



CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
SANTOSHNAGAR, HYDERABAD – 500 059
Phones:24530161, 24530163, 25430157

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

Tender No. 1-11(1)/2010-Estt-1
Date:

D.D.No.
Dated
Bank
Amount Rs. 500/-

Note: The envelop containing the tender as well as all subsequent communications should be addressed/delivered to: DIRECTOR, CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE, SAIDABAD (POST), SANTOSHNAGAR, HYDERABAD-500 059

All the communications must be addressed to the above officer by designation but not by
name
To

Dear Sir(s):

On behalf of the Director, Central Research Institute for Dryland Agriculture, I invite you to submit your tender for providing security services (Watch & Ward) in the form enclosed (Annexure-II). The security services will be governed by the Terms and Conditions detailed in the enclosed schedule (Annexure-I) If you are in a position to provide services stated in the attached schedule, you may please submit your tender to this office in the prescribed tender form (annexure-II), along with a crossed D.D. for a sum of Rs25000/- (Rupees twenty five thousand only) towards EMD drawn in favour of "ICAR UNIT ACCOUNT CRIDA."

The total set of Tender Document consisting of pages from 1 to 10 in original should be returned intact after tendering the rates in Annexure-II and also affixing tenderers signature on all pages of the tender document. Pages should not be detached but when items are not being tendered for, the corresponding spaces should be defaced by words such as "Not quoting". In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the tender number and full signature. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent with the tender.

The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedules to the tender are not fully filled in. Specific

attention must be paid to execution date and also to the terms and conditions of the execution as the execution would be solely governed by them. **While signing the tender, the tenderer should indicate in what capacity he is signing viz. Proprietor or Partner or Constituted Attorney of the Firm or a Company.**

The original copy of the set of tender document is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be only address of this office and indication that there is a tender within. Right is reserved to ignore any tender which fails to follow the above instructions. All outstation tenders should be sent by registered post. Only one tender should be included in one cover. Where more than one tender are submitted in a cover, all tenders so enclosed in one cover will be liable to be ignored.

Unless otherwise specified in the Schedule to Tender, your tender must reach this office not later than the prescribed hours on the last date scheduled for receipt of the Tenders. Tenders sent by delivery should reach this office not later than the prescribed hours on the due date. CRIDA does not take any responsibility for the postal delay.

Firms tendering should note that their offers should remain open for acceptance for 90 days from the date of opening of Tender. If the firms are unable to keep their offers open for the specified period they should specifically state in the tender form the period upto which they want their tenders to remain open for acceptance. If the absence of such specifications in the tender it will be assumed that their offers will remain open for acceptance for the period of 90 days. Tenders received by vague and indefinite expressions will not be considered.

You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule.

This office does not pledge itself to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender or portion of the tender offered and you should execute the same at the rate quoted.

Communication of acceptance of tender will be made through a letter as soon as possible.

Time and date of receipt of tender upto 1400 hours on 22.01.2010

Time and date of opening of tenders at 1500 hours on 22.01.2010

Yours faithfully

Senior Administrative Officer

**CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
SANTOSHNAGAR, HYDERABAD – 500 059**

**TERMS AND CONDITIONS OF CONTRACT FOR PROVIDING SECURITY SERVICE TO
CRIDA MAIN BUILDING (SANTOSHNAGAR), HAYATHNAGAR AND GUNEGAL RESEARCH
FARMS**

1. The COST OF THE TENDER DOCUMENT IS Rs.500/ (Rupees five hundred only) which is not refundable. The tenders once sold are not transferable. The cost of tender may be paid by means of a crossed demand draft drawn in favour of "ICAR Unit Account, CRIDA" on any nationalized bank. The mode of payment other than D.D. shall not be accepted.
2. The Security Agency submitting tender should be registered under Central/State Government and documentary proof thereof should be furnished along with tender documents.
3. The Security Agency should be a registered Firm as per registration Act.
4. The Security Agency must possess Service Tax Registration.
5. The Security Agency must have ESI/PF Registration.
6. The Security Agency must possess PAN number allotted by the income tax authorities.
7. The contract is for a period of one year with effect from -----.
8. Once the contract is awarded, the contractor shall make security deposit of Rs.2,50,000/- (Rupees two lakh fifty thousand only) with CRIDA, before taking charge of the security duty, through a bank guarantee from a Nationalized Bank in favour of the Director, CRIDA. Such security deposit will become refundable to the contractor only after the expiry of contract period or extended period and after CRIDA certified that the terms of this agreement are full and properly carried out by the contractor and the dues if any, payable to CRIDA are cleared by the contractor.
9. The Security agency shall carry out the security and watch & ward of the CRIDA Main buildings (including residential area), Santoshnagar, Hyderabad-500 059 and HRF, Hayathnagar (near deer park), and Gunegal Research farm (near Ibrahimpatnam), RR District as per the requirements and instructions given to them by the CRIDA authorities from time to time for a period of one year with effect from ----- . The details of the Security points at CRIDA office, residential quarters, and research farms are indicated below.

The details of Main Security points are as under :

I. CRIDA MAIN BUILDING (INCLUDING RESIDENTIAL AREA) - 3 shifts

- Main gate
- Hostel area including Director's residence and IGH
- Generator & Electrical Sub Station
- 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

The above list of security points is only illustrative and not exhaustive

10. A list showing the job to be carried out by the Security Agency is attached as Appendix. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with the approval of the authorities of CRIDA.
11. The Security agency shall render the services on the job contract basis at the mutually agreed rates, which includes PF contribution, ESI contribution (not applicable to serviceman) and any other statutory provisions and liabilities to be discharged by the Security Agency.
12. Security guards to be deployed shall be preferably ex-servicemen with robust health and clean record preferably within the age group of below 45.
13. The watch & ward will be round the clock and seven days (24 x 7) of the week and shall be changed as per requirement of CRIDA from time to time. In case there is any change in employment of the Security Guard, such change shall be intimated to the security agency in writing well in advance.
14. The security 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 authorities.
15. The Security agency shall discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules & regulations and provisions of law in force that may be applicable to them from time to time, viz. statutory obligations under Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act, Workman's Compensation Act, EPF and MP Act, Industrial Dispute Act etc. The security agency shall indemnify and keep indemnified the CRIDA authorities from any claims, loss or damages that may be caused to CRIDA on account of the security agencies failure to comply with their obligations under the various laws towards their staff/employees employed by then or any loss or damage to CRIDA due to acts/omissions of the security agency.
16. The stationary items like registers, scales, writing pads, pencils, staplers etc, will not be provided by 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 security agency. CRIDA has to pay only the amount which has been agreed to.
17. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered in previous months to Director, CRIDA. The payment will be made by crossed cheque on receipt of confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the services are not provided upto the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of the Director, CRIDA whose decision shall be final and binding on the security agency.
18. The security agency shall 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 security agency shall indemnify against any claim that CRIDA may have to meet in respect of their staff members and/or workmen/employees on account of any accident or for any other reason.
19. Under no circumstances, the staff member and/or the workmen/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of CRIDA and the security agency alone shall be responsible for their

remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified CRIDA AGAINST ANY CLAIM THAT may have to meet towards the employees of the Security agency.

20. The security agency will ensure that no theft or damages to CRIDA property should take place during the tenancy of the service contract of the Security agency. In case any theft or damage to CRIDA property occurs during the service contract period with the security agency due to the negligence of the security staff/employees of the security agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry (consisting of two members of CRIDA and one member of the Security Agency) come to the conclusion that the loss is attributable to the negligence on part of security personnel of the security agency. The security agency shall attend all the police cases from time to time during the contract period, if required.
21. The security agency will provide the security services at the accepted rates round the clock in three shifts running from 0600 AM to 0200 PM, 0200 PM to 1000 PM and 1000 PM to 0600 AM. The security supervisor of the security agency should be present to supervise the security work invariably between the shifts.
22. CRIDA at its sole discretion will terminate the agreement in case of following contingencies:-
 - a. If the security agency fails to execute the work entrusted to the satisfaction of CRIDA of which CRIDA shall be the sole judge.
 - b. If the security agency fails to discharge their legal obligations towards the employees/security personnel employed at CRIDA premises.
 - c. If for any reason whatsoever, the security agency is not able to perform their part under the agreement for continuous period of 10 days or more.
 - d. If the security agency commits breach of any of the clauses of the agreement.
 - e. If 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 security agency.
 - f. If the security agency is unable to give proper account of tools, equipments etc. entrusted to them for their custody and fail to return when demanded for the execution of work under the agreement.
 - g. The security agency shall inform CRIDA immediately of their having been granted the approval by the Govt. of India to operate and private security guards agency under regulation of Employment and Welfare Act, 1981,. The security 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 security agency shall have license under Section-12 of the Contract Labour (R&A) Act 1970. In default of these, agreement will be liable to be terminated.
 - h. CRIDA will not be made liable to answer any officials under Security Funds Board of Central/State Government. It shall be the sole responsibility of the Security Agency to satisfy any of the officials of the Security Guards Board.

- i. Under no circumstances, CRIDA shall be made liable for additional monetary involvement than what has been mutually agreed.
- 23. The contract is liable for termination by one month's notice in writing by either side.
- 24. The Director, CRIDA reserves the right to accept or reject any or all the tenders without assigning any reasons therefor.
- 25. All disputes arising out of the contract are subject to the jurisdiction of Courts at Hyderabad only.

26. PENALTY CLAUSE:

- a. The security supervisors and security guards on duty must possess caps, proper uniform, lathi, whistle, torchlight, name batch, shoes and identity cards etc.
- b. No security supervisor/security guard 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.
- c. A daily list of security supervisor and security guards on duty should be provided to the CRIDA office.
- d. A detailed list of security supervisor and security guards along with their photographs attested by the agency including their permanent addresses should be provided to the CRIDA office for record before taking over the charge of security.

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

(SIGNATURE OF THE TENDERER)

APPENDIX

TERMS AND CONDITIONS AND THE LIST OF JOBS TO BE CARRIED OUT BY THE SECURITY AGENCY UNDER THE SECURITY CONTRACT

1. The Guards should be healthy of desirable physic and with proper experience and may be shuffled from time to time.
2. The Guards should be able to communicate in Telugu, Hindi and also in English if possible.
3. The Guards should perform one shift per day, double duties are not allowed.
4. The Guard should not develop social relationship with CRIDA staff
5. The Guards should be provided with uniform, whistle, torch, lathis etc.
6. The Guards should wear neat Uniform while on duty along with identity cards.
7. The Guards 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 main gate and other points.
9. Guards have to verify all the office building rooms after 5.30 to ensure as to whether all buildings are locked properly.
10. 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 buildings locks including pump houses.
11. Guards should not give lenient or casual impressions in the duties and they should be alert and attentive.
12. They should observe movement of all the staff, labourers and visitors etc.
13. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors register.
14. 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.
15. Proper entries are to be made while handing over keys 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 goes on leave under intimation to CRIDA office.
17. Changing of security supervisor/security guards should be intimated to the Senior Administrative Officer at CRIDA Main Office and in case of HRF and GRF- the concerned officer in-charges of the farms are the authorized officers.
18. Patrolling to the identified points should be carried out every hour in the night.

19. The security staff should follow codal formalities of security system while on duty.
20. 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 the Senior Administrative Officer or any other authorized officer.
21. The guards should report and help in the extinguishing of fire and other mishaps.
22. The toilet facilities of the CRIDA at the Garage only are allowed to be used by the security personnel during the tenure of the contract.

(SIGNATURE FO THE TENDERER)

ANNEXURE-II

**CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
SANTOSHNAGAR, HYDERABAD-500 059**

TENDER FORM

1. Rates quoted for providing security to the CRIDA Headquarters buildings (including residential area) at Santoshnagar, Hyderabad and Hayathnagar Research Farm(near deer park) Hayatnagar and Gunegal Research farm (near Ibrahimpatnam), R.R.District.
2. Details of EMD
 - a) D.D.No.....
 - b) Dated.....
 - c) Amount.....
 - d) Bank.....
3. Mailing address of tenderer with pin code no.

(SIGNATURE OF THE TENDERER)

- Note:
- (a) Names & addresses of the Govt./Semi Govt. organizations where the Security agency is providing security services may be furnished and enclosed to the Tender.
 - (b) Rates indicated/quoted should include weekly offs and service charges etc.
 - (c) Non-legible figures shall be ignored.
 - (d) Corrections/overwriting may be avoided.
 - (e) The minimum wages including EPF, ESI etc are to be quoted as per the terms and conditions of contract stipulated under condition No.15



Fax : +91-040-24531802 Grams : DRYLAND
Phones : 24530161/163/2099

**CENTRAL RESEARCH INSTITUTE FOR DRYLAND
AGRICULTURE**

Santoshnagar, Saidabad P.O., Hyderabad – 500 059
(INDIA).

Tender Notice F.No.1-11(1)/2010-Estt.

The Director, Central Research Institute for Dryland Agriculture, Santoshnagar, Hyderabad invites sealed tenders from the reputed security agencies for providing security (Watch & Ward) to the CRIDA Headquarters buildings (including residential area) at Santoshnagar, Hyderabad, Hayatnagar Research Farm (near deer park of Vanasthalipuram) and Gunegal Research Farm (near Ibrahimpatnam) on job/ service contract basis. The prescribed Tender Form and other details can be had from the Senior Administrative Officer of this Institute on payment of Rs.500/- (Rupees five hundred only) through a crossed demand draft drawn in favour of "ICAR Unit Account, CRIDA, Hyderabad" on all working days from 11.01.2010 to 22.01.2010 between 1000 hrs to 1400 hrs. The last date for the receipt of tender in the institute is 22.01.2010 upto 1430 hrs. The tenders will be opened on 22.01.2010 at 1500 hrs. For other details, it is requested to visit our website: www.crida.ernet.in

Director

F.No.1-11(1)/10-Estt.I
Dt : 06.01.2010

To
M/s Pranathi advertising & Marketing,
16-26, Road No.1
Sri Krishna Nagar,
Dilsukhnagar, Hyderabad 500 060
Cell No. 9393005667

Dear Sirs,

Please find enclosed herewith Tender Notice to be published in the local news papers viz., Deccan Chronicle, Sakshi and Andhra Jyothi (Hyderabad Editions only). This Tender Notice may please be published in the above news papers **to appear on 10.01.2010 (Sunday)**. The bill in duplicate as per the norms of DAVP rates may please submit along with the paper advertisement in the name of the DIRECTOR, CRIDA so as to enable us to make the payment.

Thanking you,

Yours faithfully,

Senior Administrative Officer I/c

Encl : As above