

**ICAR RESEARCH COMPLEX FOR GOA  
ELA, OLD GOA**

M/s.

**(Name & Address to whom tender form is issued)**

**TENDER FORM**

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Full Name and Address of the tenderer  
In addition to Post Box No. if any, should be  
Quoted in all communications to this office.  
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Telephone No/Fax No./E-mail/Address  
Telegraphic Address:  
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From:

To,  
The Director,  
ICAR Research Complex for Goa  
Ela, Old Goa - 403 402

I/we have read all the particulars regarding the General Information and other terms and conditions of the contract for providing security on job/service contract basis to ICAR Research Complex for Goa, Ela, Old Goa - 403 402 and agree to provide the services as detailed in the scheduled here or such portion thereof as you may specify in the acceptance of the tender at the rates given in the schedule I to this tender and I agree to hold this offer open till 90 days from the date of opening. I/we shall be bound by a communication of acceptance despatched within the prescribed time.

2. I/we have read and understood the terms and conditions applicable for the contract. The terms and conditions are acceptable to me/us and I/we and shall provide the security services strictly in accordance with the requirements, if tendered rates are accepted.

3. The Schedule I, II and III accompanying this tender are at pages 2 to 9. The following pages (10 & 11) have been added to and form a part of this tender.

Yours faithfully,

**(Signature of the Tenderer(s)  
and Rubber Stamp/Seal**

Dated:

Address:

Signature of witness \_\_\_\_\_

Address:

## Schedule I

### Schedule of Tender

1. Last date for receipt of Tender: **01-08-2009 up to 1.00 p.m.**
2. Date of opening of Tender: **01-08-2009 at 3.00 p.m**

The tender shall remain open for acceptance for 90 days from the date of opening. The rates tendered will be valid for one year from the date of accepting the rates.

Sl.No.	Description of job service contract	Contract charges to be quoted by the tenderer
1.	Annual job/service contract for security and watch & ward of official premises, residential quarters, plantation and field crops performing other related works in the total area of 53 ha of ICAR Research Complex and its unit – Krishi Vigyan Kendra	Contract Charges Rs. _____ per month plus Service Charges Rs. _____ per month Total : Rs. _____ Amount in words : (Rupees _____ Only) Plus Service tax as applicable.

Rates quoted on per guard/supervisor basis will not be considered and only those firms quoting Lumpsum (Monthly) charges will be eligible.

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· The terms and conditions applicable for the contract as given under the heading “Invitation to tenders” in schedule III have been read and are acceptable.

Signature:  
Name & Address of  
the firm/Security agency  
Telephone:

**Schedule II**

Schedule to Tender

**Part I**

1. Name of the Security Agency/firm:
  2. Full Address of Head/Registered office and branches with Telephone Number/Fax No/E-mail/Address  
Post box no. if any.
  3. Full name and address of proprietor/partners
  4. Constitution of the Security/Agency/firm: Is the Security Agency registered under:
    - a) Indian Companies Acts. 1956:
    - b) Indian Partnership Act 1982:  
(pl. give names of partners)
    - c) Any other Act, if not, the owners:
  - 5 .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 firm authorizing the partners who has signed the tender to refer dispute concerning business of the partnership 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. The copy should be attested by a Notary Public or its Executive should be admitted by affidavit or A property stamped paper by all partners.
1. Name & full address of their Bankers:
  2. Any other relevant information:

**Part II**

1) Details of the Earnest Money Deposit:

a) Demand Draft number with date and bank drawn on:

**Part III**

1. Name and address of the firm's representative who will remain represent at the time of opening of the tender's.

Date:

Place:

Authorised Signatory  
Name:  
Designation:

Please add supplementary pages to be numbered wherever required.

## INVITATION TO TENDERS

### Schedule III

- Note: 1.** All communications must be addressed to the Director, (by the designation,) ICAR Research Complex for Goa, Ela, Old Goa 403 402
2. Tenderer should sign each and every page of the tender form.

### Telegraphic Address: Research, Velha Goa

On behalf of the Director, ICAR Research Complex for Goa, Ela, Old Goa - 403 402 tenders are invited **for awarding annual job/service contract for the security and watch & ward** of the campus of ICAR Research Complex, Ela. Old Goa. The conditions of this contract which will be governed by any contract made, are those contained in the general conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the tender forms and its schedules. Please submit your tender if you are eligible and are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedule.

1. Tenderer has to deposit Earnest Money worth Rs. 15,000 (Rupees fifteen thousand only) alongwith the tender in shape of DD in favor of “ICAR UNIT ICAR RESEARCH COMPLEX FOR GOA” and payable at Old Goa/Panaji preferably drawn on Canara Bank. Tenderer should also submit application for refund of EMD alongwith pre-receipt, so as to facilitate refund of EMD to un-successful tenderer after finalization of the tender/completion of validity of offer.
2. The successful tenderer has to deposit security money @ 10% of the total annual value of the contract in shape of DD/FDR in favor of “ICAR UNIT ICAR RESEARCH COMPLEX FOR GOA” or bank guarantee besides signing of agreement for the job/security contract as per the terms and conditions of the contract, within a period of one week before taking over charge of security. Security money will be refunded after satisfactory completion of the contract.
3. The security agency shall carry out the security and watch and ward of the ICAR Research Complex Ela Old Goa as per the requirements and instructions given to them by the authorities of ICAR Research Complex for Goa (herein referred as One Part/First Party) from time to time for a period of six months until further orders.
4. A list showing the jobs to be carried out by the security agency is attached as Annexure - I. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with the approval of the authorities of the One Part/First Party.
5. The security agency shall render the services on the job contract basis at the rates quoted in schedule - I which includes service charges of Security Agency, wages & allowances payable to security guards/supervisors, providing full uniform, whistle, badges, I-Cards, torches, lathies, stationery etc. required for performing the duty by security guard/supervisors, premium for insurance of guards/supervisors, PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the security agency.

6. Security guards to be deployed shall be preferably ex-servicemen with robust health and clean record preferably within age group of 25 to 50 years. The watch and ward will be round the clock and 7 days of the week and shall be changed as per the requirement of the One Part/First Party from time to time. In case there is any change in employment of the security guard, such change shall be intimated to the security agency in writing well in advance.
7. The security agency shall employ their own staff/employees as may be required for the purpose of execution of the work which shall be subject to the approval of the One Part/First Party authorities.
8. The security agency agrees to discharge all their legal obligations of their employees in respect of their wages and other 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, statutory obligations under contract labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen' s Compensation Act, EPF & MP Act, Industrial Dispute Act. etc. The security agency agrees to indemnify and keep indemnified the One Part/First Party from any claims, loss or damages that may be caused to the One Part/First Party on account of the security agency' s failure to comply with their obligations under the various law towards their staff/employees employed by them or any loss or damage to one part due to acts/omissions of other part.
9. The stationery items like registers, scales, writing pads, pencils, staplers etc. will not be provided by the One Part/First Party and uniforms will not allowed to be washed in the One Part/First Party premises. The uniform of the security personnel and other related items as mentioned above will be provided by the security agency. The One Part/First Party has to pay only the amount, which has been agreed to. (as per rates quoted in schedule - I).
10. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered previous months to Director ICAR Research Complex Goa. The payment will be made by cross Cheque within 30 days of receiving the bill and on receipt of confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of Director ICAR Goa whose decision shall be final and binding on the security agency. Income tax & surcharge as applicable will be deducted from the bill amount. The security agency will pay the wages to the Supervisor / security Guards engaged at ICAR Goa, on the 10th day after completion of each month without waiting for ICAR, Goa to make payment of their bill submitted for settlement.
11. The security agency is liable agrees to get all the security staff members and their employees insured against any liability arising under the workman' s compensation act or under the common law. The security agency agrees to indemnify against any claim that the One Part/First Party may have to meet in respect of their staff members and/or workman/employees on account of any accident or for any other reason.

12. It is further clarified that under no circumstances, the staff members and/or the workmen/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of the One Part/First Party and the security agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the One Part/First Party AGAINST ANY CLAIM THAT may have to meet towards the employees of the security agency.
13. The security agency will ensure that no theft or damages to the One Part/First Party property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to the One Part/First Party property occurs during the service contract period with the security agency due to the negligence of the security staff/employees of the security agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry committee come to the conclusion that the loss is attributable to the negligence on part of security personnel of the security agency, the amount towards the loss caused to the Institute due to theft or damage will be deducted from the bill of the Contractor. Decision of the Director of this Institute will be final and binding on the Security Agency. The security agency shall attend all the police cases from time to time during the contract period, if required.
14. The security agency will provide the security services at the rates mentioned in the foregoing paragraph round the clock in three shifts running from 6.00 a.m. to 2.00p.m.. 2.00 p.m. to 10.00 p.m., 10.00 p.m. to 6.00 a.m.. The security supervisor of the security agency should be present to supervise the security guards and overall security work invariably during all the shifts.
15. The security staff on duty is required to inform immediately regarding fire, theft, accident etc. to the fire station, police station as the case may be so as to initiate action fast.
16. If any question or dispute arise between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, than such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the One Part/First Party. The award shall be governed by the provisions of the arbitration & conciliation Act 1996 at the time being in force in Indian Union and shall be binding on both the parties hereto.
17. Notwithstanding anything contained in clause 13 it is expressly agreed and understood that the One Part/First Party at its sole discretion will terminate the agreement in case of following contingencies:
  - a. If the security agency fails to execute the work entrusted to the satisfaction of the one part of which the One Part/First Party shall be the sole judge.
  - b. If the security agency fails to pay the wages to the Supervisor/Security guards by the 10th day after completion of each month.
  - c. If the security agency fails to discharge their legal obligation towards the employees security personnel employed at one part/first party premises

- d. If for any reason whatsoever, the security agency is not able to perform their part under this agreement for continuous period of ten days or more.
- e. If the security agency commits breach of any of the clauses of the agreement.
- f. If the One Part/First Party is required to pay any damages and/or compensation and/or any payment to their customers/visitors on account of any negligent action and /or misbehavior on part of the security agency.
- g. If the security agency is unable to give proper account of tools, equipment's etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
- h. The security agency shall submit copy of Registration status duly approved by the Government of India/state Govt. to operate as private security guards agency under regulation of employment and welfare act 1981 or any other Act/law applicable. The security agency shall obtain the licence under section 12 of the contract labour (regulation and abolition) Act 1970 from the competent authority. The Security Agency shall produce certificate of registration from Central Board of Excise for the purpose of collection and depositing of Service Tax and also shall keep them registered with any other concerned authority as required by any other law. During the currency of agreement security agency shall have license under section 12 of the contract labour (R&A) Act 1970. In default these agreement will be liable to be terminated.
- i. The One Part/First Party will not be made liable to answer any officials under Security Guards Boards of States/Govt. of India. It shall be the sole responsibility of the security agency to satisfy any of the officials of the Security Guards Boards.
- j. Under no circumstances, the One Part/First Party shall be made liable or additional monetary involvement than what has been mutually agreed.

## 18. PENALTY CLAUSE

- i) The security supervisors and security guards on duty must possess cap, proper uniform, lathi, whistle, torch light, name badge, shoes and identity card.
- ii) No security supervisors/security guards should perform double duty and in case they are found performing double duty or remain absent from the duty, a penalty of double the wages shall be recovered from the security bill.
- iii) A daily list of security supervisor and security guards on the duty should be maintained in a Register and provided to the Office as and when required.
- iv) A detailed list of security supervisor and security guards along with their photographs attested by the agency indicating their permanent address and police verification should be provided to the office for record before taking over the charge of security.

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

**Signature of Asst. Admn. Officer (Estt)**

Date:

**ANNEXURE -I**

**TERMS AND CONDITIONS FOR THE SECURITY CONTRACT**

1. The guard 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, double duties are not allowed.
4. The guard should not develop social relationship with ICAR staff.
5. The guard should be provided with uniforms, whistle, torch, lathi etc.
6. The guard should be 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. The security supervisor will maintain all the register which are kept at main gate and other points.
9. They have to verify all the office building, rooms after 5.30 P.M. to ensure that all buildings are locked properly.
10. From 10.00 P.M. to 6.00 A.M. one security supervisor must be on patrolling duty in the campuses by rotation and while patrolling he should check all the buildings locks including pump houses.
11. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
12. They should observe movement of all the staff, laborers, visitors, Office vehicle and Office materials etc.
13. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
14. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the security guard on duty while coming inside and while going out also.
15. Proper entries are to be made while handing over key to any staff of ICAR and while taking over too.
16. The security personnel should follow strict attendance and alternative arrangement are to be made by the agency whenever any security supervisor/security guards going on leave under intimation to this office.
17. Changing the security supervisor /security guards should be intimated to the caretaker.
18. Patrolling to the identified points as per details given in Sl.No. 22 to be carried out every hour day and night.
19. The security staff should follow the codal formalities of security system while on duty.
20. The security personnel should ensure that proper gate pass has been issued by the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contract officer in-charge, security.
21. The security should maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and Officers/Staff of the Institute

## 22. Scope of Security Services

**I.** Sufficient security guards should be provided to watch and safe guard the following Properties.

### **a)Buildings**

- i) Office building
- ii) Field laboratories
- iii) Garages
- iv) Stores/Coconut Godown
- v) Animal Shades
- vi) Pumphouses
- vii) Generator Transform Room
- viii) Guest house
- ix) Farm Office
- x) Canteen
- xi) Grafting shades etc.
- xii) Residential Quarters near Police station.

### **b)Plantations**

- i) Coconut block
- ii) Spice block
- iii) Oil Palm
- iv) Arecanut
- v) Mango
- vi) Cashew
- vii) Sugarcane
- viii) Field crops i.e. Paddy, Groundnut, Maize, Cowpea, Ravi Vegetables, Flowers etc.
- ix) All plantation in KVK i.e Cashew, Mango and Bamboo, Jungle Spices, Teak wood etc. in uncovered areas.

**II.** To maintain necessary records of Guesthouse, Visitors, Vehicles Entry passes, Articles taken out of the Institute premises, case of theft/loss, damage to Institute property etc.

**III.** (a) Providing round the clock security guards at the following eight points.

- i) Four Gates (Institute and KVK)
- ii) Guest House - A guard in guest house is required to allot rooms as per allotment list, check the inventory at the time of vacating rooms of guest, billing the rent & deposit in office. The receipt of deposit to be collected from cashier and pasted in bill book.
- iii) Administrative Building Main
- iv)Krishi Vigyan Kendra (KVK) Building.
- v) Residential Complex.

(b) (i) Providing one supervisor round the clock for 24 hrs.

(ii) Providing one Lady security guard at Director's Office (9.30 AM to 5.30PM) on all working days.

Date:  
Place

Signature of tenderer with seal

