

NATIONAL RESEARCH CENTRE ON MEAT
Chengicherla, P.B.No.19, Uppal P.O.
Hyderabad – 500 039.

(Tel. No. 040-27204541/ 27201674 Fax: 040-27201672)

F.No.2-10/10-NRCM/

Date: 09.03.2011

TENDER NOTICE

Director, NRC on Meat invites sealed competitive bids (under 02 bid system i.e., Technical Bid & Financial Bid) for the security arrangements (watch & ward) from experienced and reputed Security Job / Service Providers on contract basis initially for a period of one year which can be extended for another one year at the discretion of the Competent Authority. The terms and conditions governing the award are set forth in the bid document enclosed. The deadline for submission of bid is 31/03/2011 till 2.30 p.m. The Bid documents can be obtained from the office on all working days w.e.f. 09.03.2011 to 31.03.2011 between 10.30 hrs. to 14.30 hrs at a cost of Rs.1000/- (Rupees one thousand only) (Non-refundable) by cash or DD or the same can also be downloaded from website www.nrcmeat.org.in or ICAR's website - www.icar.org.in / against the payment of Rs.1000/- (Rupees one thousand only) (Non-refundable) in the shape of DD in favour of "ICAR UNIT- NRC on Meat", payable at Hyderabad, submitted along with the bid documents.

Sd/-
(Chandrashekhar)
ASSTT. ADMN.OFFICER

NOT TRANSFERABLE

**NATIONAL RESEARCH CENTRE ON MEAT
(Indian Council of Agricultural Research)
Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES
AT NATIONAL RESEARCH CENTRE ON MEAT**

F. No. 2-10/10-11-NRCM/

Dated: 09.03.2011

A . Last date of receipt of Tenders in Office is 31/03/2011 AT 2.30 PM

B . Tenders to be opened on 31/03/11 AT 03.30 PM at this office

NOTE: If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.

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

NOTE :

1. The Director, National Research Centre on Meat, Hyderabad may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
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.

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**NATIONAL RESEARCH CENTRE ON MEAT
(Indian Council of Agricultural Research)
Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039**

Note :- All communications must be addressed to the Director, National Research Centre on Meat, (by designation), Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039

INVITATION OF TENDER

FOR THE SECURITY SERVICES AT NATIONAL RESEARCH CENTRE ON MEAT

From : The Director,
National Research Centre on Meat,
Chengicherla, P.B.No.19,
Uppal, P.O., Hyderabad – 500 039.

To

Dear Sir(s),

Sealed Tenders are hereby invited for contract of providing of Security Job / Service contract at National Research Centre on Meat, Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders 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 to the tune of 2% (two percent) of quoted amount must be deposited** in the form of demand draft/pay order payable to “**ICAR Unit - NRC on Meat**”, payable at Hyderabad. The particulars of the earnest money deposited must also be superscribed 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 that after submitting his Tenders, he will not resale from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited. 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 Council.

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4. The Schedules 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 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 alongwith 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 in the schedules to the 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 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 within 15 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 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 Council 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 Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.
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 superscribed "providing of Security at National Research Centre on Meat, Hyderabad" with address of this office and of the Tenderer. Right is reserved to reject outstation Tenders. 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 **National Research Centre on Meat, Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039 of not later than 31/03/2011 at 2.30 PM**. This Office will not be responsible for any postal delay.
9. The rates quoted by each firm for security contract in the Tender be 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

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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 Council 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 or in part of the Tenders. You are however at liberty to Tender for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

11. An amount to the tune of **5% (Five percent)** of quoted amount of Rs. _____ (Rs. _____ only) as a **security deposit [performance security]** in the form of DD/CH/BG/FDR etc. for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from this office. 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 this office to the Tenderer.

13. The sales tax or any other tax which is as per the rule of the Govt. of Hyderabad 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. National Research Centre on Meat, Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039 reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

15. Decision of Director, NRC on Meat will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level and will not be referred to arbitration.

16. Acceptance 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 rates quoted by the firm should not be less than the rates tariff issued by Ministry of Labour [State/Central Governments] from time to time whichever is higher in respect of Watch & Ward. A copy of the latest GO may be enclosed.

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

- a) Registration certificate of the firm under labour department/ under DGR certified ex-servicemen security agency.
- b) Minimum turnover of the firm during the last financial year 2009-10, Rs. _____ (which should not be less than 01Crore) .

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- c) Previous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the details in tabular form with certificate of proof may be enclosed.
- d) Certified Balance Sheet of the firm for the two years of the service contract by the Chartered Accountant along with I.T. Clearance Certificate.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the previous years.
- f) Employee EPF registration certificate issued by local govt. etc.
- g) Employee ESI registration certificate issued by local govt. etc.
- h) The contractor/agency must have a registration with the Hyderabad Police.
- i) Nos. of guards/supervisors registered under ESI & EPF separately. Documentary proof of may be attached.
- j) The agency must have certificate of service tax registration number and PAN. No.
- k) Successful Tenderer will have to enter into a detailed contract agreement with NRC on Meat on non-judicial stamp paper of Rs. 100/- for each work.
- l) Penalty will be levied as desired by C.A. in case of non-compliance of agreed terms & conditions.

(Chandrashekhar)
Asstt. Admn. Officer

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TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES AT NATIONAL RESEARCH CENTRE ON MEAT, CHENGICHERLA, P.B.NO.19, UPPAL, P.O., HYDERABAD – 039

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. :
Telegraphic Address/FAX/Cellular No :
E-Mail address :

From

To
The Director,
National Research Centre on Meat,
Chengicherla, P.B.No.19, Uppal, P.O., Hyderabad – 500 039

Sir,

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for providing of Security on Job/Service contract at National Research Centre on Meat, Hyderabad 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-I to this Tender and I/we agree to hold this offer open till 90 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 these requirements.

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 Tender bears my signature and the office seal.

5. Pay order / DD No. _____ of Rs. _____ drawn in favour of '**ICAR Unit - NRC on Meat**' and payable at Hyderabad is enclosed as earnest money required.

Yours faithfully,

Dated :

Signature & Seal of the Tenderer

Witness _____ Telephone No. Office
Address _____ Resi.
Occupation _____ Mobile
Signature of witness to contractor's signature
Address :
Name & Signature of Witness :
Address:

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SCHEDULE – I

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the 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.
 - ii) If answer to the above is in negative whether there is any general power
of attorney executed by all the
partners of the firm authorizing the partner who has signed the Tenders to refer dispute
condemning business of the partnership to arbitration
 - i) If the answer to above is in point one and two
the affirmative please furnish a copy of either the
partnership agreement or the general power of attorney as the case may be. The copy should be
attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped
paper by all partner
- 5 Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART – II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative
and whether the firm would be representing at
the opening of the Tenders
10. Name of the Permanent Representative to be
visiting NRC on Meat, regarding the contract.
Date : _____
Place: _____

AUTHORISED SIGNATORY

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

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF SECURITY SERVICES AT NATIONAL RESEARCH CENTRE ON MEAT CHENGICHERLA, P.B.NO.19, UPPAL P.O.HYDERABAD – 500 039.

Scope of Work: The work of providing of round-the-clock security services at National Research Centre on Meat, Hyderabad shall have to be undertaken without causing any damage to the properties of this office. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at National Research Centre on Meat, Hyderabad, the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property at National Research Centre on Meat, Hyderabad. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused this office on account of such theft. For this purpose, the agency shall keep strict vigil on entry points with a view to preventing entry of unscrupulous elements into the office.

2. The Contractor / Agency shall not sublet the work without prior written permission of this office.
3. Payment for security service bill will be made monthly upon submission of pre-receipted bill.
4. An earnest money deposit to the tune of 2% (three percent) of quoted amount 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.
5. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of maintenance of Security National Research Centre on Meat, Hyderabad shall be got done from other source at the expenses of the defaulting firm.
6. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both Summer and Winter) to the personnel with identity cards
7. All essential items for security services personnel like Torch, Lathi, Whistle etc., will be provided by the agency at its own cost.
8. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group below 40 years (relaxable incase of supervisors). In case any of the personnel so provided is not found suitable, the Director, NRCM shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.
9. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.
10. The Contractor should provide separately the rates for Ex-servicemen based on the rates provided by Ex-Servicemen Association & approved by GOI.
11. The contractor will discharge all his legal obligations in respect of the workers/guards 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 indemnified this office

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 shall be final and binding on the contractor.

11. The selected agency shall provide the necessary personnel for providing round-the-clock Security services at National Research Centre on Meat, Hyderabad as per labour acts prevalent in Hyderabad state/GOI. The identified (05) points with supervisor should be manned by Security personnel round the clock.
12. Income Tax will be deducted at source from the payments due for the work done as per rule.
13. The guards/workers should be able to communicate in Telugu, Hindi and also in English if possible. The Guard should perform one shift per day, double duties are not allowed.
14. They should not leave their points unless and until the reliever comes for shift duties, Security supervisor will maintain all the registers, which are kept at main gate.
15. They have to verify all the office buildings, rooms after 5.00 PM to ensure as to whether the building is locked properly.
16. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
17. They should observe movement of all the staff, vehicle and visitors etc.
18. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
19. 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. Separate vehicle movement register should be maintained.
20. Proper entries are to be made while handing over key to any staff of this office and while taking over too.
21. 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.
22. Changing of Security Supervisor/Security Guards should be intimated to the Security Incharge of this office.
23. The Security staff should follow the codal formalities of Security System while on duty.
24. The Security personnel should ensure that proper gate pass has been issued by the competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contract Security Incharge.
25. It will be the duty of the Security Agency to keep entire campus free of stray dogs.

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The National Research Centre on Meat, Hyderabad reserves the right to reject any or all Tenders in whole or in part without assigning any reasons. The decision of National Research Centre on Meat, Hyderabad shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

SCHEDULE-II

**SCOPE OF THE WORK REQUIRED SECURITY SERVICES FOR THE VARIOUS POINTS
[05 points round the clock with supervisor]:-**

National Research Centre on Meat, Chengicherla, P.B.No.19, Uppal, P.O. Hyderabad-500 039.

1. Campus measuring 10 acre land with compound wall and main gate Round the Clock

The identified five points should be manned by security personnel round the clock

Note:- Additional guards have also to be deployed during the important meetings/conference in the office as and when required.

Details of the previous years experience/work done.

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period	No. of Guards deployed	Remarks

(Authorised Signatory)

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Financial BID

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

Last date and time for receipt of Tender : 31.03.2011 up to 2.30 PM
Date of Opening of Tender : 31.03.2011 at 3.30 PM
Date of opening of Financial Bid : As per the intimation

at National Research Centre on Meat, Chengicherla, P.B.No.19, Uppal, P.O. Hyderabad – 500 039.

To

Director,
National Research Centre on Meat,
Chengicherla, P.B.No.19,
Uppal, P.O. Hyderabad – 500 039

I/We wish to submit our Tenders for providing the Security Services at National Research Centre on Meat, Chengicherla, P.B.No.19, Uppal, P.O. Hyderabad – 500 039 on the following rates.

Category	Civilian Guards	Civilian Supervisor	Ex-Service Man Guards	Ex-Services Man Supervisor
Wages per head per 26 days for 8 hrs. shift basis (incl. of relief) (relief guard)				
EPF contribution including administration charges 13.61%				
ESI contribution 4.75%				
Total				
Agency Charges (%)				
Sub Total				
Service Tax (%)				
Total per month				
Grand Total Per Year				

Note:

1. The rates/wages quoted includes incidental administration expenditure, weekly offs, all the statutory obligations and relief of guards.
2. Please quote separately for ex-servicemen.

Emoluments:

The Contractor has to adopt the minimum wages of the Central Government of the Labour Commissioner (Central).

The Contractor is liable to maintain all the statutory records that are required by the various organizations such as Provident Fund Commissioner, ESI Income TAX and other local authorities etc failing which this Research Centre will not hold any responsibility.

The service charges to be quoted shall include payment of wages to personnel employed by the contractor including ESI, Expenditure on all other incidentals. In other words, the charges quoted shall include everything and no additional payment on whatsoever account shall be entertained. Thus the contractor should take care of all liabilities commitments arising out of the salaries/statutory benefits to the workers etc.,

The contractor should observe statutory rules as applicable regarding wages, weekly-off etc., and he shall directly be responsible to the Labour Commissioner and other concerned authorities with regard to labour problems between the contractor and the persons employed by the Contractor.

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 lay 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 of the Tenderer with Seal _____
Name & Address of the Firm _____

Telephone No. _____
Mobile No. _____

Tel. Nos.040-27201673, Fax: 040-27201672
E-mail: aaomeat@yahoo.com



F.No.2-10/10-NRCM

Dated 09th March,2011

To
The Editor,
The Hindu,
Hyderabad.

Sub: Request for Advertisement in Daily Newspaper Hindu as per the DAVP rates – reg.

Sir,

Please find enclosed the text of a Tender Notice for providing Security services on Annual Contract Basis for publishing prominently (Window Type) in all edition of your Daily – Hindu in English version which is covered by DAVP rates preferably on 18.12.2010 under intimation to this Office. The soft copy of the advertisement is also enclosed.

Since, NRC on Meat is an organization established under the control of DARE, Ministry of Agriculture, GOI, New Delhi. The charges as applicable under DAVP rates to Government Organization may please be levied.

The bill in triplicate on this account may please be sent to this Office for payment alongwith a press cutting of the advertisement appearing in the respective newspapers.

Yours faithfully,

Sd/-

(Chandrashekhar)

Assistant Administrative Officer

Encl; as above

Copy to:

- 1.The Director, NRC on Meat - for kind information pl.
2. AFAO, NRC on Meat
- 3.Guard file