous three financial years.
- iii. The security Agencies should be registered under the Private Security agencies (Regulation) Act 2005 with a valid license to operate security service in the State of Chhattisgarh. The agencies must comply with and follow all the provision of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008. **The agency should have valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government**, Home Department for providing security service in Chhattisgarh State under the Chhattisgarh Private Security Agencies Rules, 2008.
- iv. The agencies should be registered with other Statutory Authorities for running of the security services in the Chhattisgarh.
- v. The agencies should have appropriate valid license under Contract Labour (Regulation & Abolition) Act, 1970. The License granted by Govt. of India, Ministry of Labour under contract Labour (Regulation & Abolition) Act-1970.
- vi. The Bidder should be compulsorily registered under the labour laws and should have appropriate license/certificate from Labour Commissioner. The license should be valid for engagement/deployment of security guards/services.
- vii. The agencies should submit valid EPF registration Certificate and the PF registration Certificate. The Private Security Agencies should have valid certificate under EPF & Miscellaneous Provisions Act 1952. Chalans/ receipts for last three years should be attached as a proof.
- viii. The tenderer should be registered with ESI, having an independent ESI code valid for working at Chhattisgarh to cover his employee under the ESI Act. The agencies should submit ESIC registration Certificate. **The Private Security Agencies should have valid certificate from ESI Corporation as per Act 1948. Chalans for last three years should be attached as proof.**

- ix. Certified balance sheet of the firm for last year of the service contract by reputed chartered accountant.
- x. The agency should not have any legal suit/criminal case pending against its proprietor/partners or having been earlier convicted on grounds of moral turpitude or for violation of laws in force. (Affidavit must be attached for this purpose).
- xi. The agency should not be blacklisted by any of Government/ state Government/PSU/University/ IIT/NIT/IIM/IISER. (Affidavit must be attached for this purpose).

### **3. GENERAL INSTRUCTIONS**

- 3.1. The Contractor shall deploy all security personnel at the Institute facility in the manner and as per the instructions of the Institute and the Private Security Agencies (Regulation) Act-2005 and must comply with and follow all the provisions, under section 9 of the Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyaman-2008. The Contractor must follow all the rules and regulation for deployment of all the security Guards in NIBSM, Campus.
- 3.2. The private security agencies should have at least one office of their own with telephone, fax, email facility at Raipur.
- 3.3. The agency shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his replacement without giving any reason thereof and the contract agency shall, on receipt of a written communication, will replace such persons immediately.
- 3.4. The rates to be quoted should include cost of each and every item including applicable to provide security services. The ICAR-NIBSM shall not bear any extra charge on any account whatsoever *i.e.* EPF contribution, Uniform, Liveries, OTA etc. No request for alteration in the rates once quoted will be permitted.
- 3.5. The Contractor shall ensure that all security personnel are fully conversant with the premises and with the activities of the Institute and its related security requirements. Hence the security contractor must ensure the code of conduct and other activities which enumerated as per the para- CODE OF CONDUCT given below:..

The Contractor shall ensure that their security personnel ..

- a) Are always smartly turned out and vigilant.
- b) Are punctual and arrive at least 15 minutes before start of their shift.
- c) Take charges of their duties properly and thoroughly.
- d) Perform their duties with honesty and sincerity.
- e) Read and understand their post and site instructions and follow the same.
- f) Extend respect to all the Officers and staff of the office.
- g) Shall not drink on duty, or come drunk and report for duty.
- h) Will not gossip or chit chat while on duty.
- i) Will not leave the post unless their reliever comes.
- j) Will never sleep while on duty post.
- k) Will not read newspaper or magazine while on duty.
- l) Will immediately report if any untoward incident/misconduct or misbehavior occurs.
- m) When in doubt, approach concerned person immediately.
- n) Will take periodic rounds around the premises.

- o) Security personnel will not leave the post without the knowledge of the Shift-in-charge. If necessary the needful arrangement will be made by the Supervisor.
- p) Security personnel should get themselves checked whenever they go out by the other shift security.
- q) Are extremely courteous with very pleasant mannerism.

3.6. The Bidders are at liberty to be present or to authorize a representative to be present at the time of opening of the Tender. The name and address of the representative or any permanent representative who would be attending the opening of the Tenders on your behalf should be indicated in the Tender document/authority letter.

#### **4. TOOLS AND EQUIPMENTS:**

The contractor has to provide the under mentioned security equipments & tools to his deployed security staff in the NIBSM from the award of the contract at his own cost for proper management of security in the NIBSM Campus.

##### **4.1. NAME OF THE EQUIPMENTS**

- i. Torches with batteries(steel) 3 shells
- ii. Search lights
- iii. Bicycle for internal movement of security personnel within the campus
- iv. Radio walky-talky - The sets must cover to all parts of the campus.
- v. Uniform including cap for all the security staff
- vi. Leather Boot/Gum Boot for all the security staff
- vii. I-card-for all the security staff
- viii. Rain coat(standard)-for all the security staff
- ix. Baton for all the security staff
- x. Umbrella

Note:

- i) The institute will not pay for the above mentioned security equipments and accessories.
- ii) For the above mentioned purpose the conditional bid will not be considered and the same will be rejected.

#### **5. CONTRACTOR'S OBLIGATIONS**

- 5.1. In case the ICAR-NIBSM is not satisfied with the working behavior of the any person deployed by the Security service contractor they will have to be replaced by the contractor. Any misconduct / misbehavior / misdemeanor on the part of the personnel deployed for this Job / Security contract by the agency will not be permitted and such personnel will have to be replaced forthwith.
- 5.2. The personnel of the contracting party, when being absent due to any reasons should immediately be replaced with similarly skilled alternate personnel at no additional expenses to the Institute on occasions for smooth functioning of the institute work.
- 5.3. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them have been paid at least minimum wages, as enforced from time to time, in accordance with the provisions of the Minimum wages Act 1948 (rates applicable as per Central Government).The wages shall be disbursed through electronic mode of fund transfer/digital mode as per Government norms/Guidelines.

- 5.4. The security personnel to be deployed shall be equipped with latest communication systems (Walkie-Talkie) Night Guard shall be equipped proper protection and lighting devices. While working at the premises of the Institute, they shall work under directives and guidelines of Security Officer of the Institute.
- 5.5. The Security Agency personnel should be smart and properly turned out with boots/shoes, belt, caps, badge, name plate (in Hindi and English) whistle etc., and carry an identity card. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc.
- 5.6. The personnel engaged by the contractor will not claim any employment benefit from the institute at any time. The contractor shall also be responsible for the statutory obligations of such personnel and shall indemnify the institute in the matter.
- 5.7. The security personnel shall remain on duty for 08 (eight) hours. The personnel shall not leave his place of duty /duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty.
- 5.8. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur.
- 5.9. The Security Agency shall be responsible for all injuries and accidents to persons employed by them or otherwise. The Institute shall not be responsible in respect of the treatment provided under such exigencies.
- 5.10. The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the Institute Staff, Employees, Faculty or Students of the Institute, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instructions to its employees to act upon the instructions given by Officer óIn-Charge of the Institute.
- 5.11. In the event of any loss being caused to the Institute on account of the negligence of the employee of the security Agency, the agency shall bear the responsibility either by the replacement or on payment of adequate compensation on actual basis.
- 5.12. The employees of the Security Agency shall be of good character and sound health.
- 5.13. The Security Agency shall supply trained manpower for the security duties in the campus and time to time updating will be responsibility of the agency on its own expenses. For this purpose the agency shall organize suitable training camps for its cadres from time to time.
- 5.14. In case of any dereliction of duty, an unintended damage caused by the Security Agency or its staff or otherwise, any harm done to the Institute, its properties, its designated officials or other employees, the Security Agency shall be liable pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the Director of The NIBSM Raipur may deem fit.
- 5.15. The Contractor shall submit to Institute the details of amounts deposited on account of EPF and ESI in respect of the deployed security staff to the concerned authorities from time to time along with monthly bills.
- 5.16. The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Institute shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, EPF laws, ESIC Laws, Income Tax Laws and Minimum Wages Laws, Contract Labour (Regulation Abolition Act) or any other law in force.
- 5.17. The Contractor shall provide uniform to its security personnel at its own cost.

- 5.18. The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel.
- 5.19. All necessary reports and other information shall be supplied as required and regular meeting will be held with the Institute.
- 5.20. Changing of the contractual personnel by the Security service contractor should be intimated forthwith with reasons to the institutes Security officer/authorized officer.
- 5.21. The contractor shall keep a complaint register for the purpose of the Job / Security contract. All complaints should be immediately and promptly attended by the Agency.

## 6. PAYMENTS

- 6.1. The Security service contractor will be responsible to follow the provision under minimum wages act as per the Ministry of Labor, Government of India including employee provident fund for the personnel employed by them. **The contractor shall quote rates applicable for Raipur (UA).**
- 6.2. The pre-receipted bill shall be submitted by the contractor within a week on completion of the month for payment. Taxes, as applicable shall be deducted at source as per prevailing rules.
- 6.3. The payment of salary/wages must be made by individual cheque or Electronic transfer/ RTGS (Online bank transfer) to all the security staff as per the rules/ labour laws and the proof for the should be submitted in the form of photocopy of individual details (EPF, ESI, ECR, etc, duly signed by authorized personal of agency along with the next monthly bill in office. In case of any payment related difficulty/firm fails to make the payment, the salary will be disbursed to the security staff in presence of the officers authorized by ICAR-NIBSM, Raipur, in this regard.
- 6.4. All the documents including details of payment such as wage payment register with acquaintance EPF deduction, etc. made by the Security service contractor to the personnel employed by it shall be open for inspection by the Director of the institute.
- 6.5. No payments will be made from the institute to the agency without producing the individual bank account numbers of all the security persons deployed in the institute.
- 6.6. The initial cost of the Contract shall be valid for a period of one year. No price escalation shall be entertained by the Institute during the period except the minimum wage and its linked statutory dues on account of increase of the minimum wage, as and when increased by the Government.
- 6.7. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

## 7. COMPENSATION OF LOSSES AND PENALTY:

- 7.1. The contractor shall compensate in full the loss sustained by the institute or its campus inmates on account of any theft, burglary and /or any other kind of lapses for providing security services in the ICAR-NIBSM, Raipur, the Security service providing contractor will have to make good by payment for the losses that is recoverable from the monthly payment bill or security deposit, as deemed fit.

- 7.2. Any compensation for disengagement on account of death, disability of any personnel provided for deployment in the ICAR-NIBSM, Raipur during the contract period will be the responsibility and liability of the Security service contractor even if such disability, manifests after the termination of assignment / agreement.

#### 8. SECURITY DEPOSIT:

The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of Demand Draft/Pay Order in favour of ICAR Unit, NIBSM payable at Raipur within two week from the date of award of the contract. The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the ICAR-NIBSM.

Note: The contractor is advised to do a complete survey on his own of both the location and buildings and its surrounding area before offering rates.

Risk Clause: The Director of the institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice 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 upon the pending bills or by raising a separate claim.

#### LIQUIDATED DAMAGES CLAUSE:

An amount equivalent to two days of contract amount, subject to a minimum of Rs. 1000/- will be levied as liquidated damages per day, as compensation whenever and wherever that the work is not found to be up to the satisfaction of this institute. It will be brought to the notice of the supervisory staff of the firm by ICAR-NIBSM and if no action is taken within one hour liquidated damages clause will be invoked.

In case of any dispute arising out of this contract provisions the decision of the Director of the institute shall be final and binding on the Security service contractor within the jurisdiction of Raipur, Chhattisgarh.

  
Head of the Office  
For and on behalf of the Director  
NIBSM, Raipur (Chhattisgarh)  
कार्यालय प्रमुख  
Head of the Office  
रा.जै.स्ट्रे.प्र. संस्थान, रायपुर  
N.I.B.S.M. Raipur

**SCHEDULE-I**

S.No.	<u>PART . I (Required documents)</u>	Page No.
1	Name of the firm/Agency	
2	Full address with Telephone / Fascimile / /Mobile No.	
3	Legal documents (Attach copy)	
4	(i) For Partnership firms whether Registered under the Indian Partnership Act, 1932 please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Tender.	
	(ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
	(iii) If the answer to above point one and two is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5	Name and Full Address of your Banker	
6	Your permanent Income Tax No PAN./Circle/Ward	
7	Any other relevant information	
<b>PART . II</b>		
8	Earnest Money Deposited: Yes / No (Please provide the banker's details of remittance)	
<b>PART . III</b>		
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
<b>PART . IV</b>		
10	Full details of security service being provided to Central Government establishments/Autonomous bodies of Government of India/Corporations of Government of India/reputed public or private organizations (as per order of preferences)	

Date:-----

Place:-----

AUTHORIZED SIGNATORY (With office seal)

Please add supplementary pages to be numbered wherever needed by the Tenderer  
**(Please attach all the documents as required)**

**SECURITY SERVICE (watch & ward) ITEM**

**Scope of Work: The services as detailed below are to be provided for this item**

Provide quality security service to ICAR- National Institute of Biotic Stress Management (NIBSM) campus (**Four points**) 24 hours x 7 days security by deploying security staff who undergo periodically upgraded security management skills and knowledge through specified security drills and such other tools to secure:

- Boundaries of the four adjoining landed property, sprawling on the Baloda Bazar-Raipur state high way; preventing any attempt on encroachment, trespassing, and providing 24 hours x 7 days security of the fixed and movable assets and installations, buildings, as well as all other items, including crops, trees and such other institute property.
- Round the clock recorded watch and ward of the movement of people as regular staff, casual staff & workers, visitors, their vehicles and such other relevant items that are essential for institute security; parking of vehicles and managing gate passes for movement of goods and materials to & from the institute campus.
- Securing locks and other security gadgets of all buildings and installations during the service period.
- Transport of valuables including cash as and when required and on specific demand from the institute authority.
- Creating records and providing to NIBSM authority on the items mentioned at ~~2q~~ on monthly basis along with the bill, raised for the service provided. Providing also details of any illegal trespassing, encroachment and security threats, as the case may be to the institute.
- Provide professional security advice to NIBSM as and when required.
- Security personnel should ensure that all the lights of respective Rooms/ Labs are switched off immediately.

**BREAK-UP OF MONTHLY CHARGES TO BE CLAIMED AND ACTUAL TO BE PAID**

S.No.	Description	Rates (in Rs.) for Security Guard (without Arm)
1	A. Monthly Rate	
2	B. ESI Contribution	
3	C. EPF Contribution	
4	D. Other charges including Bonus, gratuity, etc.	
A	Total Cost per head (a+b+c+d)	
B	Service charges*	
C	GST as per rule	
D	TDS 2%	
E	Grand Total (A+B+C)	
F	Contribution by the employee for ESI/EPF to be deducted	
G	Other deduction if any	
H	Actual amount to be paid to the employee	

\* Service charges should not be NIL as per Govt. guidelines otherwise tender will not be considered.

**SCHEDULE-IV**

**TENDER BID FOR PROVIDING PERSONNEL FOR CONTRACTUAL SECURITY SERVICES AT THE NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT (NIBSM), BARONDA, RAIPUR (CHHATTISGARH)-493225 ALONG WITH THE GOVERNING INSTRUCTIONS CONTAINING TERMS & CONDITIONS THEREOF**

The quoted rates in Schedule III of the Tender form are to be given both in words and figures failing which the same is liable to be rejected. The bids can be expressed for partial or full items of the Service contract, as given in the given schedules.

Last date for receipt of Tender:

Date of opening of Tender:

To,

The Director,  
National Institute of Biotic Stress Management  
Baronda, Raipur -493225

Sir,

I/We wish to submit our Tender **FOR PROVIDING THE CONTRACTUAL SECURITY SERVICES at the NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMNT, BARONDA, RAIPUR** on the following details and rates: -

I/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. \_\_\_\_\_

