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भा.कृ.अ.प.-केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
मरु क्षेत्रीय परिसर, बीछवाल औद्योगिक क्षेत्र, बीकानेर-राजस्थान (भारत) 334006
ICAR-Central Sheep & Wool Research Institute
ARID REGION CAMPUS BEECHWAL INDUSTRIAL AREA, BIKANER RAJASTHAN (INDIA)



Dated 03.09.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under two bid system for **Job contract work for provision of chowkidars/watchman** for 24 hours (Residential colony, Office building and complete farm area) at ARID REGION CAMPUS BEECHWAL INDUSTRIAL AREA, BIKANER 334006 RAJASTHAN

Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and www.cswri.res.in as per the schedule as give in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender No.	BK/contract proposal/2017-4
Date and Time for issue/Publishing	03-09-2019, 3.00 PM
Document Download/Sale start date and time	04-09-2019, 3.00 PM
Bid Submission Start Date and Time	04-09-2019, 3.00 PM
Bid Submission End Date and Time	25-09-2019, 3.00 PM
Date and Time for Opening of Bids	26-09-2019, 3.00 PM
Tender fee and Earnest money Security money	Tender fee – Rs. 1000/- Earnest money – Rs. 40,000/- Security money – 5-10 % of contract amount
Bank detail	CSWRI UNIT ARC, Bikaner Payable at Punjab National Bank Branch – Beechwal Ind. Area, Bikaner Rajasthan 334006
Address for Communication	The Head, C.S.W.R.I., ARID REGION CAMPUS BEECHWAL INDUSTRIAL AREA, BIKANER

Head

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 1- The tender form/bidder documents may be downloaded from website: <https://eprocure.gov.in>. online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 2- Tenderer/bidders are requested to visit website <https://eprocure.gov.in> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 3- In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
- 4- The interested Firms are required to deposit (in original) **Tender Fee of Rs.1,000/-** (Nonrefundable) in the shape of Demand Draft prepared in favour of **CSWRI UNIT ARC, Bikaner payable at Punjab National Bank, Beechwal Ind. Area, Bikaner may be addressed to the Head, C.S.W.R.I., ARC, Bikaner, Rajasthan Pin- 334006** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 5- The interested Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/FDR from any of the Nationalised Bank **in favour of CSWRI UNIT ARC, Bikaner payable at Punjab National Bank, Beechwal Ind. Area, Bikaner** may be addressed to the **Head, C.S.W.R.I., ARC, Bikaner, Rajasthan Pin- 334006** on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 6- The firm should send the Original brochures of the product and may be addressed to the **Head, C.S.W.R.I., ARC, Bikaner, Rajasthan Pin- 334006 on or before bid opening date and time as mentioned in the Critical Date Sheet.**
- 7- Bidders need not come at the time of Technical as well as financial bid opening at ICAR-CSWRI,ARC, Bikaner. They can view live bid opening after login on CPP e-Procurement Portal at their remote and, If bidder wants to join bid opening event at ICAR-CSWRI, ARC, Bikaner then they have to come with bid acknowledge slip that generates after successfully submission of online bid.
- 8- In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder shall be as under.
 - i) Higher Experience in the relevant field.
 - ii) Profile of the employees deployed by the firm/Agency.
- 9- If a firm quotes 'NIL' charges/consideration, his/her online bid shall be treated as unresponsive and shall not be considered.

The Firms are also required to upload scanned copies of the following documents:

1. Scanned copy of Firm Registration Certificate under the work contract of the Govt. of India/State Govt..
2. Scanned copy of Minimum turnover of the firm not less than (Rs.5000000/-)(Rs.Fifty Lacs) during the last Financial Year.
3. Scanned copy of Last three years continuous experience of the firm in the field of providing such services in the Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization provide the details in enclosed tabular form.
4. Scanned copy of Certified Balance Sheet of the firm for last year of the service contract by the Chartered accountant.
5. Scanned copy of the duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
6. Scanned copy of PAN card
7. Scanned copy of GST Registration Certificate issued by the Govt.
8. Scanned copy of ESI and EPF Registration Certificate.
9. The Contractor/agency must have a registration with the contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.

10. Scanned copy of nos. of staff/supervisor registered under ESI & EPF separately. Minimum 100 nos. (staff/supervisor) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
11. Scanned copy of Registration No. under Security Contract Act/License in Rajasthan/Bikaner.
12. Scanned copy of D.D. of Tender Fee
13. Scanned copy of D.D. of E.M.D.
14. Scanned copy of Schedule-I.
15. Scanned copy of Annexure-I.
16. Any additional required documents mentioned in the Terms and conditions of the Tender.

All necessary documents in support of the details for S.No. 1 to 16 must accompany the technical bid. The bid is liable to be rejected in case which documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessarily cause confusion.

Head

निविदा प्रपत्र सूची

मरु क्षेत्रीय परिसर, बीकानेर के मेन गेट व फार्म एरिया के मेन गेट पर 24 घण्टे चौकीदार/वाचमेन उपलब्ध करवाने व आवासीय परिक्षेत्र, मुख्य कार्यालय भवन एवं सम्पूर्ण फार्म प्रक्षेत्र की निगरानी से सम्बन्धित कार्य का वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट)

यह प्रमाणित किया जाता है कि मैंने निविदा में दर्शायी गई सभी नियम व शर्तें भली-भाँति पढ़ ली है तथा मुझे पूर्णरूप से स्वीकार है। मैं उपरोक्त दर्शायी गई दरों पर संस्थान परिसर के आवासीय परिक्षेत्र, मुख्य कार्यालय भवन, फार्म मेन गेट एवं फार्म प्रक्षेत्र की निगरानी हेतु चौकीदार/वाचमेन से सम्बन्धित कार्य वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट)/ ठेके के आधार पर सम्पन्न करवाने के क्रम में रेट कॉन्ट्रैक्ट/जॉब कॉन्ट्रैक्ट पर करने के लिये सहमत हूँ। साथ ही मैं यह वचन देता हूँ कि उपयुक्त अनुबंध कार्य को उक्त दर्शायी गई दरों पर करूंगा तथा मैं प्रभारी, सुरक्षा अनुभाग या उनके प्रतिनिधि से समय-समय पर सम्पर्क करके उनके निर्देशानुसार अनुबंध कार्य करता रहूँगा। मैं अनुबंध कार्य में किसी प्रकार का हस्तक्षेप नहीं करूँगा और संस्थान के अधिकारियों/कर्मचारियों से विनम्रता पूर्वक व्यवहार रखूँगा। यदि मेरे या मेरे प्रतिनिधियों द्वारा अनुबंध कार्य में किसी प्रकार का व्यवधान/हस्तक्षेप करने/या उनके द्वारा बताये जाने वाले कार्य को करने के लिये मना आदि करता हूँ तो मेरे द्वारा जमा करवाई जाने वाली अमानत/जमानत राशि को जब्त करके अनुबंध को निरस्त किया जा सकता है जिसकी सम्पूर्ण जिम्मेदारी मेरी होगी। साथ ही मैं यह भी वचन देता हूँ कि मुझे व मेरे प्रतिनिधि को उपरोक्त निविदा प्रपत्र में दर्शाये गये कार्यों का पूर्ण ज्ञान है। मैं यह भी वचन देता हूँ कि उपयुक्त अनुबंध कार्य को उक्त दर्शायी गयी दरों पर करूंगा तथा उसमें जरूरी कार्मिक आपके आवश्यकतानुसार उपलब्ध करवाऊंगा।

मैं यह भी वचन देता हूँ कि मैं भारत सरकार के प्रचलित सभी श्रमिक नियमों का पूर्ण रूप से पालन करूँगा तथा मेरे द्वारा लगाये गये सभी चौकीदारों की मजदूरी का भुगतान भारत सरकार के राजपत्र दिनांक 19 जनवरी 2017 को जारी अधिसूचना की अनुसूची में क्षेत्र-ख में चौकीदार को अर्ध कुशल श्रेणी के लिए समय-समय पर निर्धारित दैनिक मजदूरी की दर से करूँगा।

यह मेरे/हमारे संज्ञान में भली-भाँति से है कि आपके द्वारा उपरोक्त कार्य हेतु प्राप्त निविदाओं में आप न्यूनतम अथवा किसी अन्य निविदाओं को स्वीकार करने हेतु बाध्य नहीं है एवं सक्षम अधिकारी द्वारा लिया गया निर्णय मुझे/हमें मान्य है। अनुबंध की अवधि समाप्त होने के उपरान्त मेरा व मेरे द्वारा लगाये गये प्रतिनिधियों का इस संस्थान से जॉब कॉन्ट्रैक्ट के अलावा कोई सम्बन्ध नहीं रहेगा और न ही मैं किसी प्रकार का संस्थान के खिलाफ कोई कार्यवाही करूँगा।

दिनांक _____

हस्ताक्षर ठेकेदार/फर्म प्रतिनिधि मय सील
पूरा पता
टेलीफोन/मोबाईल नं

मरु क्षेत्रीय परिसर, बीकानेर के मेन गेट व फार्म एरिया के मेन गेट पर 24 घण्टे चौकीदार/वाचमेन उपलब्ध करवाने व आवासीय परिक्षेत्र, मुख्य कार्यालय भवन एवं सम्पूर्ण फार्म प्रक्षेत्र की निगरानी से सम्बन्धित कार्य को वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट) करने हेतु कार्य का विवरण :

अ. इस कार्य हेतु सम्पूर्ण ठेके में निम्नानुसार तीन बिन्दू निर्धारित किये गये हैं :-

- (i) कॉलोनी मेन गेट से पूरा कॉलोनी एरिया (ii) मुख्य कार्यालय भवन (iii) फार्म मेन गेट(रेलवे फाटक) एवं फार्म एरिया
- ब. उपरोक्त के साथ-साथ अनुबन्धकर्ता को नीचे दर्शाये गए कार्यों को जिम्मेदारी से पूर्ण करना होगा :-
- (i) परिसर के सम्पूर्ण फार्म के अन्दर सभी भवन, प्रायोगिक शेड्स, लैब कॉम्प्लेक्स, वर्कशॉप, केन्द्रीय भण्डार, क्वारेन्टीन शेड, फार्म स्टोर, सभी सेक्टरों की निगरानी व पूरे फार्म प्रक्षेत्र की तारबंदी व अन्य भवनों व उपकरणों आदि की निगरानी। फार्म के अन्दर खड़े वृक्षों जैसे खेजड़ी, नीम, किकर आदि को आवांछित व्यक्तियों से बचाना होगा। पेड़ काटकर ले जाने, चोरी हो जाने की स्थिति में नुकसान की भरपाई ठेकेदार के बिल से की जायेगी। इसके साथ-साथ वन नियमों के अन्तर्गत निर्धारित किये गये दण्ड/जुर्माने के लिए ठेकेदार जिम्मेदार होगा।
- (ii) फार्म के अन्दर उगाई जाने वाली सभी फसलों से उत्पन्न अनाज, चारा आदि को सम्बन्धित ठेकेदार मुख्य गेट से ही लेकर जाये, सुनिश्चित करना होगा। फार्म प्रक्षेत्र के अन्दर बाहरी व्यक्तियों को मुख्य गेट से प्रवेश सुनिश्चित करना होगा अन्य किसी स्थान से प्रवेश रोकना होगा। गेट पर तैनात सुरक्षा गार्ड को गेट के अन्दर आने वाले सभी व्यक्तियों के नाम व पते तथा गाड़ियों के नम्बर मय चालक के नाम व उनमें रखे सामान का विवरण रजिस्टर में दर्ज करने होंगे तथा सुरक्षा अधिकारी को प्रति दिन चैक करवा कर उस पर हस्ताक्षर करवाने होंगे।
- (iii) फार्म की बाहरी व अन्दर की तार बंदियों का रखरखाव करना होगा व अतिरिक्त श्रमिक लगाकर समय-समय पर इनकी मरम्मत करवानी होगी। जिसके लिए सामग्री जैसे तार आदि संस्थान द्वारा उपलब्ध करायी जायेगी।
- (iv) फार्म के अन्दर सभी प्रायोगिक शेड प्रयोगशालाओं, सेक्टरों आदि पर किसी भी आवांछित व्यक्ति व जानवरों का प्रवेश रोकना होगा। यदि को आवांछित व्यक्ति घुमता हुआ पाया जाता है तो उसे तुरन्त फार्म से बाहर निकालना होगा। फार्म प्रक्षेत्र के अन्दर किसी भी वारदात जैसे चोरी आदि की घटना होने पर उसकी प्राथमिक सूचना रिपोर्ट निकटतम थाने में जाकर ठेकेदार को स्वयं करानी होगी। साथ ही घटना कर सूचना सुरक्षा प्रभारी को देनी होगी। किसी प्रकार की हानी/सामान की चोरी इत्यादि की सम्पूर्ण जिम्मेदारी ठेकेदार की होगी और उसकी वसूली ठेकेदार से की जायेगी।
- (v) यदि कोई आवांछित पशु जैसे सुअर, गाय, नीलगाय, भैंस, गधा, कुता आदि फार्म एरिया में पाया जाता है तो प्रति जानवर 100 रुपये प्रति दिन इस कार्यालय में जमा कराने होंगे (अन्यथा यह राशि ठेकेदार के बिल में से काट ली जायेगी) तत्पश्चात जानवर तुरन्त निर्देशित फाटक में स्वयं के खर्च पर पहुंचाने होंगे और उसकी रसीद सुरक्षा प्रभारी के कार्यालय में प्रस्तुत करनी होगी।
- (vi) सक्षम अधिकारी द्वारा किसी भी समय (रात्रि अथवा दिन में) जाँच पर जाते समय मांगे गये चौकीदार/वाचमेन साथ भेजना अनिवार्य होगा तथा अनुशासन बनाये रखना होगा। यदि कहीं पर अनुशासनहीनता परिलक्षित होती है तो सम्बन्धित अधिकारी किसी भी प्रकार का दण्ड/अनुबंध समाप्ति/कटौती के लिये स्वतंत्र होंगे। ठेकेदार की किसी भी सफाई पर विचार नहीं किया जायेगा।
- (vii) कार्यालय बंद होने के तुरन्त बाद सुरक्षा कर्मचारी सभी भवनों व गेट आदि पर लगे तालों की जाँच कर प्रभारी सुरक्षा अनुभाग को सूचित करेगा। रात्रि 10.00 बज से प्रातः 6.00 बजे तक सुरक्षा पर्यवेक्षक गस्ती पर रहेगा व सभी भवनों व गेटों के तालों की जाँच करेगा।
- (viii) यदि संस्थान का कोई भी कर्मचारी/अधिकारी कार्यालय समय के पहले /बाद में/अवकाश के दिन कार्यालय में आता है तो उससे चौकीदार रजिस्टर में आने व जाने के समय की तथा कार्यालय में आने के प्रयोजन आदि का इन्द्राज करवायेगा।
- (ix) रेलवे फाटक का गेट रेलवे के नियमानुसार खुलवाना एवं बंद करवाना सुनिश्चित करवाना होगा। इस कार्य की सम्पूर्ण जिम्मेदारी ठेकेदार की होगी।

नियम एवं शर्तें :-

1. अनुबंध की अवधि दिनांक 1.11.2019 से 31.10.2020 तक होगी परन्तु कार्य संतोषजनक रहने पर अगले एक वर्ष के लिए बढ़ाया जा सकता है। संतोषजनक कार्य नहीं होने पर अनुबंध कभी भी बिना पूर्व सूचना के रद्द किया जा सकता है।
2. अनुबन्ध कर्ता कार्य स्वयं निस्पादित कराएंगे। किसी अन्य एजेन्सी को पेट्टी ठेका कार्य नहीं सोपेगें यदि ऐसा पाया जाता है तो अनुबन्ध रद्द कर दिया जायेगा तथा धरोहर राशि जब्त कर ली जायेगी।
3. सफल निविदा दाता को निर्धारित प्रारूप में एग्रीमेन्ट, नॉन ज्यूडिशियल स्टाम्प रु. 500/- के पेपर पर सात दिवस में कार्यालय में प्रस्तुत करना होगा। एग्रीमेन्ट में वर्णित सभी शर्तों/नियमों का कड़ाई से पालन करना होगा अन्यथा अनुबन्ध बिना पूर्व सूचना के निरस्त किया जा सकता है।
4. चौकीदार/वाचमेन को सम्पूर्ण वर्णित क्षेत्र में मय नाम, वर्दी, सीटी, टार्च एवं लाठी के साथ लगाना अनिवार्य होगा।
5. प्रत्येक दिन अनुबन्धकर्ता को अपने कार्य की रिपोर्ट प्रभारी सुरक्षा को पेश करनी होगी।
6. ठेकेदार को सरकार के श्रम कानूनों व न्यूनतम मजदूरी अधिनियमों का कड़ाई से पालन करना होगा। चौकीदारों/वाचमेन को भुगतान की जानकारी (acquaintance roll) की एक प्रति कार्यालय को प्रति माह बिल के साथ आवश्यक रूप से प्रस्तुत करनी होगी। इस सम्बन्ध में किसी भी विवाद की जिम्मेदारी ठेकेदार की ही होगी।
7. अनुबन्धकर्ता/एजेन्सी/फर्म/कम्पनी द्वारा संस्थान में उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले ई. पी.एफ./ई.एस.आई. संबंधित रिकार्ड कार्यालय में जमा करवाने के उपरान्त चालान की प्रतियाँ (प्रत्येक श्रमिक/प्रतिनिधि का अलग-अलग खाता संख्या के साथ) (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह नवम्बर से अनुबंध

- जारी होता है तो अक्टूबर माह के बिल के साथ प्रस्तुत करना होगा। हर माह प्रस्तुत किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबंधकर्ता द्वारा जमा करवाये जाने वाले GST की सत्यापित प्रतिलिपि संलग्न करनी होगी।
8. फर्म को संस्थान परिसर की निगरानी हेतु लगाये जाने वाले चौकीदार/वाचमेन हफ्ट-पुष्ट, तंदुरुस्त एवं स्वस्थ होने चाहिए। सभी चौकीदारों को सुरक्षा अधिकारी से हस्ताक्षर करवाकर परिचय पत्र बनवाकर देने होंगे जो चौकीदारों को ड्यूटी के दौरान हमेशा अपने पास रखना होगा। किसी भी चौकीदार की उम्र 18 वर्ष से कम व 45 वर्ष से ज्यादा नहीं होनी चाहिये।
 9. निगरानी कार्य हेतु लगाये जाने वाले चौकीदार हिन्दी व सम्भव हो तो अंग्रेजी भाषा लिखने व बोलने की क्षमता रखते हों।
 10. ठेकेदार को निगरानी कार्य पर लगाये जाने वाले पर्यवेक्षक व चौकीदारों का सम्पूर्ण बायोडाटा फार्म मय सत्यापित फोटो परिचय पत्र व टेलीफोन/मोबाईल नम्बर के साथ कार्यालय में ठेका प्रारम्भ होने से पूर्व जमा कराना होगा।
 11. ठेकेदार द्वारा उचित चौकीदारों को नहीं लगाये जाने पर, नियमों का पालन न करने पर और कार्य संतोषजनक न पाये जाने पर या लापरवाही महसूस होने पर सक्षम अधिकारी का ठेकेदार की जमानत राशि तथा बकाया भुगतान जब्त कर अनुबंध निरस्त कर दिया जायेगा। चौकीदार प्रतिदिन एक ही पारी पर कार्य करेगा। दो पारियों की ड्यूटी की अनुमति नहीं दी जायेगी। कोई भी चौकीदार तब तक ड्यूटी नहीं छोड़ेगा जब तक दूसरा चौकीदार पर नहीं आ जाता है। चौकीदार/वाचमेन को नशे की हालत में ड्यूटी देने की अनुमति नहीं होगी। यदि फर्म द्वारा कार्यादेश में वर्णित नियमों के अनुसार चौकीदार/वाचमेन उपलब्ध नहीं कराये जाते हैं तो उस अवस्था में रु. 500/- प्रति दिन प्रति चौकीदार के हिसाब से कटौती की जायेगी।
 12. सुरक्षा का विशेष मुल्यांकन समय समय पर प्रभागध्यक्ष द्वारा गठित निरीक्षण दल द्वारा किया जायेगा उसकी रिपोर्ट के आधार पर ही भुगतान किया जायेगा। शिकायत प्राप्त होने पर बिल एवं धरोहर राशि से कटौती की जायेगी या अनुबन्ध रद्द करने की कार्यवाही भी की जा सकती है। संस्थान को किसी भी प्रकार की उक्त अनुबन्ध से होने वाली हानि की भरपाई ठेकेदार को करनी होगी।
 13. ठेकेदार द्वारा प्रति माह भुगतान के लिए प्रस्तुत बिल पर पेन नम्बर अंकित करना अनिवार्य होगा। ठेकेदार के बिल में से नियमानुसार आयकर की कटौती की जावेगी। कार्य संतोषजनक होने पर ही बिल का भुगतान 30 दिवस में किया जाएगा।
 14. चौकीदार इस संस्थान में कार्यरत किसी भी कर्मचारी का सम्बन्धी न हों।
 15. पर्यवेक्षक सभी रजिस्टर व रिकार्ड का रखरखाव करेगा।
 16. चौकीदारों की उपस्थिति पंजिका रखी जायेगी व अवकाश अवधि के समय की वैकल्पिक व्यवस्था की जाये जिसकी सूचना कार्यालय को समय पर दी जाये।
 17. ठेकेदार को सुनिश्चित करना होगा की रेलवे फाटक पर सुप्रशिक्षित गार्डों की ड्यूटी लगे। फिर भी अगर रेलवे टीम के सर्वेक्षण के दौरान गेट पर कोई शिकायत आती है तो रु. 500/- प्रति शिकायत आपके बिल से वसुले जाएंगे।
 18. निदेशक/प्रभागध्यक्ष के द्वारा अनुबन्ध करने/जारी रखने/बिना पूर्व सूचना के रद्द करने का पूर्ण अधिकार भी सुरक्षित होगा तथा उक्त संदर्भ में लिये गये प्रत्येक निर्णय की पालना ठेकेदार को करनी होगी।

यह प्रमाणित किया जाता है कि मैने निविदा में दर्शायी गयी सभी नियम व शर्तें भली-भांति पढ़ ली हैं तथा मुझे पूर्ण रूप से स्वीकार है। मैं संलग्न निविदा प्रपत्र में दर्शायी गई दरों पर मरु क्षेत्रीय परिसर, बीकानेर के मेन गेट व फार्म एरिया के मेन गेट पर 24 घण्टे चौकीदार/वाचमेन उपलब्ध करवाने व आवासीय परिक्षेत्र, मुख्य कार्यालय भवन एवं सम्पूर्ण फार्म प्रक्षेत्र की निगरानी से सम्बन्धित कार्य को वार्षिक अनुबंध (जॉब कॉन्ट्रैक्ट) के आधार पर करने हेतु सहमत हूँ। साथ ही यह भी प्रमाणित करता हूँ कि मुझे किसी विभाग एवं मंत्रालय द्वारा ब्लोक लिस्ट नहीं किया गया है।

हस्ताक्षर निविदादाता
निविदादाता का पता
मोबाईल नं.

Schedule-I

1.	Name of Firm/Agency 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.	Registration Number of the firm	
6.	ESI No. of Firm	
7.	EPF No. of Firm	
8.	GST Registration No.	
9.	Copy of Registration No. under Security Contract Act/License in Rajasthan/Bikaner	
10.	PAN Number	
11.	Experience of 3 years (<i>Name and address of client departments may be indicated in chronological order and supporting</i>)	
12.	Number of Guards/Supervisor registered under	
13.	Detail of the Earnest Money Deposited	
14.	Certified copy of Bank Solvency Certificate for Rs. 10 Lakh	
15.	Whether your firm have been declared "Blacklisted" OR banned from Business by any Department of Central/State Govt. Department/Public body. If yes, than give details.	

Name and address of the Agency's representatives and whether the firm would be represented at the Time of opening of the tenders

Dated:-

Place:-

Authorized Signatory

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

Part-II

Schedule – I

1. Detail of the Earnest Money Deposited:-

- a. Demand Draft number with date and Bank Drawn on .
Demand Draft / Pay order / Banker Cheque

No. _____ Dated _____ for Rs. 50,000.00

Part-III

1. 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: _____

Authorized Signatory

Please add supplementary pages and number them wherever needed.

Check list of documents to be submitted by the Tenderer in Technical Bid

Name of Bidder: _____

S.No.	Documents required & submitted	Yes/No	Page No.
	Earnest Money: Demand Draft/Pay Order for Rs. 40,000		
	Firm Registration Certificate under the work contract of the Govt.of India/State Govt..		
	Minimum turnover of the firm not less that (Rs. in figures)(Rs. in words) during the last Financial Year.		
	Last three years continous experience of the firm in the field of providing such services in the Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization provide the details in enclosed tabular form.		
	Certified Balance Sheet of the firm for last year of the service contract by the Chartered accountant.		
	Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.		
	ESI and EPF Number certificate of the agency issued by appropriate authority.		
	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME) for exemption of tender Fee and EMD, if applicable.		
	GST Registration and PAN Number certificate of the agency issued by appropriate		
	The Agency/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970 / CL (R&A) Central Rules, 1971/Private Security Agencies Act. 2005/2006. The selected contractor shall obtain the labour license under this act for Rajasthan/Bikaner.		
	Nos. of staff/supervisor registered under ESI & EPF separately. Minimum 100 nos. (staff/supervisor) required with their ESI & EPF contributions.Documentary proof of vouchers to be required and may be attached.		
	Scanned copy of Proof/Certificate(s) of last Two years work experience of Bidder/firm in the field of outsourcing of security Services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations. The Bidder firm should have at least one annual security contract of minimum value of Rs. 10.00 Lacs during last 03 years. (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)		
	Certified copy of Bank Solvency certificate for Rs. 10.00 Lakh to be attached.		
	Any additional required documents mentioned in the Terms and conditions of the Tender.		

10. Detail of the Minimum 3 years relevant experience /work done.

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

I/we undertake that scanned copies of all the above documents/information duly signed & stamped, have been attached with the Online Technical Bid. In case any document/information is not found in my/our online bid OR found incomplete or invalid, then the ARC, ICAR-CSWRI, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Authorized Signatory

Schedule – II**Financial Bid**

(The financial bid shall be submitted online separately)

The tender will remain open for acceptance up to 90 days from the date of opening of bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

The Head, C.S.W.R.I.,
Arid Region Campus,
Beechwal Industrial Area, Bikaner (Raj.)-334006

I/we wish to submit my/our rates for the tender for providing Security services at ARC,ICAR-CSWRI, Bikaner by deployment of Watchmen/Chowkidar, as required in the Para-1 of the Bid Document, on the following rates:

S.No.	Particulars (Existing Rates)	Rate/Amount Cost per month per point	Monthly Liability (Rupees) (As on 01.04.2019)
(i)	(ii)	(iii)	(iv)
			For 30 days Job
01.	Minimum wages as prescribed by Govt. of India w.e.f. 01.04.2019	373.00	373 X 30 = 11,190.00
02.	EPF @ 13.00%	@ 13.00 % of wages	1,454.70
03.	ESI	@ 4.00%	447.60
04.	Sub-total (01+02+03)	--	13,092.30
05.	GST* if applicable	@18%	2,356.61
06.	Cost per guard per month Rs. [Sum of 04+05]	--	15,448.91
07.	Total cost for 3 points/ 9 Security Guard per month for 30 days/month	15448.91*3*3	1,39,040.19 Rs. say 1,39,040.20 Exclusive of Service Charges
08.	Service Charges*		Rs. (to be quoted by the tenderer in the BOQ sheet, separately)
09.	GST on Service Charges*	@ 18 % of 08	Rs.
10.	Total service charge + GST on service charge [Sum of 08+09]		Rs.
11.	Grand Total Monthly Liability Sum of 07+10		Rs. [Inclusive of Service Charges quoted by Bidder/Agency.]

*To be quoted by the tenderer/bidder for complete month (30 days).

Note: Any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF and ESI contributions shall be and GST reimbursed to the contractor by ARC,(ICAR-CSWRI),Bikaner. However no request for any increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per above Schedule to tender, shall be entertained, considered and accepted by the ARC,(ICAR-CSWRI),Bikaner on any ground and/or conditions whatsoever during the entire term of the contract.

Signature
Authorised Signatory/Tenderer (With Seal)

Check list of documents to be submitted by the Tenderer in Technical Bid

Name of Bidder: _____

S.No.	Documents required & submitted	Yes/No	Page No.
	Earnest Money: Demand Draft/Pay Order for Rs. 40,000		
	Firm Registration Certificate under the work contract of the Govt.of India/State Govt..		
	Minimum turnover of the firm not less that (Rs. in figures)(Rs. in words) during the last Financial Year.		
	Last three years continous experience of the firm in the field of providing such services in the Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization provide the details in enclosed tabular form.		
	Certified Balance Sheet of the firm for last year of the service contract by the Chartered accountant.		
	Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.		
	ESI and EPF Number certificate of the agency issued by appropriate authority.		
	Scanned copy of Valid registration certificate issued by National and small Industries Corporation (NSIC/MSME) for exemption of tender Fee and EMD, if applicable.		
	GST Registration and PAN Number certificate of the agency issued by appropriate		
	The Agency/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970 / CL (R&A) Central Rules, 1971/Private Security Agencies Act. 2005/2006. The selected contractor shall obtain the labour license under this act for Rajasthan/Bikaner.		
	Nos. of staff/supervisor registered under ESI & EPF separately. Minimum 100 nos. (staff/supervisor) required with their ESI & EPF contributions.Documentary proof of vouchers to be required and may be attached.		
	Scanned copy of Proof/Certificate(s) of last Two years work experience of Bidder/firm in the field of outsourcing of security Services in Central Govt. establishments/Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations. The Bidder firm should have at least one annual security contract of minimum value of Rs. 10.00 Lacs during last 03 years. (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)		
	Certified copy of Bank Solvency certificate for Rs. 10.00 Lakh to be attached.		
	Any additional required documents mentioned in the Terms and conditions of the Tender.		

10. Detail of the Minimum 3 years relevant experience /work done.

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

I/we undertake that scanned copies of all the above documents/information duly signed & stamped, have been attached with the Online Technical Bid. In case any document/information is not found in my/our online bid OR found incomplete or invalid, then the ARC, ICAR-CSWRI, Bikaner is free to reject my/our online bid for which the Bidder shall be wholly responsible.

Authorized Signatory

FINANCIAL BID/ वित्तीय बिड**(The financial bid to be furnished online (Cover-2))**

The tender will remain open for acceptance up to 90 days from the date of opening of bid.
The rates tendered will be valid for a period of one year from the date of acceptance of the rate.

To

The Head, C.S.W.R.I.,
ARID REGION CAMPUS,
BEECHWAL INDUSTRIAL AREA, BIKANER (Raj.)-334006

I/we wish to submit our Tender for the Job contract work for providing of chowkidars/watchman for ARID REGION CAMPUS BEECHWAL INDUSTRIAL AREA, BIKANER 334006 RAJASTHAN on the following rates (to be quoted in the BOQ sheet) :-

Particulars	Per Month*
Monthly consolidated service charge offered for the two bid system for Job contract work for providing of chowkidars/watchman for ARID REGION CAMPUS BEECHWAL INDUSTRIAL AREA, BIKANER 334006 RAJASTHAN as per the terms and conditions specified in the Tender including current minimum wages prescribed by Govt. of India, contribution towards EPF and ESI, GST, Income Tax, Service Charges as indicated to this Tender Schedule -I and all other labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time. Total 03 Points/ 9 Security Guards per month(30 days)	Rs.(to be quoted by the tenderer in the BOQ sheet) _____
	(in figures)

	(in words)

1. In case the monthly consolidated charges is found less than the minimum monthly requirement of total minimum wages, employer contribution towards EPF, ESI etc., Service charges and GST, then my/our online bid may be treated as unresponsive in light of the provisions of office memorandum no. 29(1)2014-PPD Dated 28.01.2014 of Ministry of Finance, Govt. of India, and as updated time to time.
2. I/we agree to the forfeiture of the earnest money and Security money deposited by me/us for this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the Tender Document. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Note: *Total of current Monthly Liability – sum of Sl. No. 11 of Schedule-I attached. However, any subsequent increase in statutory liability viz. Minimum Wages, ESI/EPF and taxes etc. and its consequential effect on EPF and ESI contributions shall be and GST reimbursed to the contractor by ARC, ICAR-CSWRI, Bikaner. However, no request for any increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per Schedule-I of tender shall be entertained, considered and accepted by the ARC, ICAR-CSWRI, Bikaner on any ground and/or conditions whatsoever during the entire term of the contract.

Signature.....

Authorized Signatory/Tenderer

Name, address and Seal of the agency with Phone No. _____

AGREEMENT

This agreement is made at Bikaner on (month/year) _____ day of between ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner (hereinafter called Institute) through Head which term shall include its successors, assignees etc. on the first part and _____ (hereinafter called the firm) which term shall include its authorized representatives, successor, assignees etc, on the other part.

Whereas, the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner has decided to assign the annual job work contract for proving _____ (nature of job) at ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED be and between the parties hereto as follows;

1. This agreement shall come into force w.e.f. _____ (date) and will remain in force for a period upto _____ but can be terminated by the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for proving _____ (nature of job) at ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner.
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner - shall have no liability on this account, in any manner.
5. That the firm shall ensure that all persons deployed at ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner shall have the right to ask for the removal from the Central Sheep and Wool Research Institute to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the Central Sheep and Wool Research Institute.
7. The manpower deployed by the agency should work as per the working days and timings of the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner No extra wages will be paid for attending office on weekend, holidays and late sitting.
8. Monthly consolidated charges for job/work contract for providing _____ services at ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner is as per terms and conditions specified and scope of work as per in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job/work/ services. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.

10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrate appointed by the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional).
12. That the Firm shall issue identity card to each of the workers engaged for entry into ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner may cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services 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, viz. obligations under contract labour (Regulation & Abolition) Act. 1970 workmen's Compension Act, 1943, E.P.F., E.S.I. & M.P. Act. 1947 etc. Firm agrees to indemnify and keep indemnified ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner on account of any failure to comply with the obligations under various laws or damage to ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner due to acts/omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner.
17. The contract is subject to the conditions that the firm shall comply with all the laws and be laws of Central Govt. State Gove./ NCT of Delhi as applicable relating to this contract.
18. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub-contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honesty.
22. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
23. There will be surprise checking by an officer shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Coordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE; LIQUIDATED DAMAGES CLAUSE

1. An amount of Rs.500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the marke in any Section. It will be brought to the notice of the supervisory staff of the firm by ICAR-Central Sheep & Wool Research Institute, Arid Region Campus, Bikaner and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/ supervisor are less than the minimum required as a penalty of Rs.500/- per worker per day will be deducted from the bill.

The decision of Head shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(for the Institute)

Witness:-

1. _____

2. _____