



**ICAR Research Complex for NEH Region**  
Tripura Centre, P.O. Lembucherra 799 210  
West Tripura.



F. No- RC/ TC(E-38)/2013/.....

Dated, 11<sup>th</sup> September, 2015

**INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES (EX-SERVICE MEN) AT ICAR RESEARCH COMPLEX, TRIPURA CENTRE'S OFFICE CAMPUS INCLUDING DIFFERENT FARMS AND RESIDENTIAL AREAS AT LEMBUCHERRA, COCOTILA FARM, ICAR LEMBUCHERRA, WEST TRIPURA & KVK, BIRCHANDRAMANU, SOUTH TRIPURA.**

**A. Cost of Tender Form:** Rs.200 /-(Rupees Two Hundred) only non-refundable (can be deposited in the form of 'A/c payee cheque/DD in favour of the Joint Director, ICAR, Tripura Centre along with the tender)

**B.** Last date of receipt of Tenders in Office is: October 13<sup>th</sup> 2015 at 2.P.M.

**C.** Tenders may be opened on the closing date, if possible October, 13th 2015 at 3 P.M.

**D.** Tender to remain open for acceptance up to 30 days from the date of opening.

**E.** The Tender document is available at our website – <http://www.tripuraicar.gov.in> or [www.tripurainfo.com](http://www.tripurainfo.com)

**NOTE:**

1. Competent Authority of ICAR, Tripura Centre may at his discretion, extend the last date by a suitable period or undertake a decision to cancel the process of tender without assigning any reason.
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

*Note: All communications must be addressed to the **Joint Director**. ICAR Research Complex for NEH Region, Tripura Centre, Lembucherra, West Tripura-799210.*

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Phone No. 0381-2917883, 2865537 (Office), 2420092 (Res.)  
Tele Fax.0381-2865537, 2865201, e-mail: [jdr.icar@nic.in](mailto:jdr.icar@nic.in)  
**Visit our website: <http://www.tripuraicar.gov.in>**

INVITATION OF TENDER FOR THE SECURITY SERVICES AT ICAR RESEARCH COMPLEX, TRIPURA CENTRE'S, COCOTILA FARM, LEMBUCHERRA & KVK, Birchandramanu, South Tripura.

1. Office campus including different farms.
2. Residential areas.
3. Cocotila Farm, Lembucherra- During night time.
4. KVK, Birchandramanu, South Tripura- During night time.

Dear Sir(s),

Please read the terms and conditions mentioned in the Tender Document carefully. Failure to comply with any of the conditions/directives mentioned in the Document, shall lead to non-consideration/forfeiture of your bid and no further request in this regard shall be considered.

1. Sealed Tenders are hereby invited on behalf of the Director, ICAR Research Complex, Umiam, Meghalaya for contract of providing of Security on Job / Service contract at Office Campus including different Farms (Poultry, Pig, Rabbit, Cattle etc.) and Residential area of ICAR Research Complex for NEH Region, Cocotila Farm, ICAR Tripura Centre, Lembucherra. & KVK, Birchandramanu, South Tripura. The terms and Conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tender Forms and its schedule. Please submit your rates in the Tender Form if you are in a position to furnish the requisite services in accordance with the requirement state in the attached schedules.

2. An earnest money of Rs.2000 /- (Rupees two thousand ) only must be deposited in the form of 'demand draft' **in favour of the Joint Director, ICAR Research Complex** payable at Agartala. The particulars of the earnest money deposited must also be superscripted 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 Tenders.**

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tender; 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 stipulations, the Research Centre/Institute will forfeit the aforesaid amount of EMD. In the event of the offer made by the Tenderer are not 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 Centre/Institute.

4. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with Tender.

Overwriting /erasing in rates to be quoted by the Tender will not be allowed; otherwise the Tenderer may be rejected.

5. The Tenders are liable to be ignored if complete information, as required, is not given therein or if the particulars 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 signed 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 the authority to refer to the arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If the Tenderer does not accept the offer within 30 days of the issue of the letter of award by the Centre/Institute, the offer made shall be withdrawn & the Earnest money shall be forfeited.

7. In case of partnership firms, where no authority to refer disputed concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender 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 Centre/Institute shall, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. **The Tenderer should sign each page of the Tender and the schedules to the Tenders and annexure, if any.**

8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The cover should be superscripted "**Providing of Security on Job/Service contract at Office Campus including different Farms and Residential area of ICAR Research Complex for NEH Region, Tripura Centre, Lembucherra' Cocotila Farm, ICAR Lembucherra & KVK, Birchandramanu, South Tripura** with address of the office and the Tenderer. Right is reserved to reject outstation Tenders. All tenders should be sent by **Registered Post**. Tenders to be hand delivered should be put in the Tender Box kept in the office of the Joint Director not later than October 13, 2015 at 2 P.M.

9. 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. Please also state the name and address of your permanent representative, if any.

10. The Centre/Institute does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are, however, at liberty, to tender for the whole or any portion of it or to state in the Tender that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders shall not be accepted

11. No interest on Earnest Money Deposit shall be paid by the Centre/Institute to the Tenderer.

12. The service tax or any other tax which is as per the rule of the Govt. of India or State Govt., shall be the liability of the agency to deposit in concerned department as per the rule.

13. The Joint Director, ICAR Research Complex, Tripura Centre reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Centre/Institute, for any justifiable reasons, not mandatory to be communicated to the Tender.

14. Decision of the Director, ICAR Research Complex, Umiam shall be final for any aspect of the contract and binding on all parties. Disputes arising on the contract, if any, will be settled at his level and will not be referred to arbitration.

15. The following documents/vouchers are required to be enclosed with the Tender form, which are the terms and conditions of the Tenders documents:

a) The Security Agency/Firm must have proper up-to-date Registration License duly issued by the concerned Labour /State Department for engagement of Security Personnel and must have an independent EPF A/C (Code) number issued by the Regional P.F. Commissioner and an attested copy for both must be invariably provided along with the Tender. Employees ESI registration certificate issued by local Govt., if any, may also be submitted.

- b) The turnover of the firm during the last 2 financial years i.e 2013-14 and 2014-15.
- c) Last 2 years continuous experience of the firm in the field of providing such services in Central/State Govt, bodies/Autonomous bodies of Govt. of India/Corporation of Govt. of India/reputed public or private organizations, provide the details in enclosed tabular form.
- d) Certified copies of services where the Tenderer is providing the services for the last 2 years.
- e) No. of Guards/Supervisors registered under ESI & EPF separately. Minimum 20 Nos. (Security Guards/Supervisors) required their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- f) The certificate of service tax, sales tax etc. issued by the Govt. etc.

#### 16. Other terms and conditions

- a) The Agency/Firm shall have to pay the minimum wages to the Security Personnel as per the provisions of the Minimum Wages Act & its amendments.
- b) The rates quoted by the Agency/Firm should be valid for a minimum period of one year from the date of award the Contract.
- c) The Security Agency/Firm will bear all the dues related to EPF, ESI etc. wherever applicable and should ensure all the dues are paid within prescribed time limit. Any penalty/damages/Interest charges etc. levied by any statutory authority with the office shall in no way be responsible for such payment/charges.
- d) In case of any loss/theft/shortage caused by/attribution to personnel deployed by the Security Agency/Firm, the Joint Director reserves the right to claim damages.
- e) The Security Agency/Firm shall have to maintain the attendance register, wages register etc. which shall be produced to the concerned authority as and when called for.
- f) The successful Tenderer shall submit the bill(s) to the Joint Director on or before 4<sup>th</sup> of every succeeding month. The Security Agency/Firm shall ensure to deposit EPF, ESI etc. of their employees in time. While submitting the bill(s) to the office for a particular month, the Security Agency/Firm shall ensure to submit the following documents also:
  - i) A copy of the Attendance Register showing the attendance of all the Security Personnel for the month for which the bill is being claimed.
  - ii) A copy of the Challan of the dues paid to the EPF office, ESIC & other authorities, as applicable, in the preceding month.
  - iii) Other documents as and when asked for by the Authorities.
- g) Only those firms will be considered for financial bid who will qualify in the technical bid.
- h) Successful Tenderer will have to enter into a detailed contract agreement with ICAR Research Complex, on non-judicial stamp paper of Rs.50/- for each work.
- i) Other terms and conditions as laid down by the Competent Authority as and when applicable depending upon the circumstances / changes in the policies.
- j) Technical and Financial bid will have to be submitted in separate envelope and sealed in a one envelope.**
- k) Technical and Financial bid for 3 different places such as Tripura Centre (Main), Cocotila farm Tripura centre and KVK Birchandramanu will be shown separately.**

17. For any query / clarification, the under-mentioned may be communicated:

AAO/DDO : Shri S. R. Debbarma.  
Contact No. : 0381 2865354/ 0381 2865537

Yours faithfully,

(M. DATTA)  
Joint Director

**TENDER FOR THE SECURITY SERVICES AT ICAR RESEARCH COMPLEX, TRIPURA CENTRE'S OFFICE CAMPUS INCLUDING DIFFERENT FARMS AND RESIDENTIAL AREA AT LEMBUCHERRA, COCOTILA FARM,LEMBUCHERRA WEST TRIPURA & KVK BIRCHANDRAMANU,SOUTH TRIPURA.**

Full Name & Address of the Tenderer in .....

Addition to Post Box No., if any, should .....

Be quoted in all communications to this.....

Office: .....

Telephone No. ....

Telegraphic Address/FAX/Cellular No. ....

E-Mail address .....

From

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To  
The Joint Director,  
ICAR Research Complex for NEH Region,  
Tripura Centre, P.O. Lembucherra,  
West Tripura-799210.

Sir,

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for providing of Security on Job/Service contract at ICAR Research Complex, Tripura Centre's Office premises including different Farms and Residential area at Lembucherra, Cocotila farm, Lembucherra, West Tripura and KVK, Birchandrmanu, South Tripura 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 30 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.

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

The following pages have been added to and form a part of this Tender \_\_\_\_\_  
The Schedule-I & II to accompany this Tender are at

pages \_\_\_\_\_

**Every page so attached with this Tender bears my signature and the office seal.**

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) only drawn in favour of the Joint Director, ICAR Research Complex and payable at Agartala is also enclosed as Earnest Money Deposit.

Yours faithfully,

Date:

Signature & Seal of the Tenderer

**SCHEDULE – I**

**SCHEDULE TO TENDER**

**PART – I**

1. Name of the Firm/Agency :-
2. Full address with Post Box No., if any and Telephone number :-
3. Constitution of Firm/Agency (attach copy) :-  
a) Indian Companies Act, 1956  
b) Indian Partnership Act, 1972  
(Please give names of partners)  
c) Any other Act, if not, the owners :-
4. Name and Full Address of your Bank/s :-
6. Your Permanent Account Number (PAN)/ Circle/Ward :-

**PART – II**

7. Earnest Money Deposit :- Yes / No

Date \_\_\_\_\_

AUTHORIZED SIGNATORY

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

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



**GENERAL INFORMATION & OTHER TERM AND CONDITIONS OF THE CONTRACTOR FOR PROVIDING SECURITY SERVICES AT ICAR RESEARCH COMPLEX, TRIPURA CENTRE, COCOTILA FARM, LEMBUCHERRA, AND KVK BIRCHANDRAMANU, SOUTH TRIPURA.**

1. **Scope of work:** The work of providing of security services at ICAR Research Complex, Tripura Center's premises including different Farms and Residential area, shall have to be undertaken without causing any damage to the ICAR properties. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at Office premises, Farms and Residential area, 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 Office premises, Farms and Residential area. 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 ICAR 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 Centre.
2. The contractor shall not sublet the work without prior written permission of the Centre.
3. The contract can be terminated at any point of time if the services of the firm/agency are not found satisfactory. In such an event, the work of maintenance of Security at the Centre, Farm & residential area shall be got done from other source at the expenses of the defaulting firm/agency.
4. All the personnel deployed will perform their duties in proper uniform and will maintain a smart turn out. The agency/firm shall, at its own cost, provide suitable uniforms (both summer and /winter) to the personnel with Identity Cards.
5. All essential items for security services like Torch, *Lathi* etc. will be provided by the firm/agency at its own cost.
6. The Security Services shall have to be provided for the entire locality of the Centre premises, Farms and Residential area both inside and its main gates. The entire Centre premises/Residential area can be inspected any day any time.
7. The agency/firm shall employ good and reliable persons with robust health & mind and clean record, preferably within the age group of 25 to 40 years. In case any of the personnel so provided is not found suitable, the Centre shall have the right to ask for their replacement without giving any reasons thereof and the agency/firm, shall, on receipt of a written communication, will have to replace such persons immediately. **Only Ex-Servicemen worker in Indian Army or Paramilitary Forces will be accepted.**
8. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.
9. 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 keeps indemnified the Centre/Institute 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 any dispute the decision of the Director, ICAR Research Complex, Umiam, Meghalaya shall be final and binding on the contractor.
10. The selected agency shall provide the necessary personnel for providing Security services at

the Centre premises, Farms and Residential area of ICAR Research Complex, Cocotila Farm, ICAR, Lembucherra & KVK, Birchandramanu, South Tripura as per labour acts prevalent in the State of Tripura.

11. The guards/workers should be able to communicate in Hindi and also in English, if possible. They should perform per shift/per day.

12. They should not leave their points unless and until the reliever comes for shift duties. Security Supervisor will maintain all the registers, which are kept at Main Gate and other points.

13. They have to verify all the office buildings, rooms after 4-30 P.M. to ensure a to whether all buildings/rooms are locked properly.

14. From 10 P.M. to 6 A.M. at least one security personnel/supervisor must be on patrolling duty in the premises (Office/Farms and residential area) by rotation.

15. They should not give lenient or casual impressions in the duties and they should be alert and attentive.

16. They should observe movement of all the staff, laborers and visitors etc. & register it.

17. They should not allow anybody with vehicles to Office or Residential area without proper entry in the visitors' registers.

18. Proper entries are to be made while handing over keys to any staff of ICAR Research Complex, Tripura Centre and while taking over too.

19. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency/firm whenever any Security Supervisor/Security Guards going on leave, under intimation to the Office of the Centre.

20. Changing of Security Supervisor/Security Guards should be intimated to the AAO/authorized representative of the Research Centre.

21. Patrolling to the identified points as per Annexure to be carried out.

22. The security staff should follow the codal formalities of Security System while on duty.

23. The Security personnel should ensure that proper Gate Pass has been issued by the Competent Officers/Staff for the items taken out of the Centre premises. In case of any doubts, they should contact the Office-In-charge, Security, immediately.

24. It will be the duty of Security Agency/Firm to keep entire Centre premises, Farms and Residential area free of stray dogs/cattle.

25. Liquidated damages clause:

a) An amount of Rs. 500 /- will be levied as liquidated damages per day. Whenever & wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the supervisory staff of the Firm/Agency by ICAR and if no action is taken within one hour, liquidated damage clause will be invoked.

b) Any misconduct/misbehavior on the part of the manpower deployed by the agency/firm will not be tolerated and such persons will have to be replaced immediately.

c) If the required number of security guards/supervisors is less than the minimum required, a penalty of Rs.500/- per guard per shift will be deducted from the bill.

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

27. Any other terms/conditions as decided by the Joint Director, ICAR Research Complex, Tripura Centre / the Director, ICAR Research Complex, Umiam, Meghalaya, from time to time, depending upon the requirements/change in policies etc. and that shall be binding on the Tenderer.

SCHEDULE - II

*SCOPE OF THE SECURITY SERVICES REQUIRED FOR THE VARIOUS POINTS*

ICAR Research Complex, Tripura Center's Office premises.

**Total security persons-9 (Nine)**  
**Supervisor- 1(One)**

- |  |                          |
|--|--------------------------|
| 1. Main Gate (Registration Entry)                            | - Round the clock        |
| 2. Adm-cum-Lab. Building                                     | - Round the clock        |
| 3. Cattle Farm   | - Round the clock        |
| 4. Poultry Unit (Hatchery building)                          | - Round the clock        |
| 5. Poultry Cages Houses and other sheds                      | - 4-30 P.M. to 7-30 A.M. |
| 6. Fishery ponds inside the Centre premises                  | - Round the clock        |
| 7. Agriculture experimental plots inside the Centre premises | - Round the clock        |
| 9. Car shed/Garage etc.                                      | - Round the clock        |

Residential Area

10. Type-I to Type-V quarters - Round the clock

Cocotila Farm, ICAR, Lembucherra

**Total security persons- 4(Four)**  
**Time- 6 P.M- 2 P.M. (8 hours)**  
**2 A.M- 8 A.M. (8 hours)**

KVK, Bichandramanu, South Tripura

**Total security persons- 4(Four)**  
**Supervisor-1(One)**  
**Time- 6 P.M- 2 P.M. (8 hours).**  
**2 A.M- 8 A.M. (8 hours).**



**FINANCIAL BID**

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

Last date for receipt of Tender :- October, 13<sup>th</sup> 2015 at 2.P.M.

Opening Financial Bid : - Conference Room, Office of the Joint  
Director, ICAR Research Complex,  
Tripura Centre, Lembucherra

To  
The Joint Director,  
ICAR Research Complex for NEH Region,  
Tripura Centre, P.O. Lembucherra,  
West Tripura – 799210.

Sir,

I / We wish to submit our Tenders for providing the Security Services at ICAR Research Complex for NEH Region, Tripura Centre, Lembucherra (Centre premises, Farms and Residential area) Cocotila farm, Lembucherra and KVK, Birchandramanu, South Tripura on the following rates:

| Sl.No. | Particulars   | Per month  |
|--------|---|--|
| 1.     | Monthly consolidate rate for providing Security Services at ICAR Research Complex, Tripura Centre's <b>Office premises, Farms and Residential area) at Lembucherra, Cocotila Farm, ICAR, Lembucherra, west Tripura &amp; KVK , Birchandramanu, South Tripura. (as per Schedule-II)</b> in accordance with the highest standards of Security Services and as per the terms and conditions specified in the Tenders including all labour, transportation, material, specially covered all acts & taxes etc. as applicable from time to time. <b>Monthly wages should include all such as EPF,ESI, and other relevant charges if any. Ex-Servicemen should also mentioned in the financial bid. All the time of acceptance ,identy proof of Ex-servicemen is to be produced or other wise, lowesr bidders will not also be accepted,</b> | _____<br>_____<br>(Rs. in figures)<br>_____<br>_____<br>(Rs. in words) |
| 2.     | Alternatively, Monthly per head rate offered for 1 above (only for record purpose)  | _____<br>_____<br>(Rs. in figures)                                     |

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 as laid down in the Tender form.

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

Signature\_\_\_\_\_

Name & Address of the Firm/Agency\_\_\_\_\_

Contact No. \_\_\_\_\_

APPLICATION FOR REQUEST FOR REFUND OF THE E.M.D. WITH REGARD TO THE TENDER FOR  
THE SECURITY SERVICES AT ICAR RESEARCH COMPLEX, TRIPURA CENTRE, LEMBUCHERRA,  
COCOTILA FARM, LEMBUCHERRA WEST TRIPURA & KVK, BIRCHANDRAMANU, SOUTH TRIPURA

Full Name & Address of the Tender in

\_\_\_\_\_

Addition to Post Box No. if any,  
should \_\_\_\_\_

Be quoted in all communications to \_\_\_\_\_  
this Office

Telephone No. \_\_\_\_\_

E-Mail address \_\_\_\_\_

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From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Joint Director,  
ICAR Research Complex for NEH Region,  
Tripura Centre, P.O. Lembucherra,  
West Tripura-799210, Tripura.

Sir,

This is to request you that since I am not the successful bidder with regard to the above mentioned tender, hence my E.M.D. which was dispatched to your good self vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn in favour of the Joint Director, ICAR Research Complex and payable and Agartala, may kindly be refunded to me at an early date.

Yours faithfully,

Date:

Signature & Seal of the Tenderer