

काकद्वीप शोध केन्द्र
भाकृअनुप - केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
KAKDWIP RESEARCH CENTRE

ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE ISO 9001:2008 CERTIFIED www.ciba.res.in
(Indian Council of Agricultural Research, Govt. of India), Kakdwip, South 24 Parganas, West Bengal - 743 347

F.No: 26-28/2019/Admn

Dated: 18.09.2019

NOTICE INVITING e-TENDERS

Online bids are invited on single stage two bid systems for **“Providing Security Services at Kakdwip Research Centre of ICAR-CIBA, Kakdwip for a period of ONE YEAR** and extendable for further period of one (or) more years subject to satisfactory performance at the discretion of the Competent Authority” with **General terms and conditions mentioned in the Annexure I.**

Tender documents may be downloaded from CIBA web site www.ciba.res.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET :

<u>Published Date</u>	18th September 2019 (06.00 PM)
<u>Bid Document Download Start Date</u>	18th September 2019 (06.00 PM)
<u>Bid Clarification Start Date</u>	18th September 2019 (06.00 PM)
<u>Pre bid meeting</u>	23rd September 2019 (11.00 AM)
<u>Bid Submission Start Date</u>	24th September 2019 (11.00 AM)
<u>Bid Clarification End Date</u>	07th October 2019 (01.00 PM)
<u>Bid Submission End Date</u>	07th October 2019 (03.00 PM)
<u>Bid Opening Date</u>	08th October 2019 (03.00 PM)

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. **Manual bids are strictly not accepted under any circumstances.** E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

The Tender Inviting Authority has all the rights to retender or cancel the tender at any stage in the best interest of the organization without mentioning the reasons. Tenderer / Contractor are advised to follow the instructions carefully provided in **Instructions to Bidders (ITB) and General Condition of Contract (GCC)**, of the tender being floated without fail, which are uploaded in our website at www.ciba@res.in under "TENDER", before submission of your bid. For clarifications if any, please send mail to director@ciba.res.in

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

Tenderer / Contractor are also advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'

Bid documents may be scanned with 100 dpi resolution with black and white option which helps in reducing size of the scanned document.

Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the CIBA website www.ciba.res.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CIBA.

Before the deadline for submission of the online bid, CIBA, Chennai reserves the right to modify the tender document terms and conditions. Such amendment / modification will be notified on website against said tender ID. Intending tenderers are advised to visit again CIBA website www.ciba.res.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Pre-Bid Meeting:

The pre-bid meeting will be held at **11.00 hrs on 23rd September 2019** at Kakdwip Research Centre of ICAR-CIBA, Kakdwip, South 24 Parganas, West Bengal – 743347.

EMD Payment:

Bid Security EMD	Rs.50,000/-	Rupees fifty thousand Only.
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Earnest Money Deposit is to be deposited by **Demand Draft** in favour of **ICAR UNIT, CIBA, CHENNAI and payable at CHENNAI** obtained from any Nationalized/ scheduled Bank valid for Three months. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

The tenderer is being permitted to give tenders in consideration of the stipulations on his / her part that after submitting his / her tender, he / she will not refuse from his/her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the EMD amount will be forfeited by the CIBA. 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 after he / she has applied for the same, in the manner prescribed by the CIBA.

All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government.

The Hard Copy of original instruments in respect of earnest money, original copy of affidavits, and credit facility certificate must be delivered to The OIC, Kakdwip Research Centre of ICAR-CIBA, Kakdwip, South 24 Parganas District, West Bengal - 743347 on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD, etc., against the submitted bid.

Bids will be opened as per date/time as mentioned in the tender **Critical Date Sheet**.

General Information And Other Terms & Conditions Of The Contract :

1. Director, Central Institute of Brackishwater Aquaculture, Chennai- 28, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons and with mutual consent.
2. Right is reserved to reject the tenders by Competent Authority without assigning any reason.
3. Being L1 alone will not confer the Acceptance of the contract by the CIBA. The Award of the contract will be communicated by Post/ Fax / electronic form of communication.

4. The EMD drawn in favour of **ICAR UNIT, CIBA, CHENNAI** payable at **CHENNAI** should be submitted on or before the bid opening date/time. If Demand draft is not produced on the day of opening the bid, the tender will be rejected.

5. **BUILDINGS AND THEIR LOCATIONS:** Kakdwip Research Centre of ICAR-CIBA, Kakdwip, South 24 Parganas, West Bengal – 743347 (Total campus area:14.2 ha)

6. SECURITY POINTS:

Security personnel's, as per detailed Security points below, are to be manned for twenty four hours.

Sl. No	Type of Labour	Location of their deployment	Number of duty points
1.	Security Guard	Kakdwip Research Centre of ICAR-CIBA, Kakdwip, South 24 Parganas, West Bengal - 743347	7
		Total	7

7. SERVICES REQUIRED:

a) Tentative total strength of security Job Contract Services required At Kakdwip Research Centre of ICAR-CIBA, Kakdwip, South 24 Parganas, West Bengal **Duty Points to be covered at Kakdwip Research Centre of ICAR-CIBA, Kakdwip.**

Sl. No.	Duty point / Location of Security guard performing duty	Duty timings of the Security guard		
		Shift – I 06.00 hrs to 14.00 hrs	Shift – II 14.00 hrs to 22.00 hrs	Shift – III 22.00 hrs to 06.00 hrs
1	Main gate/Office entrance	1	1	1
2.	Sector - B	-	-	1
3.	Sector - C	1	1	1
	Total	2	2	3

NOTE:

The rate is to be quoted for **eight hour shift per day for 26 days only**. Suitable substitute arrangement is to be made by the contracting agency, while the security guard is availing the leave / national holidays.

(b) MINIMUM QUALIFICATION FOR SECURITY GUARD

Class of Employees	Nature of work	Minimum Qualification	Age group
HEADQUARTERS			
Security Guards	Manning of the Security in the campus	Matriculation with knowledge of handling of Security system, knowledge of office procedures, maintenance of Security registers etc.	25-45 years

8. ELIGIBILITY, SERVICES AND TERMS OF CONTRACT:

- a) **Scope of Work:** The work of providing of security services at KRC of ICAR-CIBA, Kakdwip have to be undertaken without causing any damage to the CIBA properties. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at KRC of ICAR-CIBA, Kakdwip 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 KRC of ICAR-CIBA, Kakdwip. 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 CIBA 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.
- b) The contractor shall not sublet the work without prior written permission of the CIBA.
- c) Payment for security service bill will be made monthly upon submission of pre- receipted bill.
- d) An earnest money deposit of **₹. 50,000/- (Rupees Fifty Thousand Only)** in the form of DD/Pay Order is required to be attached with the Tender. No Tender will be considered without the earnest money. The earnest money will be forfeited if the bidder resiles from the offer.
- e) The contract can be terminated at any point of time / providing services of the firm are not found satisfactory. In such an event, the work of maintenance of Security at KRC of ICAR-CIBA, Kakdwip shall be got done from other source at the expenses of the defaulting firm.
- f) 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 (Summer and rainy season) including raincoat to the personnel.
- g) All essential items for security services personnel like Torch, Lathi, Umbrella etc will be provided by the agency at its own cost.

- h) The Security Services shall have to be provided for the entire locality of the KRC of ICAR-CIBA, Kakdwip both inside and at its main gates. The colony/complex can be inspected any day any time.
- i) After physical inspection of the site, very detailed assessment/requirements of security personnel for providing security services at the KRC of ICAR-CIBA, Kakdwip have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract **No request for alteration in the rates once quoted will be permitted within one year, unless Central Government revises the VDA component.**
- j) The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 25 to 45 years. In case any of the personnel so provided is not found suitable, the Director shall have the right to ask for their replacement without giving any reasons thereof and the agency shall act on receipt of a written communication will have to replace such persons immediately.
- k) The rates to be quoted should indicate the rates proposed on the basis of manpower to be deployed under the contract.
- l) 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 the CIBA 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 the Director, CIBA shall be final and binding on the contractor.
- m) The selected agency shall provide the necessary personnel for providing Security services at KRC of ICAR-CIBA, Kakdwip as per Central labour acts.
- n) Income Tax as applicable will be deducted from the payments due for the security work done as per rule.
- o) The guards/workers should be able to communicate in Bengali/English and also in Hindi if conversant.
- p) They should not leave their points unless and until the reliever comes for shift duties, **In-charge** of Security will maintain all the registers, which are kept at main gate & other points. The Security agency shall entrust such work to one of the guards at KRC of ICAR-CIBA, Kakdwip Station.
- q) They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all

the doors/windows are locked properly.

- r) From 10.00 PM to 6.00 AM one security Guard must be on patrolling duty in the campuses by rotation and while patrolling he should check all the buildings door locks including pump houses.
- s) They should not give lenient or casual impressions in the duties and they should be alert and attentive.
- t) They should observe movement of all the staff, labourers and enter the names of visitors in the register.
- u) They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
- v) All the vehicles are to be parked in the parking place only. They should be checked by the Security Guard on duty while coming inside and while going out also.
- w) Proper entries are to be made while handing over key to any staff of KRC of ICAR-CIBA and while taking over too.
- x) 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.
- y) Changing of Security Supervisor/Security Guards should be intimated to the Caretaker/authorized representative of KRC of ICAR-CIBA, Kakdwip.
- z) Patrolling to the identified points as per Annexure - I to be carried out.
 - 1. The Security staff should follow the codal formalities of Security System while on duty.
 - 2. 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 contact officer-in-charge of Security, KRC of ICAR-CIBA.
 - 3. It will be the duty of the Security Agency to keep entire KRC of CIBA free of stray dogs.
 - 4. All Security guards deployed by the security agency should be issued with proper Identity cards.
 - 5. The contracting agency is fully responsible for deploying the security personnel's having good conduct. The personnel deployed should be free from misconduct or criminal background.
 - 6. Both the EMD and security deposit/performance guarantee will be refunded to the contracting agency after 60 days from successful completion of the contract period.

7. The tenderers are advised to make payment to the labourers engaged by them in accordance with the Central minimum wages prescribed for KRC of ICAR-CIBA, Kakdwip. Accordingly the rates are to be quoted in the financial bid (Basic wages plus V.D.A.). If the quoted rates (Basic wages plus V.D.A.) are found less than the Central minimum wages per month, the tender will be considered as disqualified.

8. LIQUIDATED DAMAGES CLAUSE:

- a. An amount of ₹.200/- 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 point, it will be brought to the notice of supervisory staff of the firm by CIBA and if no action is taken within one hour liquidated damage clause will be invoked.
- b. Any misconduct/misbehavior on the part of manpower deployed by the agency.
- c. If the required no. of security guard is less than the minimum required as per the contract, a penalty of ₹.200/- per guard per shift per day will deducted from the bill.

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

RATES UNDER MINIMUM WAGES ACT FOR THE SECURITY CONTRACT SERVICE AT KRC of ICAR-CIBA, AS PER CHIEF LABOUR COMMISSIONER (CENTRAL), GOVT.OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT, NEW DELHI, ORDER NO.1/8(6)/2019-LS-II DATED, 27th MARCH 2019 - **MINIMUM WAGES OF**

EMPLOYMENT IN WATCH AND WARD-WITHOUT ARMS RATES WITH EFFECT FROM 01.04.2019 FOR SECURITY CONTRACT SERVICE WORK.

Sl. No	Location	Nature of work	Minimum qualification	Manpower required	Basic Wages per day/ month	Dearness allowance per day / month	Total Mini-mum wages per day
1	KRC of ICAR-CIBA, Kakdwip	Manning of the security in the campus	Matriculation with knowledge of handling of security system ,office procedures, maintenance of security registers etc.	7	₹.494/-	₹.57/- per day	₹.551/- per day

9. SERVICES:-

- a) The selected agency shall provide required services for performing the clerical/related office work at the KRC of ICAR-CIBA, Kakdwip. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group 21 to 35 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the CIBA, the CIBA shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
- b) The Contractor shall deploy required number of personnel as directed by the CIBA, on all the working days of calendar month. The personnel shall perform 8 hours duty per day against minimum wages paid and the payment will be made as per actual certified attendance.
- c) The personnel engaged by the agency for this job contract shall not be treated as an employee of CIBA and there will be no employer-employee relationship between CIBA and the personnel so engaged by the contractor.
- d) The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel employed. The wages paid for different categories of personnel engaged should not be lesser than the minimum wages fixed by the Ministry of Labour, Government of India under Minimum Wages Act. The agency shall be fully responsible for providing leave benefits, weekly offs, National and Festival Holidays etc. to the Labourers deployed and as and when any of the labourer delayed, proceeds on leave or absent himself / herself, it will be the prime responsibility of the agency to provide a substitute. It should be ensured by the agency that the work should be carried out as per the directives of the designated officers. All the records pertaining to disbursement of wages to Labourers should be made available as and when called for.
- e) The CIBA shall not directly or indirectly engage any personnel of the agency during the period of contract.
- f) The tenderer will also have to furnish particulars relating to ESI , EPF, Registration under Contract Act, turnover, infrastructure etc.
- g) The agency shall furnish experience of performing job contract in central Govt./ state Govt/ Semi Govt./ reputed private/ public limited company/ University establishments.

h) The contractor is wholly responsible for any accident and / or compensation payable to the Labourers engaged by him working under this contract. He shall keep CIBA fully indemnified against any claims in this regard.

10. ELIGIBILITY CONDITIONS :-

a) The firm should have at least five years of experience of performing job contract Services in central Govt./ state Govt./ Semi Govt./ reputed private/ public limited company/ University establishments. **(Which may be relaxed to all Startups[whether Micro & small Enterprises(MSEs) or otherwise] subject to meeting of quality, and technical specifications in accordance with the relevant provisions of GFR, 2005)**

b) The firm should have a turnover of ₹100 lakhs p.a. in the past three years..**(Which may be relaxed to all Startups[whether Micro & small Enterprises(MSEs) or otherwise] subject to meeting of quality, and technical specifications in accordance with the relevant provisions of GFR, 2005)**

c) The firms should have at least 100 workers/ Supervisor registered under ESI. & EPF. The Documentary proof / vouchers for having paid ESI/EPF should be attached

d) The firms should also fulfill the statutory and welfare requirements in respect of its employees.

e) The firm should submit solvency certificate from their bankers for more than Rs.25 Lakhs.

f) The firm should have valid Labour Contract license from Labour Commission (Central) under Regulation and Abolition Act.

g) The firm must have GST Registration.

h) The above minimum conditions will have to be fulfilled by the tenderer.

i) The financial bids of only those firms will be considered which qualify in the technical bids.

j) The firm should furnish its PAN number as allotted by the Income Tax Department.

11. TERMS OF THE CONTRACT :- Initially the period of the contract will be for one year. On the expiry of the contract or on its termination, the CIBA reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.

12. MODE OF PAYMENT :- The agency shall submit monthly bills for the job performed during the preceding month on the first working day of the succeeding month and the CIBA shall make payment by means of **Electronic Clearing Service (ECS)** drawn in favour of the

agency. However, taxes which are as per the rules of the Govt. of Tamil Nadu, shall be deducted at source from monthly bills applicable of the successful tenderer, as per rules. The selected contractor has to furnish the separate ECS Mandatory form.

13. **TERMINATION** :- This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or despatched at the address herein given under registered post.

14. **LOSS AND/OR DAMAGES** :- In case of any loss or damage done to the property of the CIBA by the personnel provided by the agency for the duties at KRC of ICAR-CIBA, Kakdwip, full damages will be recovered from the Agency and decision of the competent authority of CIBA shall be a binding on him.

15. **SECURITY DEPOSIT**:- The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value (Including EMD) as Performance Security Deposit in the form of Demand Draft/Pay Order favouring ICAR Unit, CIBA, Chennai within two weeks from the date of award of the contract. The security deposit shall be refunded to the contractor after 60 days from the 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 CIBA.**

16. **In case of any dispute arising the decision of Director, CIBA will be final and binding.**

17. ADDITIONAL CONDITIONS:

- a. Tender without enclosure of schedules and other annexures are liable to be rejected.
- b. The tender without checklist and EMD and other required documents are liable to be rejected.
- c. The selected firm has to maintain all the required documents and registers as per central labour commission rules and acts and will have to permit the authorized representative of the principal employer to check and verify the documents and registers.
- d. The payment for the man power supplied or service provided should be made on or before **07th** of succeeding month under information to the authorized representative of the principal employer.
- e. Notices and orders showing the labour laws and notification countersigned by the authorized representative of the principal employer have to be displayed in the Notice

board of the work location.

- f. The selected agency has to maintain all the forms and registers as mentioned in **CL(R&A) ACT, 1970** and the same shall be checked and verified by the authorized representative of the principal employer.
- g. The selected agency has to make payment to the Manpower supplied by them in accordance with the central minimum wages as notified by the government of India from time to time. Present rate of Minimum wages for the employment of Contractual Jobs is furnished herein.
- h. CIBA will not give any performance/experience certificate to the service provider/Agency
- i. Successful Tenderer will have to enter into a detailed contract agreement with the Institute on non-judicial stamp paper of **Rs. 100/-** (Rupees five hundred only) for each work.

18. **Submission of Tender**

1. The tender shall be submitted online in two parts, viz., technical and price bid.
2. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
3. The bids submitted through Post/Telegram/Fax/email shall not be considered and will be summarily rejected.
4. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the Bidder / Supplier / Contractor along with the Technical Bid as per the tender document in the following order, failing which the competent authority reserves the right to reject the bid summarily at the bid opening stage itself without entertaining for further process:

SI.No	Description of Enclosure	Whether the document is enclosed YES/NO
1.	Tender Acceptance Letter (Annexure-I) (To be given on Company Letter Head).	
2.	Price Bid Undertaking (Annexure-II) (To be given on Company Letter Head).	
3.	Schedule - I and Schedule - II	
4.	EMD for ₹. 50,000/- in the form of demand draft drawn infavour of "ICAR UNIT, CIBA, CHENNAI" payable at SBI,	

	Santhome branch, Chennai.	
5.	Copy of Company registration certificate, under the companies Act, 1956.and document indicating annual turn over of the firm etc.	
5.	Copies of EPF, ESI and GST registration certificate.	
7.	Copies Company's upto date balance sheet duly certified by the Chartered Accountants.	
8.	Copy of latest EPF and ESI Challan/yearly slip for individual security guard engaged by the firm in nearest location	
9.	PAN Card in the name of firm/proprietor.	
10.	Other related documents, Banker details/address proof etc.	
11.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.	
12.	The contractor/agency must have a registration with the Chennai City Police/ Correspondence & submit a photocopy of the R.C. with the Tenders.	

Don't mention about the Commercial / financial / Price details of the tender anywhere in the technical bid, it has to be specifically mentioned in the BoQ, which is provided with this tender.

Price Bid:

- (a) Price bid undertaking, which is provided in the Annexure – II, has to be duly signed and uploaded by the tenderer along with the technical bid in the order mentioned above.
- (b) Schedule of the model price bid in the form of BOQ_XXXX.xls in given below for reference.
- (c) There should not be any deviations from the Price bid template that has been uploaded with this e-tender; otherwise the bid will be summarily rejected.
- (d) If the firm quotes "NIL" charges/consideration, the bid shall be treated as unresponsive and will not be considered.

Schedule of price bid in the form of BOQ XXXX .xls:

The below mentioned Financial Proposal/Commercial/Price bid format is a model format. Similar BoQ is provided along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In

case if the same is found to be tempered/modified in any manner, **tender will be completely rejected and EMD would be forfeited** and tenderer is liable to be banned from doing business with CIBA, Chennai.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	Item 1						
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	

- The rates shall be quoted in Indian Rupee or any other currencies as per the BoQ.
- The rates has to filled at the particular cells in the BoQ_XXXX.xls such as Basic Rate, GST in %, Freight Charges, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
- The payment will be made to the Consultant/Bidder/Supplier/Contractor at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
- The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

Registration :

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for tender documents :

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of bids:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Submission of bids:

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the

details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.
8. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
11. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to bidders :

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**The Officer-in-Charge
Kakdwip Research Centre,
ICAR-Central Institute of Brackishwater Aquaculture,
Kakdwip, South 24 Parganas, West Bengal - 743347.**

ANNEXURE - I
TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
The Director,
Central Institute of Brakishwater Aquaculture,
No.75. Santhome High Road,
R.A.Puram,
Chennai – 600 028.

Subject : Acceptance of Terms & Conditions of e-Tender – Reg

CIBA Ref.No. :

Tender ID : _____

Name of Tender / Work: Providing Security services at Kakdwip Research
Centre of ICAR-CIBA, Kakdwip, South 24 Parganas,
West Bengal for a period of ONE YEAR.

Dear Sir,

I/ We have downloaded the tender document(s) for the above mentioned
'Tender/Work' from the web site(s) namely:

_____ as per your advertisement,
given in the above mentioned website(s).

2. I / we have read all the particulars regarding the general information, schedules, annexures and other terms and conditions of the contract for **providing Security Services at Kakdwip Research Centre of ICAR-CIBA-CIBA, Kakdwip** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in BOQ to this tender and I / we agree to hold this offer open till 90 days. I / we agree to communicate our acceptance (if accepted and communicated by CIBA) within the prescribed time limits.

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

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

5. Pay Order/Demand Draft No._____ of ₹. **50,000/-** drawn in favour of ICAR Unit, CIBA and payable at Chennai is scanned and uploaded as earnest money as required.

6. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

7. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that CIBA, Chennai has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

8. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

9. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

I / We hereby declare that we shall maintain the required registers / forms / notices as prescribed by the central labour commission and we also agree to check and verify the above said documents by the authorized representative of the principal employer as and when required.

Yours faithfully,

Signature & Seal of Tenderer with date_____

Address_____

Telephone No. Office_____

ANNEXURE - II
PRICE BID UNDERTAKING

(To be given on Company Letter Head)

From: (Full name and address of the Bidder)

To,
The Director,
Central Institute of Brakishwater Aquaculture,
75, Santhome High Road,
R.A. Puram,
Chennai – 600 028

Dear Sir/Madam,

Sub : Price Bid Undertaking – Reg

CIBA Ref.No. :

I submit the Price Bid for the "**Providing Security services at Kakdwip Research Centre of ICAR-CIBA, Kakdwip, South 24 Parganas, West Bengal for a period of ONE YEAR**" as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to supply at the rates as indicated in the price Bid of this tender.

4. If I/We quote "NIL" charges/consideration for any item at Column No. 6 to 10, in the BoQ, my tender/bid shall be treated as unresponsive and will not be entertained.

Place :

Yours faithfully, Date :

Signature of authorized Representative

SCHEDULE- I

PART - I

1. Name of the Firm/Agency
2. Constitution of the Firm/Agency
 - a) Indian Companies Act 1956
 - b) Indian Partnership Act,1932:
(please give names of partners)
 - c) Any other Act, if not, the owner
3.
 - (i) For partnership firms whether registered under 'The Indian Partnership Act,1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
 - (ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
 - (iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Name and Full Address of their Bankers
5. Value of Solvency Certificate issued by their bankers
6. Registration Number of the firm

7. ESI No. of Firm
8. EPF No. of Firm
9. Registration No. under Contract Act
10. GST Registration no. of the firm
11. PAN Number
12. Experience in no. of years(Name and address of client departments may be indicated.)
13. Turnover of last 5 years. (Certified copy be attached)
14. Number of Security guards registered under ESI & EPF

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 CIBA, Chennai regarding the contract

All the above information of Part I of schedule II must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Signature & Seal of Tenderer with date_____

Address_____

Telephone No. Office_____

SCHEDULE- II

The contract awarded firm has to submit the bills on or before 10th of succeeding month with the following enclosures.

- 1) Copy of receipt or acquittance roll for the payment made to the man power supplied duly certified by the authorized representative of the principal employer.
- 2) Copy of payment Challan of ESI and EPF with separate statement showing the individual deduction of EPF and ESI with their numbers and amount deducted. (Employer share part and employee share part)The specimen statement for the deduction of EPF and ESI to be enclosed in every month is enclosed in **Annexure-I(b) & I(c)** (Note: The separate Challan showing the payment of ESI and EPF for the service rendered to CIBA man power portion only to be enclosed. No consolidated payment made by the FIRM for all their employee's, will not be accepted).
- 3) Copy of payment of GST Challan.
- 4) Copy of man day's calculation sheet from the authorized representative of the principal employer.
- 5) Duties of Guards:
 - a) Security guards posted at the main gate will screen the visitors, employees & students and will allow entry only after ascertaining the identity and purpose of the visit (other than duty).
 - b) The material and goods will be allowed to be taken outside the Institute only after verifying the gate pass issued by the AAO (Store)/ Security Officer.
 - c) Intensive patrolling around the security area round the clock is essential.
 - d) The watch & ward will be for all the 24X7 on 365 days.
 - e) The duties will be subjected to change as per the requirement of the Institute.
 - f) The Guards should have the sufficient number of Torch with batteries during night time patrolling.

6. Detail of the Earnest Money Deposited:-

a) Demand Draft number with date and : _____
Bank drawn on. _____

7. Any increase in minimum wages and corresponding variable DA, and statutory levies as evidenced by the Government orders will be paid extra as applicable, by the Institute subject to approval of the competent authority. The claim for payment of revision of minimum wages/VDA will be processed at the Institute. The claim of revision of rates will be made only with the authenticated copies of the orders issued by the Ministry of Labour and Employment, Government of India.

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

9. I/We have carefully read the terms and conditions of the Tender and we agree to abide by these in letter and spirit.

I / We hereby declare that we shall maintain the required registers / forms / notices as prescribed by the central labor commission and we also agree to check and verify the above said documents by the authorized representative of the principal employer as and when required. I /We hereby accept the above said terms and conditions and agree to execute the security service contract works as per the agreement condition.

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____

काकद्वीप शोध केन्द्र
भाकृअनुप - केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
KAKDWIP RESEARCH CENTRE

भारत
ICAR

ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE ISO 9001:2008 CERTIFIED www.ciba.res.in
(Indian Council of Agricultural Research, Govt. of India), Kakdwip, South 24 Parganas, West Bengal - 743 347