



## **ICAR – INDIAN INSTITUTE OF SOIL SCIENCE**

**NABI BAGH, BERASIA ROAD, BHOPAL - 462038**

### **TENDER DOCUMENT**

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR **ANNUAL CONTRACT OF WATCH & WARD SERVICES** FOR A PERIOD OF ONE YEAR ON JOB/ WORK CONTRACT BASIS AT ICAR-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEARS SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

#### **Contact Details**

**SENIOR ADMINISTRATIVE OFFICER  
ICAR – INDIAN INSTITUTE OF SOIL SCIENCE,  
NABI BAGH, BERASIA ROAD, BHOPAL - 462038, MADHYA PRADESH  
TEL. NO. (0755) 2747375, 2730970 (EXT. NO. 233 & 134) FAX. NO. (0755) 2733310  
E-mail: [director@iiss.res.in](mailto:director@iiss.res.in), [sao@iiss.res.in](mailto:sao@iiss.res.in) Website <http://www.iiss.nic.in>**



भा.कृ.अनु.प.—भारतीय मृदा विज्ञान संस्थान

नबीबाग, बैरसिया रोड, भोपाल – 462038

**ICAR-Indian Institute of Soil Science**

**Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)**

Tel. No. (0755) 2730970 (Ext. No. 233 & 262)2737475 Fax. No. (0755) 2733310

**F. No.2-30/2019-20/ISS**

**Dated: - 17/06/2019**

**TENDER NOTICE**

Online Bids are invited from reputed & interested firms for Work/Job Contract for **AMC of Watch & Ward Services** at ICAR Unit, IISS, Bhopal for a period of one year, extendable by one more-year subject to mutual agreement, as per its requirement. A Demand Draft of Rs. One Lakh Only as earnest money deposit (EMD) is to be made in favour of ICAR Unit, IISS, Bhopal and may be addressed to Director, ICAR-IISS, Bhopal.

| Details of Tender Deposits |                       |   |
|----------------------------|-----------------------|---|
| 1.                         | Earnest Money Deposit | Rs. 100000/- in shape of DD Only in favour of ICAR Unit, IISS, Bhopal |
| 2.                         | Security Deposit      | 10% of the total value of the contract                                |

**TENDER SCHEDULE** (Critical date sheet)

|  |   |
|--|---|
| Tender id                                  |   |
| Tender No.                                 | 2-30/19-20/IISS   |
| Name of Organization                       | Indian Institute of Soil Science  |
| Date and Time for issue/Publishing         | 20/06/2019  |
| Document Download/Sale Start Date and Time | 20/06/2019 10.00 AM.  |
| Document Download/Sale End Date and Time   | 12/07/2019 05.00 PM.  |
| Pre Bid Meeting Date & Time                | 02/07/2019 02.30 PM.  |
| Bid Submission Start Date and Time         | 20/06/2019 10.00 AM.  |
| Bid Submission End Date and Time           | 12/07/2019 05.00 PM.  |
| Technical Bid Opening Start Date and Time  | 17 /07/2019 11.00AM   |
| Price Bid Opening Start Date and Time      | To be notified later  |
| Address for Communication                  | Director, Indian Institute of Soil Science,<br>Nabibagh, Berasia Road, Bhopal 462 038 |

On-line bids are invited under two-bid system (containing technical bid & financial bid) through e-procurement system of CPPP from registered/well-established /reputed firms for a period of one year and extendable by one more year subject to satisfactory performance at ICAR-IISS, Bhopal.

**The instructions for uploading the tender/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in>.**

Tender form, terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in>, up to 5.00 PM of 12/07/2019 and [www.iiss.nic.in](http://www.iiss.nic.in) On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in> only on or before the last date and time i.e. 12 /07/2019 at 5.00 PM.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Director, IISS reserves the right to accept or reject any or all the tenders without assigning any reasons.

**Please note that only online bids submitted through CPP Portal will be accepted. Technical Bid and Financial Bid (BOQ) should be uploaded separately.**

**Sr.Adm. Officer  
ICAR-IISS, Bhopal**



भा.कृ.अनु.प.—भारतीय मृदा विज्ञान संस्थान

नबीबाग, बैरसिया रोड, भोपाल – 462038

**ICAR-Indian Institute of Soil Science**

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**Tel. No. (0755) 2747375 (Ext. No. 233 & 262) Fax. No. (0755) 2733310**

**F. No.2-30/2019-20/ISS**

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INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR **ANNUAL CONTRACT OF WATCH & WARD SERVICES** FOR A PERIOD OF ONE YEAR ON JOB/ WORK CONTRACT BASIS AT ICAR-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

**From: - Director,  
ICAR-Indian Institute of Soil Science  
Nabi Bagh, Berasia Road,  
Bhopal – 462038 (M.P.)**

**To**

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

**Dear Sir(s),**

Online Tenders are hereby invited on behalf of the Director, ICAR-IISS, Bhopal for **ANNUAL CONTRACT OF WATCH & WARD SERVICES** FOR A PERIOD OF ONE YEAR ON JOB/WORK CONTRACT BASIS AT ICAR-IISS, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-IISS as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Earnest money of Rs. 1,00,000/- (One Lakh Only) must be deposited in the form of demand draft in favour of ICAR Unit, IISS, Bhopal to Director, ICAR-IISS, Bhopal on or before the last date/time of submission. The particulars of the earnest money deposit must also be superscribed on the top of the envelop by including the DD/FDR number and date failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outright.
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 foregoing stipulations, the aforesaid amount of EMD will be forfeited by the ICAR-IISS. 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 has applied for the same, in the manner prescribed by the ICAR-IISS, Bhopal. An undertaking as per Annexure - II, is also

required to be submitted by the tendering firm.

4. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional 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 form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tender.
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 tender are not fully filled in. Individual 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 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 a tenderer does not accept the offer, after issue of letter of award by ICAR-IISS within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
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 document 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 other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-IISS 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(s), if any, should be signed by the tenderer and should be uploaded along with technical bid.
8. Online tenders are invited under two-bids systems through e-procurement system. EMD must be deposited with Director, ICAR-IISS during working hours i.e. **10.00 AM to 05.00 PM** on all working days (except II<sup>nd</sup> Saturday, Sunday and Gazetted Holidays) before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand draft in favour of ICAR Unit, IISS, Bhopal.
9. Tenders will be opened online by the authorized officer(s) on 12/07/2019 at 11.00 AM. 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 bidder's behalf should be indicated in tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
10. The financial bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of financial bid would be intimated to technically qualified tenders through notice given on our website.
11. An amount equivalent to 10% of the total contract value of contract is to be deposited in the form of DD in f/o ICAR Unit-IISS, Bhopal by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the IISS. In the event of non-deposition of the same, the earnest money will be forfeited.

12. No interest on security deposit and earnest money deposit shall be paid by the IISS to the tenderer.
13. The bid validity period is 180 days from the date of opening of technical bid.
14. **The financial bids shall be evaluated on the basis of service charges/commission per guard per month quoted by bidders.**
15. **At present the institute's requirement is 18 guards without arms (six points round the clock). the requirement of no. of guards may increase or decrease in future depending upon the requirement.**
16. **The financial bids shall be evaluated on the basis of amount arrived from calculation of minimum wages for six no. of workers for 26 days, as notified by the Labour commissioner, Jabalpur (M.P) effective from Apr 2019, along with statutory dues like EPF @ 13% ESI @ 4.75% (as applicable) and contractor service charges.**
17. **The financial bids lower than the calculation arrived as mentioned on point no 16 would be summarily rejected**
18. **GST would be calculated additionally over and above the calculation so arrived.**
19. **The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office.**
20. **The Firm will not charge placement charges or any other account including uniform from the manpower deployed with IISS from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the bidder will be blacklisted if, at any stage, reports are received that the bidder has charged the manpower on any account.**
21. **The GST or any other applicable tax which is as per the rules of the Government shall be reimbursed to the successful bidder, on production of challan of exact amount of GST as claimed by firm as per rules/instructions made applicable from time to time by government.**
22. **The successful bidder shall quote institute GST no. on bills for claiming input credit of GST by the institute.**
23. **In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.**
24. **Decision of Director, ICAR-IISS shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract will be settled at his 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-IISS. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.**
25. **Acceptance by the Director, ICAR-IISS will be communicated by fax/express letter/e-mail or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/express letter etc. should be acted upon immediately.**

26. **The Director, ICAR-IISS does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.**
27. **The Director, ICAR-IISS in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.**
28. **Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-IISS on non-judicial stamp paper of Rs. 500/- (Five Hundred Only) or appropriate value as per Rules inforce.**
29. **The Service charges shall be inclusive of all consumables like uniform, Torch, and any other item. The Institute shall not pay any amount on account of consumable required for the services.**
30. **The Successful bidder shall pay the wages on or before 7th of the month through online remittance/RTGS/Cheque in presence of authorized person of the institute.**
31. **Any loss/damage/theft to the institute/individual property in institute campus due to the negligence of Security Services would be recovered from the dues of bidder.**
32. **The shortcoming/deficiency in Security Services shall be taken seriously and would be intimated to bidder and fine of Rs. 1000/- per day shall be imposed. Even after the Servicing the notice, if it is observed that the firm is not improving its shortcoming/deficiency, the contract would be terminated at the cost of bidder and performance security would be forfeited also.**
33. **The interested bidders may visit the institute campus before applying for online tender.**
34. **The successful bidder shall be liable to pay the minimum wages as notified by the Labour Commissioner, Jabalpur from time to time to the workers deployed during the contract period.**
35. **The bidders shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by them to this office.**
36. **In case, it is found that the successful bidder is not complying the statutory provision of all labour laws including payment of minimum wages, payment of EPF and ESIC, the contract shall be terminated and security deposit shall be forfeited and the Contractor/Firm will be blacklisted.**

**Cover I Technical Bid shall contain the following: -**

**The following documents are required to be uploaded with the technical bid, for evaluation of technical bid.**

1. Scanned copy of Demand Draft/FDR of earnest money deposit (EMD).
2. Scanned copy of Registration Certificate of the firm as per Indian Companies Act, 1956 or Indian Partnership Act, 1932.
3. Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.
4. Scanned copies of EPF and ESI Certificate issued by the local Government.
5. Scanned copy of numbers of Staff registered under ESI & EPF separately.
6. Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.
7. Scanned copy of 3 years' continuous experience in the field of providing MANPOWER SERVICES/WORK SERVICES in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations.
8. Scanned copy of audited balance sheet of the firm to fulfill the requirement of minimum average annual turnover of the firm not less than Rs. 50, 00, 000/- (Rupees Fifty Lakhs Only) during the last three years duly certified by the Chartered Accountant.
9. Scanned copies of GST registration.
10. Scanned copy of PAN Card.
11. Copy of Banker details along with Name of the Bank, Account No and Address proof
12. An undertaking as per attached Format (Annexure – III) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years.
13. Income tax return for last three years.
14. Bank solvency certificate for more than Rs. 10.00 lakhs. (Current Financial Year)

**Original undertaking should be submitted along with EMD.**

Only those firms who qualify in the technical bid will be considered for financial bid.

**Financial bid (BOQ) should be uploaded separately.**

Yours Sincerely,

**Sr. Adm. Officer**

For and on behalf of the Director  
Indian Institute of Soil Science

Nabibagh, BerasiaRoad, Bhopal – 462 038 (M.P.)

**TENDER FOR THE AMC OF WATCH & WARD SERVICES ON WORK CONTRACT BASIS**

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. :  
FAX/Mobile No. :  
E-Mail address :

From

To

**The Director,**  
ICAR-Indian Institute of Soil Science  
Nabi Bagh, Berasia Road, Bhopal – 462038 (M.P.)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for ..... 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-III Financial bid (BOQ) to this Tender and I/we agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. 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 from a part of this Tender. The Schedules-I, II and III duly signed are accompanied with this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD No.....Dated..... of Rs. .... drawn in favour of ICAR Unit, IISS, Bhopal and payable at SBI, CIAE, Nabibagh branch, Bhopal enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer  
Telephone No. Office  
Mob. No.-

Name of the Witness\_\_\_\_\_

Resi.

Occupation\_\_\_\_\_(alongwith Address Proof)

Mobile

Address\_\_\_\_\_

Signature of witness to contractor's signature

Address:

E-mail

Name & Signature of Witness:

Address:

E-mail

Signature of the tenderer.....



**SCHEDULE TO TENDER****PART-I**

|     |  |  |
|-----|--|--|
| 1   | Name of the Firm/Agency  |  |
| 2   | Full Address with PIN code Telephone No/Mobile No  |  |
| 3   | Constitution of the Firm/Agency (Attach copy)<br>Indian Companies Act 1956 Indian Partnership Act,1932: (please give names of partners) Any other Act, if not the owner  |  |
| 4   | For partnership firm whether registered under The Indian Partnership Act,1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.   |  |
| i)  |  |  |
| ii) | 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 have signed the tender to refer dispute concerning business of the partnership to arbitration   |  |
|     | If 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 in execution would be admitted by affidavit on a properly stamped paper by all partners |  |
| 5   | Name and Full Address of Bankers   |  |
| 6   | Permanent Income Tax (PAN) No./circle/Ward   |  |
| 7   | Any other relevant information   |  |

Signature of the tenderer

**Part - II**

|    |                          |  |
|----|--------------------------|--|
| 8. | Earnest money Deposited: |  |
|----|--------------------------|--|

**Part - III**

|     |   |  |
|-----|---|--|
| 9.  | Name and Address of the firm's representative and whether the firm would be representing the opening of the Tenders |  |
| 10. | Name of the Permanent Representative visiting IISS, Bhopal regarding the contract                                   |  |

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

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

**AUTHORISED SIGNATORY**

| <b><u>GENERAL INFORMATION &amp; OTHER TERMS &amp; CONDITIONS OF THE CONTRACT FOR PROVIDING WATCH &amp; WARD SERVICES (Job Contract)</u></b> |  |                    |                            |
|---|--|--------------------|----------------------------|
| 1.  | <b>BUILDINGS AND THEIR LOCATIONS: ICAR – INDIAN INSTITUTE OF SOIL SCIENCE, NABI BAGH, BERASIA ROAD, BHOPAL - 462038.</b> The Watch and Ward (Security) Services Job Contract is required to safe guard the properties of ICAR-IISS Campus at present.  |                    |                            |
|   | <b>(Security Agencies are requested to visit and survey the Institute campus before submitting the tender).</b>  |                    |                            |
| 2.  | <b><u>Services Required</u></b>  |                    |                            |
|   | <b>Security personnel services (without arms skilled), as per detail below are to be manned as per the important Security/check posts: -</b>   |                    |                            |
| S.N   | <b>Security Places</b>   | <b>Requirement</b> | <b>No. of check points</b> |
| 1.  | Main Gate entrance   | Round-the-clock    | 1 for each shift           |
| 2.  | Main Institute/Laboratory Building   | Round-the-clock    | 1 for each shift           |
| 3.  | Institute Boundaries (Patrolling)  | Round-the-clock    | 1 for each shift           |
| 4.  | Residential Gate   | Round-the-clock    | 1 for each shift           |
| 5.  | Residential Area   | Round-the-clock    | 1 for each shift           |
| 6.  | Guest House  | Round-the-clock    | 1 for each shift           |
|   | i.e. 6 Points x 3 Shift = 18   |                    |                            |
|   | The entire open area and the built up area will have to be maintained from security angles. Complete security of the Campus (Laboratory and Residential Premises), Buildings and its properties shall be responsibility of the approved contractor who shall be held accountable for any loss of property/material etc. from within the building/campus as per the details given below: -  |                    |                            |
| a.  | The selected agency shall provide necessary persons for Security Services, Job Contract at the institute strictly as per the <b>charter</b> (given below) of duty and terms and conditions mentioned in the tender form. The general PSARA guidelines for employment of guards shall be followed. The agency shall employ good, reliable & robust persons, with clean records, preferably within the age group of 21 to 58 years to carry out the job contract |                    |                            |
| i.  | The guard should be at least 8 <sup>th</sup> class pass and able to communicate in Hindi, read and understand basic English  |                    |                            |
| ii.   | Preference should be given to Ex-serviceman or from equivalent services.   |                    |                            |
| iii.  | Should have undergone basic training under security services.  |                    |                            |
| iv.   | He should have minimum security service experience of 3 years in government organization.  |                    |                            |
| v.  | The guard should have sound health and perfect physical fitness.   |                    |                            |
| b.  | In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason there of and the agency shall have to replace such persons immediately.  |                    |                            |
| c.  | Necessary enlisting/police verification of the firm and its workers is also required   |                    |                            |
| d.  | The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor   |                    |                            |
| e.  | The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages & VDA, as prescribed by the   |                    |                            |

|    |   |
|----|---|
|    | Deputy Chief Labour Commissioner (Central), Jabalpur Division, Ministry of Labour & Employment, Government of India, from time to time shall be payable to the personnel deployed on job contract to this institute by the Selected Agency.   |
| f. | The guard should perform one shift per day, double duties are not allowed. The maximum working hours for a guard should not exceed 12 per day and 60 hrs a week   |
| g. | One reliever has to be employed over 6 persons employed to permit one compulsory weekly off to the staff employed, accordingly appropriate provision of number of relievers to be included.   |
| h. | The shift in-charge will maintain all the registers which are kept at main gate and other points  |
| i. | The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.  |
| j. | The contractor will discharge all his legal obligations in respect of the workers/supervisors to be 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 indemnify and keep indemnified the Institute 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 Director, ICAR-IISS shall be final and binding on the contractor. The security/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff is to go on leave under intimation to Security Incharge of the institute. No security guard will be replaced / changed without the consent/ intimation of ICAR-IISS Authority |
| k. | All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out.  |
| l. | The agency shall, at its own cost, provide suitable uniforms with shoes (with additional seasonal requirement like overcoat in winters and raincoats in rainy season) to the personnel with identity cards. Logo and name of the firm should be clearly embroidered on uniform. Also, the guards should be provided with whistle, 4 cell torch, lathi, gumboots etc. This cost incurred for uniform and other accessories should be borne by the Security Agency and needed to be quoted separately as other expenses in the combined quote   |
| M. | The agency shall provide Communication Facilities, Metal Detector and Vehicle Mirror for smooth functioning of Security Services Job Contract.  |
| n. | The visitors should be provided with wearable visitor cards during his visit in the campus.   |
| o. | Additional guards have to be deployed during the important meetings/seminars/visits of dignitaries as and when required.  |
| p. | The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure status etc.  |
| q. | The Contractor shall not sub-let the contract.  |
|    | <b><u>LOSSAND/OR DAMAGES:</u></b>   |
|    | In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for security duties at entire campus, full damages will be recovered from the Agency and decision of the Director, IISS shall be a binding on agency.   |

**CHARTER OF DUTIES FOR SECURITY SERVICES JOB CONTRACT AT ICAR-  
IISS, BHOPAL**

**DETAILS**

|    |  |
|----|--|
| A. | Ensure Proper locking/unlocking of all rooms, labs, auditorium, doors and windows and report to shift incharge or officer concerned  |
| B. | Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner  |
| C. | Any visitor should be allowed inside the campus only after permission from the IISS staff for entry. Compulsory entry of the identities of the visitors should be made in visitors registers and visitors card should be issued to them at the time of entry. It should be ensured that visitors are wearing visitor's card all the time during their stay in premises |
| D. | Ensure safe custody of keys  |
| E. | Proper entries are to be made while handing over keys to any staff of IISS and while taking over too.  |
| F. | Regulate traffic and ensure proper parking of vehicles   |
| G. | Conduct continuous patrolling of the entire institute campus, including residential area and boundaries along the specified beats and its surrounding area.  |
| H. | No stray cattle/dogs get access to the guarded area. It is duty of security guards to keep them away from the premises. If fail to do so, penalty clause may be imposed  |
| I. | Should be vigilant all the time and check pilferage and implement anti-theft measures  |
| J. | Guards should not give lenient or casual impressions in the duties and they should be alert and attentive all the times.   |
| K. | Guards should maintain proper decorum, good behaviour and discipline for performing their duty and dealing with guests/visitors and officers/staff of the institute.   |
| L. | Check and keep the record of all out going material through gate pass signed by the Security incharge or authorized officials of the Institute.  |
| M. | Check/control search staff/manpower engaged by any other contract or person having access to the building.   |
| N. | Allow no unauthorized persons, hawkers and vendors in residential buildings, guest house.  |
| O. | Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation.  |
| P. | Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded areas   |
| Q. | To check and maintain record of incoming and outgoing vehicles wherever applicable.  |
| R. | To report unusual events in suspicious circumstances occurring in the area of premises   |
| S. | To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/Sundays and Closed Holidays in a register.   |
| T. | Security guards should not leave their points unless and until the reliever comes for shift duties, shift incharge will maintain all the registers, which are kept at concerned Section  |
| U. | The security staff should follow codal formalities of security system while on duty.   |
| V. | Any other items of work assigned with the approval of competent authority  |

**Annexure-I**

**Details of the experience (during last 3 years)**

| Sl.No | Name of the Deptt. organization<br>& Name of the contact person<br>with Phone No | Period |    | No. Of<br>Staff<br>deployed | Remarks |
|-------|--|--------|----|-----------------------------|---------|
|       |  | From   | To |                             |         |
|       |  |        |    |                             |         |
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|       |  |        |    |                             |         |

(Authorized Signatory)

OTHER TERMS & CONDITIONS

1. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
2. The persons so provided by the agency under this contract will not be the employee of the IISS and there will be no employer-employee relationship between the IISS and the person so engaged by the contractor in the aforesaid services.
3. For this Contract, water and electricity will be provided by the institute. It is presumed that the bidder has assessed all the requirements of manpower/materials/logistics/taxes etc. thoroughly before participating in the tender process and the tender quoted cost is lumpsum in respect of all these items/services and therefore no request for any alteration/hike in the rates once quoted would be entertained within one year from the date of award of tender. None of the other requirements including stationary items would be provided from the institute.
4. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/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.
5. The contractor shall indemnify and keep indemnified the IISS 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 Director, IISS shall be final and binding on the contractor.
6. The service provider/contractual staff should have adequate literary knowledge to cope up with the smooth operation of work.
7. To have proper coordination in working, the Contractor/Service provider Agency authorities would visit the working areas frequently and contact the concerned In-charge officers/administration for any clarification if required.
8. The contractor must employ adult security staff preferably 21 to 58 years of age group only. Employment of the child labour shall lead to the termination of the Contract.
9. Any change in service provider or contractual worker should be done in consultation with IISS authority. Abrupt and unjustified changes will not be accepted.
10. All the Contractual Services Staff should follow strict attendance and alternative arrangements are to be made by the agency to keep all the work points to be in operation by the substitute if any contractual worker leaves the point.
11. The selected agency shall provide the necessary personnel to IISS as per labour acts prevalent as per GOI or M.P. whichever is applicable. The agency shall employ good and reliable service provider/Contractual persons with good health. In case any of the personnel so provided is not found suitable by the IISS, the IISS shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The guard should not leave their points vacant unless and until the reliever comes for shift duties, supervisor will maintain all the registers, required under the statutory laws which are kept at concerned Section.
13. The contractor shall not sublet the work without prior written permission of the IISS.
14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
15. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IISS for the purpose. All complaints should be immediately attended by the Agency.
16. All the contractual workers should maintain discipline, punctuality and obedience in the campus. Any misconduct would entail the administration to instruct the contractor to replace the person immediately.

17. Payment to the Contractor will be made on monthly basis. The sequence of payment would be as given below:-
  - A. Payment to the contractual staff would be done by the contractor through BANK TRANSFER in their account on or before 7<sup>th</sup> of each month, right from the first month.
  - B. The contractor then shall submit the claims of such payments to the institute along with proof of BANK TRANSFER, payment towards EPF, ESI, GST and other statutory payment etc. The mode of payment and challans etc. should be transparent so as to prove their authenticity. In case of quarterly payment such proof shall be submitted in subsequent month.
  - C. Upon verification of records as mentioned above and the attendance of contractual persons, the administration would release the payment via BANK TRANSFER in the account of contractor.
  - D. In no case, release of payment should be linked to payment to contractual workers which must be done before 7<sup>th</sup> day of each month.
  - E. Income Tax (TDS) will be deducted from the payments due for the work done as per rule.
  - F. The contractor will have to provide the details of (individual wise) EPF deposition with the concerned department and copy of the detailed list obtained from the EPF department/website should be submitted as a supporting document alongwith the bill of the succeeding month. Similarly, firm should also provide evidence towards depositing the relevant amount towards ESI with details
  - G. The Institute will not be responsible either to the Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.
18. The Director, IISS reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. The decision of Director, IISS shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

Signature of tenderer.....

**UNDERTAKING**

I/We have read and understood all the terms and conditions of the tender document contained in the present tender form for contract and I/We do hereby agree and abide by with all the terms and condition of this tender document.

I/We do hereby declare that all the details provided in this tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-Indian Institute of Soil Science, Bhopal.

I/We do hereby also accept ICAR-IISS have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-IISS any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-IISS to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: - .....

Name: - .....

Designation: - .....

Address: - .....

Place: - .....

Dated: - .....



**INSTRUCTIONS TO CONTRACTOR FOR STATUTORY COMPLIANCES  
FOR WORK CONTRACT**

1. **Statutory registration and clearances**  
Contractor shall commence the work only after obtaining valid Labour License, independent provident fund no., ESI Registration no., and Income tax no. and clearance certificate in respect of provident fund, ESI and Income tax from respective enforcement authorities.
2. **Identity Card**  
Contractor shall provide to each of his employee an Identity card which shall have his photograph verified by contractor, his name, place of work and name of the contractor.
3. **Statutory obligation**
  - 3.1 Contractor shall engage only adult security personnel (preferably in the age group of 21 years and 58 years).
  - 3.2 Contractor shall observe local laws as far as possible.
  - 3.3 In case a contractor deploys women worker obligation under women's law – should be followed.
4. **PF & ESI Contribution & Return**
  - 4.1 PF & ESI contribution of workers engaged shall be borne by the contractor as per laws/ rules in force & shall produce papers/ records whenever asked to do so.
  - 4.2 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the challans etc. to IISS for replying to statutory authorities in case of any complaints.
  - 4.3 Verification of the character and antecedents of new workers from police authorities are to be got done by the contractors and should submit to the office before commencement of AMC. In case of old workers, these certificate should be renewed every 3 years.
5. **Medical care in case of accident**
  - 5.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workman's compensations act or under the common law. This aspect shall not be a liability on the part of the Institute in any case
  - 5.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his worker.
  - 5.3 Contractor should assist and guide his workers.
6. **Supervision**  
Contractor shall engage adequate number of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at gate at the time of entering and leaving the premises. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.
7. **Payment of wages**
  - 7.1 Payment shall be made by the contractor to his workers as per their category & nature of work which shall not be less than the rates declared from time to time under Minimum wages Act. By govt. of M.P. or central Govt. whichever is higher.
8. **Safety and disciplinary action**
  - 8.1 Contractor shall ensure that his workers do not indulge in any unsafe or hazardous activities.  
The agency shall, at its own cost, provide suitable uniforms with shoes (with additional seasonal requirement like overcoat in winters and raincoats in rainy season) to the personnel with identity cards. Logo and name of the firm should be clearly embroidered on uniform. Also, the guards should be provided with whistle, 4 cell torch, lathi, gumboots etc. This cost incurred for uniform and other accessories should be borne by the Security Agency and needed to be quoted separately as other expenses in the combined quote. All such safety requirements will be provided by the contractor.
9. **Records & information to be furnished by contractor**
  - 9.1 Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.  
Contractor shall provide full particulars of each worker deployed by him before start of the work.
  - 9.2

**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE REQUIREMENT OF TENDER**

| Sr. No. | Description of requirement   | Yes/No | Page No. |
|---------|--|--------|----------|
| 1.      | Scanned copy of DD/FDR of earnest money deposit(EMD)   |        |          |
| 2.      | Scanned copy of Registration Certificate of the firm as per Indian Companies Act. 1956 or Indian Partnership Act. 1932.  |        |          |
| 3.      | Scanned copy of License under the Contract Labour (Registration & Abolitions) Act. 1970.   |        |          |
| 4.      | Scanned Copies of ESI and ESI Certificate issued by the local bodies/appropriate authority.  |        |          |
| 5.      | Scanned copy of numbers of Staff registered under ESI & EPF separately. EPF ESI Challan  |        |          |
| 6.      | Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.  |        |          |
| 7.      | Scanned copy of 3-year continuous experience in the field of providing manpower services/work services in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations, if otherwise not exempted for SME/MSME/ Startup firms. (Scanned copy).   |        |          |
| 8.      | Scanned copy of audited balance sheet of the firm to fulfill the requirement of average minimum annual turnover of the firm not less than Rs. 50,00,000/- (Rupees Fifty Lakhs Only) during the last three years.   |        |          |
| 9.      | Scanned copies of GST registration.  |        |          |
| 10.     | Scanned copy of PAN card.  |        |          |
| 11.     | Copy of banker details along with Nme of the bank, Account No and Address proof  |        |          |
| 12.     | An undertaking as per attached Format (Annexure-III) duly attested by Notary on a non-judicial stamp paper of value of Rs.500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Department. Public Sector Undertakings and/or by Central Vigilance commission during the last three years. Original undertaking should be submitted along with EMD. |        |          |
| 13.     | Income Tax returns for last 3 years.   |        |          |
| 14.     | Solvency certificate from Bankers for Rs.10.00 Lakh of current financial year  |        |          |

**Original undertaking should be submitted along with EMD.**

Only those firms who qualify in the technical bid will be considered for financial bid.

**Financial bid (BOQ) should be uploaded separately.**

**Declaration by the Tenderer:**

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

Signature of tenderer.....

### **Liquidated Damage Clauses/Penalty Clause**

1. In case of deficiency of services, Pro-rata deduction of amount on the services not provided will be made. In addition, 10% penalty would be charged after giving due hearing to the contractor explanation by the Director of the Institute.
2. The firm will not charge placement charges on any other account from the manpower deployed with the IISS from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.

### **TERMINATION CLAUSE: -**

**The Agreement of the contract can be terminated with two months' notice from either side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the any expenses to be incurred due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.**

