

(Indian Council of Agricultural Research)
CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
Santoshnagar :: Saidabad Post :: Hyderabad - 500 059

F.No: 1-11(1)/2012-Estt.I

Dated 08th November, 2012

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB
WORK CONTRACT FOR PROVIDING SECURITY SERVICES [Watch & Ward] AT CRIDA MAIN CAMPUS /
OFFICE & RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM**

CRIDA Main Campus :

Cost of Tender Form : ₹ 1,000/- [Rupees one thousand only] Demand Draft / Bankers Cheque in favour of "ICAR Unit Account CRIDA", Hyderabad.

Last Date and Time for submission of sealed bids in the tender box, placed at Room No.111, CRIDA Main Campus. : On 10th December, 2012 at 1500 hrs.

Date and time of opening of Tenders : On 10th December, 2012 at 1530 hrs.

The Tender document is also available at our web-site : www.crida.in

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

Note:

1. The Director, Central Research Institute for Dryland Agriculture, Hyderabad at his discretion, may extend this date by a fortnight and such extension shall be binding on tenders.
2. If the date up to which the tenders is open for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.

From: The Assistant Administrative Office [Estt.I]
Central Research Institute for Dryland Agriculture
Hyderabad-500 059

To [As per list]

Dear Sir,

On behalf of the Director, Central Research Institute for Dryland Agriculture [CRIDA], Hyderabad sealed tenders are invited for **Annual Job Contract for Watch and Ward [Security Services]** at CRIDA Main Campus / Office & Residential Areas and Hayathnagar Research Farm. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the CRIDA and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

2. The tender form may be obtained from Estt.I Section, First Floor, CRIDA, Hyderabad on payment of ₹ 1000/- [Rupees one thousand only]. The tender form may also be downloaded from the CRIDA website and the cost of the tender form of ₹ 1000/- may be submitted along with tender in the form of DD / Bankers Cheque in favour of "ICAR Unit Account CRIDA" payable at Hyderabad.

3. An earnest money of ₹ 50,000/- [**Rupees fifty thousand only**] must be deposited in the form of Demand Draft in favour of ICAR Unit Account, CRIDA, Hyderabad and payable at Hyderabad. In no case Cheque will be accepted. The tender will not be considered if the earnest money is **not sent with the tender**.
4. The tender must be submitted as per details given in **Schedule – I & II**.
5. The tenderer is being permitted to tender in consideration of the stipulation on his / her part that after submitting his / her tender, he/she will not refuse his / her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulation, the earnest money will be forfeited by the CRIDA. 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/her after he/she has applied for the same, in the manner prescribed by the CRIDA.
6. The schedule-I & II of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be 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.
7. The tender is 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 is not fulfilled. Only Proprietor / Director of the agency / Pvt. Ltd. Co. are permitted to participate in the tendering process.
8. The quotation would be evaluated based on the firm's turnover, experience in working Govt Deptt. / Undertaking, No. of Guards / Supervisor registered with ESI/EPF, the Service Charges quoted and actual amount to be paid to Security Guards / Supervisors.
9. **The quotation is to be enclosed in sealed cover super-scribing on the envelop "Quotation for Security Services"** . Right is reserved to reject outstation tenders. Tender, to be hand delivered, should be put in the tender box at this office in Estt.I Section, First Floor, CRIDA Main Building not later than 10.12.2012 at 03.00 p.m. on the last date of receipt. Tender can also be sent by Registered post but the CRIDA shall not be held liable or late receipt of tenders due to postal delay or other reasons.
10. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
11. Acceptance by the CRIDA will be communicated by Speed Post / Fax / e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the speed Post / Far / e-mail etc. should be acted upon immediately.
12. Director, CRIDA reserves the right to accept or reject any or all tenders without assigning any reason.

Yours faithfully,

Assistant Administrative Officer [Estt.I]

GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT

- 1. BUILDINGS AND THEIR LOCATION** : CRIDA Main Campus & Residential Campus, Santoshnagar and Hayathnagar Research Farm. Other details are as under :
- 2. SECURITY TO BE DEPLOYED**
- | | | |
|-------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. CRIDA Main Campus | } | : The details security points is given at Annexure-III. The list is only illustrative and not exhaustive.
The bidders may make a survey during office hours i.e. 10.00 A.M. to 04.00 P.M. and estimate the job requirement. |
| ii. Hayathnagar Research Farm | | |
- 3. SERVICES REQUIRED** : As per charter of duties **Annexure - I & II**
- 4. SERVICES :**
The entire open area and the built up area will have to be maintained from security angles. Complete security of the building and its properties shall vest fully with the approved contractor who shall be held accountable for any loss of property / material etc. from within the building / campus as per the detail give below :
- a) The selected agency shall provide necessary persons for Security Services at CRIDA Main Campus and Hayathnagar Research Farm strictly as per the charter of duty and terms and conditions mentioned in the tender form. The agency shall employ good and reliable and robust persons and clean record preferably within the age group of 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the CRIDA, the CRIDA shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
 - b) The personnel engaged by the agency for this job contract will not be employee of the CRIDA and there will be no employer-employee relationship between the CRIDA and the personnel so engaged by the contractor.
 - c) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages, as prescribed by the Office of the Regional Labour Commissioner [Central] from time to time shall be payable to the personnel deployed for services to this office by the Selected Agency. Any future increase in statutory wages the contractor has to absorb the escalated rates. Hence they may quote the rate accordingly.
 - d) The CRIDA shall not directly or indirectly engage any personnel of the agency during the period of contract.
 - e) The CRIDA shall provide necessary accommodation within the premises of the building only for the personnel to be relieved or waiting for mid-night shifts for performance of their duties for security purposes. Shift of more than 08 hours will not be allowed for any persons deployed for security.
 - f) All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, as its own cost, provide suitable uniforms [both Summer and Winter] to the personnel with identify cards.
 - g) The tenderer will also have to furnish particular relating to Income Tax Clearance Certificates, turnover, infrastructure status etc of the last three years.
 - h) Necessary enlisting / police verification of the firm and its workers is also required.
 - i) The agency shall provide **Communication Facilities, Stationery, Stick, Torch, Whistle, Uniform** to the guards for smooth functioning of Security Services.
 - j) The Contractor shall not sub-let the contract.

5. ELIGIBILITY CONDITIONS :

- a) The firm should have minimum 03 years experience preferably in managing large farms of Security Services in reputed Govt. / Semi Govt. / Govt. undertaking / Central Autonomous Bodies / University establishment and other government establishment. The firm at least should have completed one similar contract of value not less than ₹ 25 lakhs p.a. satisfactorily in the Government Department in the last five years.
- b) The firms should have at least **50** Security Guards / Supervisor registered under ESI and EPF. The firm will produce latest ESI/EPF Challans for ascertaining the number of Guards / Supervisor registered with the ESI/EPF.
- c) The firm must have Service Tax Registration, ESI/EPF Registration Certificate, Registration Declaration of ownership under Indian Registration Act 1908 and Labour License. Registration under ISO 9000 / other relevant certificates from competent authority, registration under shops & Estt. Act.
- d) The firm must have solvency certificate for at least ₹ **30** lakhs from their bankers.
- e) The firm must have license/enrolled for operating Security Services as per Private Security Agencies [Regulation] Act.
- f) The firm should not have any record of court cases / litigation during the last 05 years.

6. TERMS OF THE CONTRACT :- Initially the terms of the contract will be for one year.

- 7. MODE OF PAYMENT :-** The agency shall submit monthly bills for the job performed during the preceding month along with proof of contribution made for ESI/EPF and Service Tax paid for the Security provided to the CRIDA. The CRIDA shall make payment by means of on line payment in favour of the agency. However taxes which are as per the rules shall be deducted at source from monthly bills of the successful tenderer, as per rule.
- 8. TERMINATION :-** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The CRIDA will have no responsibility for any loss / damage caused to them. This also cannot be challenged through any court of law.
- 9. LOSS AND / OR DAMAGES :-** In case of any loss or damage done to the property of the CRIDA by the personnel provided by the agency for security duties at CRIDA, full damages will be recovered from the Agency and decision of the competent authority of CRIDA shall be a binding on agency.
- 10. SECURITY DEPOSIT :-** An amount of 10% of total contract value shall be deposited as security money / performance guarantee within two weeks from the award of contract. The security 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 CRIDA.
- 11.** The tender is likely to be terminated in case the conditions in the agreement are not fulfilled [The copy of draft agreement is enclosed herewith for ready reference vide at **Annexure-IV**.
- 12.** The contractor is advised to have a complete survey of both the buildings done before offering rates.
- 13.** The contractor shall follow minimum wages, EPF, ESI and all Statutory Rates. The rates quoted shall be final throughout the tenure of contract. Any escalations during the contract period shall be absorbed by the contractor.
- 14.** The contractor has to attach the supporting documents with proper referencing as per the check list [**Annexure-IV**]. No extra documents need to be attached with the tender form.

**CHARTER OF DUTIES FOR SECURITY SERVICES AT
CRIDA & HAYATHNAGAR RESEARCH FARM**

DETAILS [Part – I]

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

ANNEXURE - II

THE TERMS AND CONDITIONS FOR THE SECURITY GUARDS / SUPERVISOR [Part – II]

1. The guards should be healthy, desirable physique and proper experience and may be shuffled from time to time.
2. The guard should be able to communicate in Hindi and also in English if possible.
3. The guard should perform one shift per day, double duties are not allowed.
4. The guard should not develop social relationship with CRIDA staff.
5. The guard should be provided with uniforms, whistle, torch, lathi etc.
6. The guard should wear neat uniform while on duty along with identity cards.
7. They should not leave the point unless and until the reliever comes for shift duties.
8. The security supervisor will maintain all the registers which are kept at the main gate and other points.
9. They have to verify after 5.30 p.m. that all rooms / buildings are locked properly.
10. From 10.00 p.m. to 06.00 a.m. one security guard must be on patrolling duty in the campuses by rotation and while patrolling he should check all the locks of buildings including pump houses.
11. They should not give lenient or casual impression in the duties and they should be alert and attentive.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
13. They should observe movement of all the staff, labourer and visitors etc.
14. All the vehicles are to be parked in the parking place only. The vehicle has to be checked by he Security Guard on duty while coming inside and while going out also.
15. Proper entries are to be made while handing over key to any staff of CRIDA and while taking over too.
16. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor / security guards going on leave under intimation to this office.
17. Changing of Security Supervisor / Security Guards should be intimated to the caretaker.
18. Patrolling to the identified points to be carried out every hour in the night.
19. The security staff should follow the codal formalities of Security System while on duty.
20. The Security personnel should ensure that pass has been issued by the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contact officer-in-charge, security.

ANNEXURE – III

The details of Main Security points are as under. The list of Security points given below is only illustrative and not exhaustive. Contractor may visit the sites and quote.

I. CRIDA MAIN BUILDING [INCLUDING RESIDENTIAL AREA] – [3 Shifts]

- Main gate
- Hostel area including Director's residence and IGH
- Main building
- Garages
- Back side of the main building
- Residential Colony gate
- Inside Residential colony premises [back side]

II. HAYATHNAGAR RESEARCH FARM – [3 Shifts]

[a] PHASE – I [3 Shifts]

- Main gate
- Agro Met Observatory side fencing along border upto R-5 Watershed
- Main farm office and Hostel premises
- Bullock shed, Sheep shed and Workshop
- Back gate
- Phase-I rounds along the fence
- KVK Watershed area

[b] PHASE – II [3 Shifts]

- Main gate pond area, right side of subabul plantations
- Nursery area, Amla/Tamarind, Jatropha and Tissue Culture Neem Plantations etc.
- Plantation area towards Northern side i.e. Tamarind, Custard apple

[c] PHASE – III [3 Shifts]

- Front side
- Hillock side
- Farm pond/Farmers' field side

DRAFT OF AGREEMENT TO BE ENTERED BY THE CONTRACTING AGENCY

[Part – I]

1. The Contracting Agency shall carry out the security and watch and ward of the CRIDA as per the requirements and instructions given to them by CRIDA from time to time for a period of one year. The entire open area and the built up area will have to be maintained from security angles. Complete security of the building and its properties shall vest fully with the approved contractor who shall be held accountable for any loss of property/material etc. from within the building/campus.
2. A list showing the jobs to be carried out by the Contracting Agency is attached as **Annexure-III**. However, these are only illustrative and not exhaustive. Additional jobs or modifications in the job will be carried out with approval of the authorities of CRIDA.
3. The Contracting Agency shall render the services on job contract basis which includes PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the Contracting Agency.
4. Security guards to be deployed shall preferably be ex-service men with robust health and clean record within age group of 21 to 45 years. The watch and ward will be round the clock and 07 days of the week and shall be changed as per requirement of the ICAR from time to time. In case there is any change in employment of the Security Guard, such change shall be intimated to the Contracting Agency in writing well in advance.
5. The Contracting Agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the CRIDA.
6. The Contracting Agency will discharge all legal obligations of their employees in respect of their wages and other 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 viz., statutory obligations under Contract Labour [Regulation & Abolition] Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF&MP Act, Industrial Dispute Act etc. The Contracting Agency will indemnify and keep indemnified the CRIDA from any claim, loss or damages that may be caused to the CRIDA on account of the Contracting Agency's failure to comply with their obligations under the various law towards their staff/employees employed by the or any loss or damage to one part due to acts/omissions of other part. The CRIDA will not be responsible for any loss caused so. It will be contracting agency fully responsible.
7. The stationery items like registers, scales, writing pads, pencils, staplers etc. will not be provided by the CRIDA and uniforms will not allowed to be washed in the CRIDA premises. The uniform of the security personnel and other related items as mentioned above will be provided by the Contracting Agency. CRIDA has to pay only the amount which will be finalized as per contract.
8. The Contracting Agency shall submit their bills after completion of each month during the first week of the following month of the services rendered previous months to Director, CRIDA. The payment will be made by on line on receipt of confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of Director, CRIDA whose decision shall be final and binding on the Contracting Agency.
9. The Contracting Agency shall submit the record of payment made to security guards / supervisor on monthly basis and shall ensure that the payment is made as per Statutory Rules. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages as per prescribed by the office the RLC [Central] from time to time shall be payable to the personnel deployed for services to this Institute. Any future increase in statutory wages, the contractor has to absorb the escalated rates.

10. The Contracting Agency agrees to get all the security staff members and their employees insured against any liability arising under the workman's compensation act or under the common law. The Contracting Agency agrees to indemnify against any claim that the CRIDA may have to meet in respect of their staff members and/or workman/employees on account of any accident or for any other reason.
11. It is further clarified that under no circumstances the staff member and or the workmen/employees or the Contracting Agency shall be treated, regarded or considered or deemed be the employees of the CRIDA and the Contracting Agency alone shall be responsible for their remuneration, wages etc.
12. Contracting Agency will ensure that no theft or damages to the CRIDA property should take place during the tenancy of the service contract of the Contracting Agency. In case any theft or damage to the CRIDA property occurs during the service contract period with the Contracting Agency due to the negligence of the security staff/employees of the Contracting Agency, the Contracting Agency shall be held responsible for such losses and damages, if after an enquiry, the CRIDA comes to the conclusion that the loss is attributable to the negligence on part of security personnel of the Contracting Agency. The Contracting Agency shall attend all the police cases from time to time during the contract period, if required.
13. The service agency will ensure that the National Flags are hoisted/lowered, at the respectable places on the top of both the buildings as per the flag code and hence will be completely responsible for the lapse in this regard. Any problem in this regard should be reported in writing to the undersigned or other senior officers.
14. The Contracting Agency will provide the security Service round the clock in three shifts running from 06.00 a.m. to 02.00 p.m., 02.00 p.m. to 10.00 p.m. and 10.00 p.m. to 06.00 a.m. The Security Supervisor of the Contracting Agency shall be present to supervise the security work invariably between the shifts from 06.00 a.m. to 02.00 p.m., 02.00 p.m. to 10.00 p.m. and 10.00 p.m. to 06.00 a.m. In case any lapse in this regard comes to the notice of Director, CRIDA or any other officer authorised by Director, CRIDA action as deemed fit will be taken to make suitable deduction from the monthly bill of Contracting Agency.
15. If any question or dispute arises between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the CRIDA. His award shall be governed by the provisions of Arbitration & Conciliation Act 1996 for the time being in force in Indian Union and shall be binding on both the parties hereto.
16. The Contracting Agency shall inform the CRIDA immediately of their having been granted the approval by the Government of India to operate as Private Security Agency under regulation of Employment and Welfare Act 1981. The Contracting Agency shall obtain the license under section 12 of the contract labour [Regulation & Abolition] Act 1970 from the competent authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement Contracting Agency shall have license under section 12 of the contract labour [R&A] Act 1970. In default of these agreement contract will be liable to the terminated.
17. Notwithstanding anything contained in clause 13 it is expressly agreed and understood that the CRIDA as it was discretion will terminate the agreement in case of following contingencies :
 - a] If the Contracting Agency fail to execute the work entrusted to the satisfaction for which CRIDA shall be the sole judge.
 - b] If the Contracting Agency fails to discharge their legal obligations towards the security personnel employed at CRIDA premises.
 - c] If for any reason whatsoever, the Contracting Agency is not able to perform their part under this agreement for continuous period of ten days or more.
 - d] If the Contracting Agency commits breach of any of the clauses of the agreement.

- e] IF the CRIDA is required to pay any damages and / or compensation and / or any payment to their customers/ visitors on account of any negligent action and /or misbehavior on part of the Contracting Agency.
- f] If the Contracting Agency is unable to give proper account of tools, equipment's etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
- g] The CRIDA will not be made liable or responsible to the officials of Security Guard Board. In case any objection in connection with security guards is raised by the Security Guards Board, it shall be the sole responsibility of the Contracting Agency to satisfy any of the officials of the Security Guards Board.
- h] Under no circumstances, the CRIDA shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.

18. PENALTY CLAUSE

- i] The Security Supervisors and Security Guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, shoes and identify cards etc.
- ii] No Security Supervisors / Security Guards shall perform double duty. In case they are found performing double duty or remain absent from the duty a penalty of double the wages shall be recovered from the security bill.
- lii] A daily list of Security Supervisor and Security Guards on duty should be provided to this office.
- lv] A detailed list of Security Supervisor and Security Guards along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of security.

In case of any of the above contingencies, the CRIDA will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and/or loss which may be suffered by the Contracting Agency on account of termination of this agreement.

CHECK LIST

The following documents have to be attached by the firm :

1. Registration Number of the firm
2. ESI Number of the firm
3. EPF Number of the firm.
4. Service Tax number of the firm.
5. Registration number / Enrolment number under contract Act/License No. under Private Security Agencies [regulation] Act.
6. Experience in number of years [Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner].
7. Certified copy of Bank Solvency Certificate to be attached.
8. The firm must be attached the documentary proof of annual security contract of ₹ 25.00 lakhs p.a. cost.
9. Documents for partnership firm whether registered under the Indian Partnership Agreement, 1932.

Important :

*The contractor has to attach the supporting documents with proper referencing.
No extra documents need to be attached with the tender form.*

Full Name and address of the tenderer in
Addition to address and other relevant information
Needed for the complete Address :

Telephone No.
Telegraphic Address

To

The Director
Central Research Institute for Dryland Agriculture
Santhoshnagar
Hyderabad-500 059

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for the annual Security Services of CRIDA Main Campus, HRF and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/We agree to hold this offer open till 90 days. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender _____.
The schedules I and II to accompany this tender are at page Nos. _____.

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay Order / Demand Draft No..... dated of ₹
[Rupees only] drawn in favour of CRIDA A/c and
payable at Hyderabad is enclosed as earnest money as required.

Signature & Seal of Tenderer with date
Address :.....

Name & Signature of witness
Address :

SCHEDULE – I

Technical Bids

PART – I

Last date for receipt of Tender :
Date of Opening of Technical Bid :

1.	Name of the Firm / Agency	:	
2.	Constitution of the Firm / Agency a] Indian Companies Act, 1956 b] Indian Partnership Act, 1932 : [Please give names of partners] c] Any other Act, if any		
3.	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. li] 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. lii] If answer to (i) or (ii) above 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.	Service Tax Registration No.		
9.	Registration No. under Contract Act/ License No. Under AP Private Security Agencies [Regulation] Rules, 2009		
10.	Experience in no. of years [Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner]		
11.	Name of Guards / Supervisor registered under ESI/EPF. Latest ESI/EPF Challan for ascertaining the number of Guards/ Supervisor has to be attached.		
12.	Certified copy of bank Solvency certificate to be attached.		
13.	The firm must attach the documentary proof of having annual Security Contract of ₹ 25 Lakhs cost per annum continuously for three years		

Note: The information required at serial no.1 to 13 must be accompanied with the certified copies of the documents and attached as per the serial number failing which the tender is liable to be rejected. No. other document needs to be attached with the tender form.

SCHEDULE – I

PART – II

1. Detail of the Earnest Money Deposited :
 - a] Demand Draft number with date and Bank drawn on

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.

SCHEDULE – II

Financial Bid

Last date for receipt of Tender :

Date of opening of Financial Bid :

The tender will remain open for acceptance upto 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 rates.

.....
To

The Director

Central Research Institute for Dryland Agriculture

Santoshnagar, Hyderabad-500 059

Sir,

I/We wish to submit our tender for maintaining watch and ward [security arrangement] at CRIDA, Santoshnagar, Hyderabad-500 059 on the following rates:

Description	Total Cost [₹]	Service Charges of Total Cost [₹]	Service Tax of Total Cost [₹]	Grand Total [₹]
Total lump sum monthly charges for providing Security Arrangements [Watch & Ward] at CRIDA Main Campus & HRF, Hyderabad [keeping in view all statutory payments]				

*** Refer Annexure – II**

I/We agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Any other terms and conditions that the tender[s] would like to specify form a part of this schedule only.

Signature.....

Name & Address of the firm with Phone No.....