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**CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE  
SANTHOSHNAGAR, HYDERABAD**

Tender No. 1-11(1)/2011/E-I  
Serial No.

Date: 08.06.2011

**NOT TRANSFERABLE**

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES AT CRIDA MAIN CAMPUS AT SANTHOSHNAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM, VILLAGE GUNEGAL (IBRAHIM PATNAM)

- A Cost of Tender Form Rs.1000/- (Rupees one thousand only)
- B Last date of sale of Tender Form is up to 22.06.2011, 15.00 hrs.
- C Last date of receipt of Tenders in office is up to 22.06.2011, 15.30 hrs.
- D Tenders to be opened at 16.00 hrs on 22<sup>nd</sup> June, 2011

To

Dear Sir(s),

1. Sealed Tenders are here by invited on behalf of the CRIDA, Santhoshnagar, Hyderabad for contract of providing of security on Job/Service contract at CRIDA Main Campus Santhoshnagar, Hayathnagar Research Farm, Hayathnagar and Gunegal Research Farm, Gunegal Village (Ibrahimpattam). The terms and conditions of the contract which will govern the contract made are those contained in the General conditions of contract applicable to the contracts placed by the CRIDA, ICAR and the special terms and conditions 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. An earnest money of Rs. 50,000/- (Rupees fifty thousand only) must be deposited in the form of demand draft/pay order payable to the "ICAR Unit A/c, CRIDA, Hyderabad". The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part after submitting his Tenders; he will not resile from his offer or modify the terms and condition thereof. If Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the council. In the event of the offer made by the Tenderer not being accepted and 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 Council.

4. The schedules of the Tenders form should be returned intact and pages should not be detached. In this event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each addition page must be numbered consecutively and be signed in full by the Tendered. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting / erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for the schedules to be tenders is 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 business of the partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
- iii) Constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer, after issue of letter of award by, CRIDA (ICAR) within 3 days, the offer made shall be withdrawn & earnest money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from 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 CRIDA shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tenders and the schedules to the Tenders and annexure, if any.

8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed "Providing of Security on Job/Service contract at CRIDA Main campus at Santhoshnagar, Hayathnagar Research form, Hayathnagar with address of this Office and of the Tenderer. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the Office of the CRIDA, Santhoshnagar not later than 15.00 hrs on 22.06.2011.

9. The rates quoted by each firm for Job/Service security contract in Tenders are given both in words and figures failing which the same is liable to be rejected. You are 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 your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. The CRIDA does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole.

11. An amount of 10% of the contract amount will have to be deposited as a security deposit in the form of DD/Bank Guarantee for the contract is to be deposited by the Selected Agency/Successful Tender only after receiving a communication from the CRIDA. 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 CRIDA to the Tenderer.

13. The sales tax or any other tax which is as per the rule shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful Tenderer as per the rule.

14. The Director, CRIDA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the CRIDA, for any reasons, not mandatory to be communicated to the Tenderer.

15. Decision of the Director, CRIDA will be final for any aspect of the contract and binding to all parties. Disputes arising if any on the contract will be referred to arbitration.

16. Acceptance by the CRIDA will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/Telegram/Express letter etc. should be acted upon immediately.

17. The following documents/vouchers are required to be enclosed with Tender form, which are the terms and conditions of the Tenders document:-

- a) Registration certificate of the firm/letter under DGR certified ex-servicemen security agency.
- b) Should have experience of the firm in the field of providing such services in Central Govt. establishment/autonomous bodies of GOI/Corporation of GOI/Reputed Public or Private organization (Providing Details). The contractor should preferably have ISO 9001 Certification from authorised agency.
- c) Contractor should have necessary consent/approval of the competent authority to operate the security contract as per the Private Security Agencies (Regulation) Act enforced by Government of India.
- d) Employees ESI and EPF Registration Certificate issued for Central Government Organization.

- e) Agency must have Certificate of Service Tax Registration issued by the Government.
- f) The Contractor should have the certificates of participating in Fire Fighting system etc.
- g) The Agency must be conversant with the statutory provisions of Contract Labour (Regulation and Abolition) Act 1970 and quote accordingly.
- h) For Ex-Service men wages structure to be followed as per DGR Guidelines.
- i) For Civilian Security Guard, rate of watch & ward (without arms) workers as per Central Labour Commissioner Wages to be followed. The consolidated rates may be given separately for ex-servicemen and civilian covering all statutory provisions as per relevant Acts.
- j) Successful Tenderer will have to enter into a detailed contract agreement with CRIDA on Non-judicial stamp paper of Rs.100/-.

Yours faithfully,

Assistant Administrative Officer (E-I)

**GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF SECURITY SERVICES AT CRIDA MAIN CAMPUS, HAYATNAGAR RESEARCH FARM & GUNEGAL RESEARCH FARM**

1. Scope of Work - The work of providing security services at CRIDA main office shall have to be undertaken without causing any damage at the CRIDA properties. In Research farms at Hayatnagar and Gunegal, any damage caused by the workers/guards deployed by the contractor to do the work of maintenance of Security at CRIDA Main campus at Santoshnagar, Hayatnagar Research Farm (Hayatnagar Village) and Gunegal Research Farm (Ibrahimpattanam) the contractor shall make the same good. The agency shall also have to ensure that there is no theft of the movable / immovable property at main campus at CRIDA main campus, Santoshnagar, Hayatnagar Research Farm (Hayatnagar Village) and Gunegal Research Farm (Ibrahimpattanam). . In case any theft offers, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the CRIDA/ICAR on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.
2. Payment of Security shall be made monthly basis upon submission of pre-receipted bill.
3. An Earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of DD/Pay Order is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resiles from the offer.
4. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, work of maintenance of Security at CRIDA main campus, Hayatnagar Research Farm (Hayatnagar Village) and Gunegal Research Farm (Ibrahimpattanam) shall be got done from other source at the expenses of the defaulting firm.
5. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turnout. The agency shall, at its own cost, provide suitable uniform (Both Summer and Winter) to the personnel with identity cards.
6. All essential items for security services personnel like Torch, Lathi, etc. will be provided by the Agency at its own cost.
7. The Security services shall be provided for the entire locality of the CRIDA main campus, Hayatnagar Research Farm (Hayatnagar Village) and Gunegal Research Farm (Ibrahimpattanam) both inside and its main gates. The sites can be inspected any day any time.
8. The physical inspection of the site, very detailed assessment/requirements of the security personnel for providing security services at the CRIDA main campus Hayatnagar Research Farm (Hayatnagar Village) and Gunegal Research Farm (Ibrahimpattanam) shall have to be furnished along with Tender. However, the Tenders should indicate only the

lump-sum amount in respect of all the service covered under this contract. No request for alteration in the rates once quoted will be permitted within one year.

9. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 31 to 50 years. In case any of the personnel so provided is not found suitable, the CRIDA shall have the right to ask for their replacement without giving any reasons therefore and the agency on receipt of a written communication will have to replace such persons immediately.

10. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.

11. The contractor will discharge all his legal obligations in respect of the workers/girds 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. The contractor shall indemnify and keep indemnify the CRIDA from any claims loss or damages that may be caused to it on account of any failure to complain with the obligations under various laws. In case of any dispute, the decision of Director CRIDA shall be final and binding on the contractor.

12. The selected agency shall provide the necessary personnel for providing security services at CRIDA Main campus at Santhoshnagar, Hayathnagar Research farm, Hayathnagar, General Research farm (Ibrahimpatnam) as per labour acts prevalent in Central Government Organization.

13. Income Tax will be deducted from the payments due for the work done as per rule.

14. The guards/workers should be able to communicate in Hindi and also in English if possible. Should perform per shift/per day.

15. They should not leave their points unless and until the reliever comes per shift duties. Security supervisor will maintain all the register, which are kept at main gate and other points.

16. They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all buildings are locked properly.

17. From 10.00 PM to 6.00 AM one security supervisor must be on patrolling duty in the campuses by rotation and while patrolling he should check all the building locks including pump houses.

18. They should not give lenient or casual impressions in the duties and they should be alert and attentive.

19. They should observe movement of all the staff, labourers and visitors etc. & registered.

20. They should not allow anybody with vehicles to Office or inside the campus without proper entry in the visitor register.
21. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also.
22. Proper entries are to be made while handing observe key to any staff at CRIDA and while taking over too.
23. 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.
24. Changing of Security Supervisor/Security Guards should be intimated to the Caretaker.
25. Patrolling to the identified points as per Annexure to be carried out.
26. The Security Staff should follow the codal formalities of Security system while on duty.
27. The Security personnel should ensure the Competent Offices for the items taken out of the campus have issued that proper gate pass. In case of any doubts, they should immediately contact office in charge security.
28. It will be the duty of the Security Agency to keep entire CRIDA Main campus at Santhoshnagar, Hayathnagar Research Farm, Hayathnagar.

The Director, CRIDA (ICAR) reserves the right to reject any or all Tenders in whole or in par without assigning any reasons therefore. The decision of Director, CRIDA (ICAR) shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Assistant Administrative Officer (E-I)

**TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES AT CRIDA MAIN CAMPUS, HAYATNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM (IBRAHIMPATNAM)**

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**Full Name & Address of the Tenderer in Addition to Post Box No. if any, should be quoted in all communications to the Office.  
Telephone No.  
Telegraphic Address / FAX / Cell No.  
E-mail Address**

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**From**

**To  
The Director  
CRIDA  
Santoshnagar  
HYDERABAD – 500 059**

I / We have read all the particulars regarding the General information and other terms & conditions of the contract for providing of Security on Job/ Service Contract at CRIDA main campus, Santoshnagar, Hayatnagar Research Farm, Gunegal Research Farm and agree to provide the services as detailed in the schedule herein or to such portion thereof as you any specify. In the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 30 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. 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 the requirement.
3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II TO ACCOMPANY THIS tenders are at pages \_\_\_\_\_.
4. Every page so attached with this Tenders bears my signature and the office seal.

5. Pay order/DD No. \_\_\_\_\_ of  
Rs. \_\_\_\_\_ drawn in favor of CRIDA, ICAR Unit, Hyderabad and payable at  
Hyderabad is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the

Witness \_\_\_\_\_

Tenderer,

Address - \_\_\_\_\_

Occupation - \_\_\_\_\_

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Telephone No. Office

Resi.

Mobile:

**SCHEDULE TO TENDERS**

**PART-I**

1.	Name of the / Agency	
2.	Full address with post box No. and telephone No. if any	
3.	Constitution of firm/Agency (attached copy)	
	a) Indian companies Act, 1956	
	b) Indian partnership Act, 1932 (Please give names of partners)	
	c) Any other Act, if not the owners	
4.	For Partnership firms 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) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.	
	ii) If the answer to above is in point one and two the affinitive please furnish a copy of either the partnership agreement of the general power of attorney as the case may be. The copy should attested by a Notary Public or its resection would admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and full address of your Banker's	
6.	Your Permanent Income Tax No./Circle/ward	
7.	Any other relevant information	
<b><u>PART-II</u></b>		
8.	Earnest Money Deposited	Yes / No
<b><u>PART-III</u></b>		
9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenderers	
10.	Name of the Permanent Representative to be visiting CRIDA regarding the contract.	

Date:

Place:

Authorized Signatory

Please add supplementary pages to be numbered wherever needed by the Tenderer.

## **SCHEDULE - II**

**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
- Colony gate
- Inside colony premises (back side)

**II. HAYATNAGAR 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

**III. GUNEGAL RESEARCH FARM - (3 shifts)**

- Main gate
- Main farm office
- Plantation area side
- Farm pond/Farmers' field
- Forest area

**FINANCIAL BID:-**

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender:

Date of opening of Financial Bid:

To  
The Director  
CRIDA, Santhoshnagar  
Hyderabad.

Sir,

I/We wish to submit our Tenders for providing the Security Services at CRIDA Main campus at Santhoshnagar, Hayathnagar Research farm, Hayathnagar of CRIDA (ICAR) on the following rates:

S.No.	Particulars	Per month (Watch & ward Services)	
		DGR (Watch & ward) Services Rates	Civilian Watch & Ward Service Rates
1.	Monthly Consolidated rate offered for providing the Security Services at CRIDA Main campus at Santhoshnagar, Hayathnagar Research form, Hayathnagar (as per schedule I) in accordance with the highest standards of Security Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation. Other charges/taxes to be shown separately.		
<b>Total</b>			

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

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

Signature:  
Name & Address of the Firm:

Telephone No:  
Mobile No: