

**ICAR – CENTRAL RESEARCH INSTITUTE FOR  
DRYLAND AGRICULTURE  
HYDERABAD – 500 059**

**INVITATION TO TENDER**

**and**

**INSTRUCTIONS CONTAINING TERMS AND CONDITIONS  
GOVERNING THE JOB CONTRACT FOR**

**PROVIDING SECURITY SERVICES [WATCH & WARD]**

**at**

**CRIDA SANTOSHNAGAR, MAIN CAMPUS / OFFICE &  
RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM**

**REGISTERED WITH ACKNOWLEDGEMENT DUE**

File No.1-11(1)/2015-Estt.I

Dated: 05.09.2015

**NOT TRANSFERABLE**

**ICAR – CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE  
HYDERABAD – 500 059**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS  
GOVERNING JOB WORK/SERVICE CONTRACT FOR PROVIDING THE SECURITY  
SERVICES ( WATCH & WARD) AT CRIDA SANTHOSH NAGAR, MAIN CAMPUS / OFFICE &  
RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM**

- A Cost of Tender Form Rs.500/- (Rupees five hundred only)
- B Last date of sale of Tender Form is 26.09.2015 upto 1300 hrs.
- C Last date of receipt of Tenders in Office is 26.09.2015 at 1500 hrs.
- D Technical bids to be opened at 1530 hrs on 26.09.2015.
- E Tender to remain open for acceptance up to 90 days from the date of opening.

The financial bids will be opened only of those bidder(s) who are found to be technically qualified for which a formal communication will be sent to them later on.

**NOTE :**

1. The Director, ICAR – Central Research Institute for Dryland Agriculture, Hyderabad may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tender 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.
3. 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.
4. The intending tenderer is required to provide Security Services and is advised to visit and acquaint himself with the operational system of the areas given in tender. The cost of visiting, if any, shall be borne by the tenderers. It shall be deemed that the firm/agency has undertaken the visit in all areas covered in this tender and is aware of the operational conditions prior to the submission of the tender document.

**ICAR – CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE**

**HYDERABAD – 500 059**

**INVITATION OF TENDER FOR THE ANNUAL JOB WORK/ SERVICE CONTRACT  
FOR PROVIDING SECURITY SERVICES [WATCH & WARD]**

From:

ICAR – Central Research Institute for Dryland Agriculture,  
Santoshnagar, Hyderabad – 500 059

To

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Dear Sir(s),

Sealed Tenders are hereby invited by Director, CRIDA on behalf of Secretary, ICAR, New Delhi-110012 from **authorized and registered firms/agencies for Annual contract of providing of Security Services on Job work/Service contract at CRIDA SANTHOSH NAGAR, MAIN CAMPUS / OFFICE & RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM.** The firm / agency should be registered under the Private Security Agency (Regulation) Act 2005, State Government as on the date of submission of the tender. 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 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. The tender form may be downloaded from CRIDA website ([www.crida.in](http://www.crida.in)) and cost of tender form of Rs. 500/- (Rupees five hundred only) may be submitted along with tender in the form of DD / Banker's Cheque in favour of "ICAR Unit - CRIDA A/c." payable at Hyderabad.
3. An earnest money of **Rs. 50,000/- (Rupees Fifty thousand only)** must be deposited in the form of demand draft "ICAR Unit - CRIDA A/c.". The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft 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.
4. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. 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 Institute. No interest will be paid on EMD.
5. The Schedules of the Tenders 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.

6. 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.
7. The quotation would be evaluated based on the firm's turnover, experience in working with Government Department / Undertakings, No. of guards registered with ESI/EPF, the service charges quoted and actual amount to be paid to Security Guards.
8. If Tenderer does not accept the offer, after issue of letter of award by CRIDA within 15 days, the offer made shall be deemed to be withdrawn, without any notice & Earnest money stands forfeited.
9. In case of partnership firms, where no authority has been given to any particular/elected partner to execute the contract/agreement concerning the business of the partnership, 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 Institute 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.**
10. 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 Service on Annual Job Job work/Service contract at CRIDA SANTHOSH NAGAR, MAIN CAMPUS / OFFICE & RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM** with address of this office and the Tenderer shall place two envelopes clearly marked containing Technical Bid and Financial Bid separately. Right is reserved to reject outstation Tender. Tenders to be hand delivered should be put in the Tenders box, which will be kept in Room No. 11, E-I Section, Tenders can also sent by Registered Post but CRIDA shall not be liable for late receipt of tenders due to postal delay or other reasons.
11. The rates quoted by each firm for job/service security contract in Tenders 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 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.
12. The Institute is not bound to accept the lowest or any other Tenders and also reserves to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders 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.
13. **An amount of 10% of total contract value as Security Deposit in the form of DD/ PO/Bank Guarantee/FDR** for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same within 15 days of our communication, the earnest money will be forfeited.
14. No interest on security deposit and earnest money shall be paid by the Institute to the Tenderer.

15. The selected firm/agency shall disburse the wages to its staff deployed by them under this tender every month through ECS or by cash in the presence of representative (s) of the Institute.
16. The Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, Service Tax / Income Tax or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions made applicable from time to time by the government.
17. Director, CRIDA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute.
18. In case of any dispute, decision of Director, CRIDA shall 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 by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CRIDA. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
19. Acceptance by the Institute will be communicated by FAX, 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/Express letter etc. should be acted upon immediately.
20. The following documents/vouchers are required to be enclosed with the Tender Form which will form necessary part of the terms and conditions of the Tenders document :-
  - a) The contractor/agency must have a valid registration with the State Government / Licence under the Private Security Agency (Regulation) Act, 2005 / State Government.
  - b) The contract/agency must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970. The contractor should have the labour license under this Act.
  - c) Minimum turnover of the firm should not be less than **Rs. 2.00 crores per annum** during the last three financial years in book of account for such works/services only.
  - d) Details of last three years continuous experience of the firm **in the field of providing security services** and in Central Government establishments/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations be enclosed in tabular form.
  - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
  - f) Certified balance sheet of the firm for last year of the service contract by the Chartered Accountant.
  - g) Employee EPF registration certificate issued by EPD Department.
  - h) Employee ESI registration certificate issued by ESI Department.
  - i) Service Tax registration certificate issued by Service Tax Department.
  - j) Number of security guards registered under ESI & EPF separately. Minimum 50 nos. of security guards required with their ESI & EPF contributions. Documentary proof of vouchers required and may be attached.

- k) Successful Tenderer will have to enter into a detailed contract agreement with the Institute on non-judicial stamp paper of Rs. 100/-. The copy of draft agreement is enclosed at Annexure-IV
- l) Only those firms will be considered for financial bid who qualify in the technical bid.

**Note**

1. The technical bids and financial bids may be submitted in separate envelopes to be properly sealed and superscribed and put in a main cover.
2. Tender form can also be downloaded from Institute website or CPP and the cost of tender form amounting to Rs.500/- shall have to be paid by DD/Banker's Cheque in favour of 'ICAR Unit - CRIDA' payable at Hyderabad.
3. Tender form along with terms & conditions can also be had from this office on payment of Rs.500/- per tender form in cash during office hours (1000 hrs to 1600 hrs) on all working days from 07.09.2015 onwards.

**Yours faithfully,**

**Chief Administrative Officer  
For an on behalf of  
Director, ICAR-CRIDA  
Hyderabad - 500 059**

**TENDERS FOR THE CONTRACT FOR JOB WORK/ SERVICE CONTRACT FOR  
SECURITY AT CRIDA SANTHOSH NAGAR, MAIN CAMPUS / OFFICE &  
RESIDENTIAL AREAS AND HAYATH NAGAR RESEARCH FARM**

Full Name & Address of the Tenderer  
in addition to Post Box No., if any,  
should be quoted in all communications  
to this office  
Telephone No.  
Fax/ Cellular No.  
E-mail address:

From

.....  
.....  
.....

To

The Director  
Central Research Institute for Dryland Agriculture  
Hyderabad – 500 059

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB WORK/SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES [WATCH & WARD] at CRIDA SANTHOSH NAGAR, MAIN CAMPUS / OFFICE & RESIDENTIAL AREAS AND HAYATH NAGAR RESEARCH FARM** 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 / D.D. No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of "ICAR Unit – CRIDA A/c" and payable at Hyderabad is enclosed as earnest money required.
6. I/We have downloaded the tender from from the Institute website and are enclosing Tender Fee of Rs.500/- in the shape of Demand Draft / Banker's Cheque.

Yours faithfully,

Witness \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

Signature of witness to contractor's signature  
Address :  
Name & Signature of Witness:  
Address:

Signature & Seal of the Tenderer  
Telephone No. Office  
Residence :  
Mobile :  
E-mail :

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF ANNUAL JOB WORK FOR SECURITY SERVICES AT CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE, SANTOSH NAGAR, MAIN CAMPUS / OFFICE & RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM**

1. **Scope of Work:** The work of providing of security services at CRIDA, Hyderabad shall have to be undertaken without causing any damage to the CRIDA properties. In case, any damage is caused, the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the movable/immovable property at CRIDA Santoshnagar Campus / HRF. 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 to the CRIDA 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.

1 AREA/BUILDINGS AND THEIR LOCATION WHERE SECURITY IS TO BE DEPLOYED

- (i) CRIDA Main Campus & Residential Campus, Santoshnagar
- (ii) Hayathnagar Research Farm

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. 1000 hrs to 1600 hrs and estimate the job requirement

2 SERVICES REQUIRED :: As per charter of duties Annexure – I & II

**TERMS & CONDITIONS:**

1. 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. The contractor should engage a **minimum of ten persons each in three shifts per day (thirty person shifts per day)** for providing 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.
3. The personnel engaged by the agency for this job contract will not be employees of CRIDA and there will be no employer-employee relationship between the CRIDA and the personnel so engaged by the contractor.
4. The CRIDA shall not directly or indirectly engage any personnel of the agency during the period of contract.
5. 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.



6. 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 identity cards. The agency shall provide cap, shoes, communication facilities, stationery, stick, torch, whistle, etc. to the guards for smooth functioning of Security Services.
7. Necessary enlisting / police verification of the firm and its workers is also required.
8. Director, CRIDA, reserves the right to increase or decrease the minimum number of persons to be engaged.
9. 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.
10. In case of any loss or damage to the property of the CRIDA which is attributable to the firm, the full damages will be recovered from the firm and decision of the competent authority of CRIDA shall be a binding on agency.
11. 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.
12. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled.
13. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. The contractor shall follow Minimum Wages Act with revision of minimum wages as and when revised by the local Govt., EPF, ESI and all Statutory Rates. The rates quoted shall be final throughout the tenure of contract. Any escalations during the contract shall be absorbed by the contractor.
14. 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 contractor shall deposit the contributions of EPF and ESI in respect of labour to the EPF/ESI offices and copies of Electronic Challan cum Receipt (ECR) of previous month will be attached along with the bill for payment of subsequent month.**
15. The selected firm/agency shall disburse the wages to its staff deployed by them under this tender every month through ECS or by cash by the 7th day of every month. The contractor shall make the payment to labour in the presence of one person authorized by the Competent Authority. After making payment to the labour, contractor will produce a copy of pay bill / register to the DDO, CRIDA for payment.
16. CRIDA shall make payment by means of online payment / RTGS in favour of the agency. However taxes shall be deducted at source from monthly bills of the successful tenderer, as per rules.
17. The security services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of guards is to go on leave under intimation to this office.
18. Changing of security guard should be intimated to authorized/designated officer.
19. The staff provided should also maintain secrecy and discipline in the premises of Institute.
20. The staff provided should be capable of reading and writing Telugu / Hindi and if possible, English with a minimum qualification of Middle Standard
21. The contractor shall keep a complaint register at the identified point, and it shall be open to verification by the authorized officer of CRIDA for the purpose. All complaints should be immediately attended to by the Agency.
22. The contractor shall not sublet the work without prior written permission of the CRIDA.
23. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

24. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing security services at the CRIDA Santoshnagar Main Campus / Office and Residential Areas and Hayathnagar Research Farm shall have to be furnished along with the Tender.
25. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI contribution Uniform, Liveries, OTA etc. No request for alteration in the rates once quoted will be permitted within one year.
26. The contractor will discharge all his legal obligations in respect of the security 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 the CRIDA 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, CRIDA shall be final and binding on the contractor.
27. Income Tax will be deducted from the payments due for the work done as per rule.
28. The guards should not leave their duty points unless and until the reliever comes for shift duties. All registers should be maintained, as per rules.
29. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract. The contractor shall furnish attested copy of Aadhar Card in respect of the guards deployed by him.
30. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
31. All Security Guards should be provided I-Card by the Agency. A daily list of Security Security Guards on duty shall be provided to Security Officer of CRIDA.
32. The Contractor/Agency shall be responsible for all injury/ accident to persons employed by him while on duty. It is desirable that all employees are covered under an Insurance cover.
33. The duration of the Job Contract of Security Services shall be one year, extendable on year to year basis subject to satisfactory services & same terms and conditions. In case the Security Services are not found to be satisfactory, the contract shall be terminated even before the expiry of the contract by giving notice of not less than one month to this effect.
34. **Risk Clause:** CRIDA reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

#### **PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE**

1. An amount of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the firm by CRIDA and if no action is taken within one hour liquidated damages clauses will be invoked.
2. Any misconduct / misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of security guards are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

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

**Signature of the Contractor or his authorized signatory  
seal of the Agency / Firm**

**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.
  - 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 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 Bankers
6. Your Permanent Income Tax No./Circle/Ward
7.
  - (a) EPF Registration Number
  - (b) ESI Registration Number
  - (c) Service Tax Registration Number
  - (d) Registration Number under Contract Act/  
License Number under AP Private Security  
Agencies (Regulation) Rules, 2009
  - (e) Registration Number under Private Security Agency (Regulation) Act., 2005/  
State Government
  - (f) 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]
  - (g) Number of security guards registered under ESI/EPF  
(Latest ESI/EPF challans for ascertaining the number of  
security guards has to be attached)

**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 CRIDA, regarding the contract

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

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

**AUTHORISED SIGNATORY**

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

**FINANCIAL BID**  
**SCHEDULE-II**

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

Last date for receipt of Tender : 26.09.2015 at 1500 hrs  
Date of opening of Financial Bid : As per intimation

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 tenders for the **JOB WORK/SERVICE CONTRACT FOR PROVIDING THE SECURITY SERVICES (WATCH & WARD) AT CRIDA SANTHOSH NAGAR, MAIN CAMPUS / OFFICE & RESIDENTIAL AREAS AND HAYATHNAGAR RESEARCH FARM** on the following rates:

1.	Minimum Wages per person	
2.	EPF contribution (13.61% including administrative charges 1.61%)	
3.	ESI contribution (4.75%)	
4.	Service Charges of contractor	
5.	Total amount (to be multiplied by number of persons)	

<b>Service Tax</b> : Service Tax, as applicable, shall be paid directly by CRIDA to the Service Tax Department.
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I/We agree to forfeit the earnest money if I/we fail to comply with any of the terms & conditions in whole or in part as laid down in the Tender 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 \_\_\_\_\_

**YEAR-WISE DETAILS OF MINIMUM 3 YEARS EXPERIENCE/ WORK DONE  
ONLY RELATED TO SECURITY SERVICES.**

Sl. No.	Name of the Dept./ Organization & Name of contact Person with Ph. No.	Period		No. of Staff deployed	Remarks
		From	To		

**(Authorized Signatory)**

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

- 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**

### **TERMS AND CONDITIONS FOR THE SECURITY GUARDS**

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, doubleduties 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. All the necessary registers shall be maintained 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 the 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 guards going on leave under intimation to this office.
17. Changing of 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.

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 : 8 AM to 4 PM; 4 PM to 12 Midnight; 12 Midnight to 8 AM]

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

II. HAYATHNAGAR RESEARCH FARM –  
[3 Shifts : 8 AM to 4 PM; 4 PM to 12 Midnight; 12 Midnight to 8 AM]

[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 patrolling
- KVK Watershed area
- Phase-I rounds along the fence

[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 & fodder block
- Patrolling along fence

[c] PHASE – III [3 Shifts]

- Front side
- Hillock side
- Farm pond/Farmers' field side
- Patrolling along fence



**DRAFT SPECIMEN AGREEMENT**

This agreement is made at ..... [place] ..... on ..... [month/year] ..... day of between ..... [Institute] ..... [hereinafter called Institute] through ..... [designation of the competent authority in the Instts.] ..... which term shall include its successors, assignees etc. on the first part and ..... [name & address of the firm] ..... [hereinafter called the Firm] which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the ..... [Institute] ..... has decided to assign the annual job work contract for providing ..... [nature of job] ..... at ..... [Name of the Instts.] ..... [location] ..... to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. .... [date] ..... and will remain in force for a period for one year but can be terminated by ..... [name of the Instts.] ..... by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing ..... [nature of job] ..... at ..... [location] .....
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the ..... [name of the Instt.] ..... shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at ..... [name of the Instt.] ..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The ..... [name of the Instt.] ..... shall have the right to ask for the removal from the ..... [name of the Instt.] ..... premises any personnel considered by the ..... [name of the Instt.] ..... to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the ..... [name of the Instt.] .....
7. The manpower deployed by the Agency should work as per the working days and timings of the ..... [name of the Instt.] ..... . No extra wages will be paid for attending office on weekends, holidays and late-sitting.
8. Monthly consolidated charges for job / work contract for providing ..... services at ..... [name of the Instt.] ..... is as per terms and conditions specified and scope of work as per the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1<sup>st</sup> working day of every month and the payment released by the CRIDA through online payment / RTGS to the firm subject to satisfactory performance / delivery of contracted job / work / services. **Copies of documents such**

**as deposit challan alongwith list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill.**

9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the Director, CRIDA. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty [optional].
12. That the firm shall issue identity card to each of the workers engaged for entry into ..... [name of the Instt.] ..... premises.
13. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the ..... [name of the Instt.] ..... may cancel the contract.
15. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services 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. obligations under Contract Labour [Regulation & Abolition] Act, 1970, Workmen's Compension Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified ..... [name of the Instt.] ..... on account of any failure to comply with the obligations under various laws or damage to ..... [name of the Instt.] ..... Due to acts / omissions of Firm.
16. It is also agreed that under no circumstances, the volunteers and / or the employees / workmen of the Firm shall be treated, regarded or considered or demand to be the employees of the ..... [name of the Instt.] ..... and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the ..... [name of the Instt.] ..... against any claim that it may have to meet towards the employees / workmen of the Firm. Firm's employees / workmen shall have no claim to absorption / regularization and financial benefits etc. that are admissible to regular employees in the office of ..... [name of the Instt.] .....
17. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. State Govt. / NCT of Delhi as applicable to the firm, the full damages will be recovered from the firm.
18. In case of any loss or damage to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall not transfer its right or sub-contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident / loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.

23. There will be surprise checking by an Officer. Shortcoming, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the organization.
25. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

**PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE**

4. An amount of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the firm by ..... [name of the Instt.] ..... and if no action is taken within one hour liquidated damages clauses will be invoked.
5. Any misconduct / misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
6. If the required number of security guards are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of ..... [competent authority in the Instt.] ..... shall be final and binding on the contractor / agency in respect of any clause covered under the contract and any matter incidental to be contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

[Name & Address of the Firm]

[For the Institute]

Witness:-

1. \_\_\_\_\_
2. \_\_\_\_\_