



**INDIAN INSTITUTE OF HORTICULTURAL RESEARCH  
HESARAGHATTA LAKE POST, BENGALURU  
(Establishment Section)**

**E-TENDER DOCUMENT**

**ANNUAL JOB / WORK / SERVICE CONTRACT FOR PROVIDING *EX-SERVICEMEN*  
SECURITY SERVICES AT ICAR-IIHR, HESARAGHATTA, IVRI- CAMPUS,  
YELAHANKA AND AT BUS PARKING LOT, SANJAYNAGAR, BENGALURU.**

Contact Details:  
Chief Administrative Officer,  
ICAR-IIHR, Hesaraghatta,  
Bengaluru – 560089  
Tel: 080-28466370, Fax: 080-28466291  
Website: <http://www.iihr.res.in>

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH  
HESARAGHATTA LAKE POST, BENGALURU- 560089  
E-TENDER NOTICE**

F. No. 4-45/Estt-I/2017-18/Sec. Ser-

Dated: 08.08.2019

**SUB: E-TENDER FOR ANNUAL JOB / WORK CONTRACT FOR PROVIDING EX-SERVICEMEN SECURITY SERVICES AT IIHR, HESARAGHATTA CAMPUS, IVRI-CAMPUS, YELAHANKA AND AT BUS PARKING LOT, SANJAYNAGAR, BENGALURU.**

Director, ICAR-IIHR invites online tenders in Two Bids System through e-tendering from the Ex-DGR Agencies / any civilian agencies who are having a proven track record in the field of Security Services to *provide Security Services by deploying Ex-Servicemen* only on Annual Job / Work contract basis at IIHR Main campus, IVRI- Campus, Yelahanka, Bus Parking Lot at Sanjaynagar, Bengaluru. **The past performance of the bidders with user Departments will be an important criterion in considering or not considering their Tender for processing.** The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

2. Details of the tender are given below:

**CRITICAL DATA SHEET (SECTION)**

TENDER NUMBER	4-45/Estt-I/2017-18/Sec. Ser.
TENDER COST	Rs.2,000/- (Rupees Two Thousand Only) (Non-refundable) in the form of Demand Draft/BC in favour of Director, ICAR-IIHR payable at Bengaluru.
DESCRIPTION OF WORK	Annual Job / Work contract to provide Security Services at IIHR Main campus, IVRI- Campus, Yelahanka and at Bus Parking Lot, Sanjaynagar, Bengaluru.
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	08.08.2019 04:00 PM onwards
BID SUBMISSION END DATE AND TIME	07.09.2019 up to 04:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	09.09.2019 at 11.00AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	11.09.2019 at 2.00 PM (Tentatively)
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand Only) in the form of Demand Draft in favour of Director, ICAR-IIHR payable at Bengaluru.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD) PERFORMANCE SECURITY (PS)	10% of the total contract value (Annually) in the form of Bank Guarantee/FDR in favour of Director, ICAR unit -IIHR.
VALIDITY OF SD/PB	90 days after the expiry of the contract (total -15 months from the initial date of contract period)
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal ( <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> ) from 08.08.2019 to 07.09.2019 up to 4.00 pm before the closing date and time. Also submit one complete set of documents uploaded in the CPP for Technical Bid along with all enclosures to The AAO, Establishment-I section, ICAR-IIHR personally or by post.
Details of tender	Tender Documents and Notice is also available on IIHR website: <a href="http://www.iihr.res.in">www.iihr.res.in</a>

3. Schedules of Ex-Servicemen Security Services proposed and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE-I
3.2	General Information & Other Terms And Conditions	ANNEXURE-II
3.3	Instructions to Bidders	ANNEXURE- III
3.4	DGR wage structure	ANNEXURE- IV
3.5	Check List for Technical Bid Evaluation	ANNEXURE- V
3.6	Certificate to be given as part of Technical Bid	ANNEXURE-VI
3.7	Schedule of Area proposed for Security Service	ANNEXURE- VII
3.8	Financial Bid (BOQ)	ANNEXURE-VIII

4. The entire tender document including all Annexures, except the Financial Bid in Annexure VII, will be part of the Technical Bid which also must contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). **Original DD/Banker Cheque relating to EMD & Tender cost along with one complete set of documents uploaded on the CPP for Technical Bid must be submitted to Establishment- I Section, ICAR- Indian Institute of Horticulture Research, Bengaluru-560089 personally or by post** before the last date of submission of Tender on CPP Portal to facilitate expeditious processing of tender. Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).

Yours faithfully,

Sd/-

**(G G HARAKANGI)**  
**CHIEF ADMINISTRATIVE OFFICER**

Copy to:

The Chairman, (AKMU), ICAR-IIHR, Bengaluru for uploading on ICAR-IIHR Website.

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH  
HESARAGHATTA LAKE POST, BENGALURU**

**E- TENDER NOTICE**

F. No. 4-45/Estt-I/2017-18/Sec. Ser/

Dated: 08.08.2019

Director, ICAR- Indian Institute of Horticultural Research invites online tenders in Two Bids System through e-tendering from Ex-DGR Agencies / any civilian agencies who are having a proven track record in the field of Security Services for Annual Job/ Work contract to ***provide Security Services through Ex-servicemen*** at ICAR- IIHR, Bengaluru, IVRI- Campus, Yelahanka, Bus Parking Lot at Sanjaynagar, Bengaluru. Eligible Ex-DGR agencies may submit their tenders / bids online on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) from 08.08.2019 to 07.09.2019 upto 4.00 PM. Tenderers are required to submit all the documents online. However, to ensure clarity of documents & expedite faster processing, tenderers are requested to submit one complete set of documents uploaded in the CPP for Technical Bid along with BG / DD towards EMD and Tender Fee. **The past performance of the bidders with user Departments will be an important criterion in considering or not considering their Tender for processing.** Details can be obtained from [www.iihr.res.in](http://www.iihr.res.in) also.

Sd/-

**(G.G. HARAKANGI)  
CHIEF ADMINISTRATIVE OFFICER**

## ANNEXURE- I

## LETTER OF INVITATION

Dear Tenderer,

.....

Online bids are hereby invited on behalf of the Director, ICAR- Indian Institute of Horticultural Research, Bengaluru for Annual Job/ work contract to *provide Security services through Ex-servicemen* at ICAR- IIHR, Hesaraghatta, IVRI- Campus, Yelahanka, Bus Parking Lot at Sanjaynagar, Bengaluru. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to provide the requisite services in accordance with the requirements stated in the attached Annexures. **Submit your all documents both relating to Technical and Financial bid online only before tender closing date.** However, **to ensure clarity of documents & expedite faster processing, tenderers are requested to submit one complete set of documents uploaded in the CPP for Technical Bid along with BG / DD towards EMD and Tender Fee.**

1. An earnest money of Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only) must be deposited in the form of demand draft/pay order in favour of Director, ICAR unit-IIHR and payable at Bengaluru. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. **The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect.** The Tenders will not be considered if earnest money exemption certificate is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-IIHR.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the Institute.
3. Director, ICAR-Indian Institute of Horticultural Research 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, not mandatory to be communicated to the Tenderer. His decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
4. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ fax / letter should be acted upon immediately.
5. Essential documents required for technical evaluation of bids are detailed in **Annexure IV**

Yours faithfully,

Sd/-

(G G HARAKANGI)  
CHIEF ADMINISTRATIVE OFFICER

**GENERAL INFORMATION & OTHER TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES THROUGH EX-SERVICEMEN AT ICAR-IIHR, HESARAGHATTA, IVRI- CAMPUS, YELAHANKA, BUS PARKING LOT AT SANJAYNAGAR, BENGALURU.**

**1. SCOPE OF WORK:**

To provide security services by deploying Ex-Servicemen security guards for the protection of life and property, agricultural fields against theft, pilferage, fire etc, safety of manpower, guiding visitors to the concerned officials, regulating entry of unwanted visitors/vehicles /sales persons and maintenance of visitors register. To prevent entry of stray animals like dogs etc. round the clock patrolling of the campuses. Checking of gate passes and allowing the exit of materials accordingly and to regulate the entry and exit of vehicles. To observe, monitor and coordinate the surveillance system installed.

**2. TERMS AND CONDITIONS:**

1. **Period of Contract:** The contract will be for a period of one year which can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
2. **Earnest Money Deposit (EMD):** The EMD of **Rs.2,50,000/- (Rupees: Two Lakhs Fifty Thousand only)** in the form of Demand Draft from any scheduled bank drawn in favor of ICAR Unit – IIHR, Bangalore must accompany Annexure-IV (Technical Bid) to claim EMD exemption, the firm must enclose valid documents. The EMD shall be refunded to unsuccessful tenderer, after finalization of the tender. The EMD shall be forfeited if any tenderer withdraws his offer before finalization of the tender or fails to submit work order acceptance within 15 days from the date of work order issued.
3. **Security deposit & Agreement:** The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of **DD/bank guarantee issued from approved financial institution with an validity covering the contract period and an additional 90 days after the date of expiry of the contract and an agreement** to this effect duly signed on non judicial stamp paper of value of Rs. 200/- to the Institute within 2 weeks from the date of award of contract. Financial instrument with solvency certificate from such bank will not be accepted. The security deposit will be refunded to the agency only after satisfactory completion of the contract or adjusted against any liabilities / damages or loss of property etc., caused by the personnel deputed by the agency or agency itself. No interest is payable on the security deposit.
4. **All the pages of tender including the documents submitted therein must be duly signed and stamped failing which the offer shall become liable for rejection.**

*Round the clock fool proof security has to be provided by deploying the security personnel as per annexure –VI along with provision for reliever and for that the Institute shall provide full freedom to the firm and cooperation. For all loses, the agency will be held responsible. However, before submitting the tender, the firms/ agencies are requested to inspect the IIHR- campus and assess the security requirements and problems / threats in providing fool proof security coverage. For campus visit firms may contact the Dr. S S Hebbar, Nodal Officer (FMC), IIHR. His mobile:9449105802 Office Landline: 0802386100 or Shri. G G Harakangi, Chief Administrative Officer, Office Landline:080-28466370 during the office hours from 9.00am to 4.00pmduring the office hours from 9.00am to 4.00pm. As the agencies have to ensure ruling DGR rates and benefits, while quoting service charges, the firms / agencies are advised to take due care. The service charges as per DGR (14%) will not be considered as it is applicable only in respect of DGR sponsored security arrangements. But not in case of open tender like the present case. Hence, the firms are to*

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*quote their competitive service charge and the service charge is the deciding factor for award of contract among the firms who qualify in technical bid evaluation.*

5. The Director, IIHR, Bangalore, reserves the right to cancel the tender without assigning any reason at any stage of the tender process.
6. The period of contract shall be initially for one year, and can be terminated by the Director, IIHR, by giving one month notice to the agency.
7. The successful firm shall make payment to the Ex-Servicemen engaged for duty at the prevailing DGR rates in respect of basic wages + VDA, ESIC, EPF, HRA, Uniform washing, Bonus etc., and quote for competitive Service Charge, GST etc. The Institute will not bear any extra charges on any account during the period of contract over and above the prevailing DGR wage structure from time to time. But as and when the VDA is revised by DGR, the same will be considered by the Competent Authority. ***Though Residential Guards are provided accommodation at the duty points, they are still eligible for wages meant for other guards as their duty is round the clock. In the sense, they are also eligible for HRA. But not for higher wages other than what is meant for guard. IIHR will be following the DGR wage structure as per Annexure-IV and VDA will be revised as and when it is revised by appropriate authority.***
8. The pre-receipted bill shall be submitted by the security Agency in duplicate duly supported by proof of attendance, payment of statutory charges/ subscription etc., Payment will be made by crossed cheque/e-payment. Payment will be made against monthly bills supported by requisite documents. Income Tax will be deducted as per rates applicable. Deployment of actual number of personnel will be monitored through appropriate mechanism to regulate statutory compliance.
9. The tenderer shall have to execute an agreement with IIHR on a non-judicial stamp paper of Rs.200/- immediately on accepting the award of contract as per the terms and conditions stipulated in the tender document.
10. The Agency shall have to provide Telephone numbers of all the Security personnel deployed for 24 hours contact.
12. The Demand Draft for EMD of **Rs. 2,50,000/-** and **Tender fee of Rs.2000/-** scanned copy need to be uploaded online .
13. In case of any breach of the terms and conditions of the contract, the Director, ICAR-IIHR may write to the issuing bank of the bank guarantee for revocation of the same, in addition to any other action deemed necessary which may be taken by the Competent Authority.
14. The agency should abide by rules and regulations laid down by any statutory authority relevant to the deployment of security guards.
15. The agency shall indemnify ICAR-IIHR against any liability arising due to non-compliance of statutory obligations by the agency for any reason whatsoever.
16. The successful tenderer/ agency shall not engage any sub-agency or transfer the contract to any other person/ firm / agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person / organization or otherwise.
17. Any person who is in Govt. service or an employee of IIHR shall not be made partner to the contract by the tenderer/ agency directly or indirectly in any manner, whatsoever.
18. The agency shall provide all statutory benefits to its Security Guards/ Supervisors and Residential Guards.

19. The firm will provide full particulars of every able, fit and disciplined worker deployed by it for providing the Security service once the tender is confirmed and get their character and antecedents verified from the police authorities.
20. All the personnel posted at the premises shall all time and for all purposes are the employees of the firm and ICAR-IIHR shall have no liability on this account in any manner.
21. The firm shall ensure that all personnel deployed at ICAR-IIHR premises are of good character, well behaved, disciplined, competent and qualified to provide the security services for which they are deployed.
22. Competent Authority of ICAR-IIHR shall reserve the right to ask for the removal from ICAR-IIHR premises any such personnel as considered by the ICAR-IIHR to be incompetent, disorderly or any other reason and such person shall not again be deployed by the tenderer without the consent of the competent authority of ICAR-IIHR.
23. 'Handing over' and 'Taking over' of charges during respective shifts of duty to be done as per Standard Operating Procedures (SOP) of security agencies. For this purpose, verifiable and monitorable documents need to be maintained and produced to the Institute on demand. Agency strictly is forbidden to assign overlapping shifts to same security personnel round-the-clock on all days.
24. The deployment of guards security supervisors and Residential Guards should be as follows:
  - a) Security Guards: Well built, age between 35 to 50 only Ex-servicemen bold enough, alert, and literate enough to read and write
  - b) Security Supervisor: Age between 45 to 55 only Ex-servicemen minimum 12th Standard pass must be able to contact the firm, office and police station and lodge police complaint whenever the situation demands and must be able to coordinate the day to day work in the campus including maintenance of registers and documents.
25. The personnel to be engaged should have the knowledge of speaking & writing in Kannada, Hindi & English.
26. Security for safeguarding the Institute property is required to cover the whole campus area as per Annexure – VI of tender document. The agency should provide security at all the areas noted in the Annexure-VI round-the-clock. **Provision for one Security Supervisor shall be made to arrange the security and to supervise the security arrangements.**
27. No residential accommodation will be provided by this Institute to the security personnel deployed by the agency except for ***Residential Guard provided for IIHR Bus parking lot, Sanjaynagar, IVRI Campus, IIHR, Yelahanka and Residential Guard for Canteen & Guest House.***
28. For further information/spot inspection about the proposed area to be entrusted to provide Security Services Dr. S S Hebbar, Nodal Officer (FMC), ICAR-IIHR or Shri. G. G. Harakangi, Chief Administrative Officer may be consulted. Their contract No. are:
  1. Dr. S S Hebbar, Nodal Officer (FMC). 9449105802  
Landline :- 080-23086100 Ext:432/433
  2. Shri. G.G. Harakangi- 9740645505/ 080-28466370 / 080-23086100 Ext:202



29. The contracting agency shall submit the bills after completion of each month is service during the first week of the following month to the office. In case, the services are not upto the satisfaction of the authority, suitable deduction will be made from the bill at the discretion of the authority whose decision shall be final and binding on the contracting agency.
30. Monthly consolidated charges for providing security service at ICAR-IIHR shall be as per the terms and conditions specified and scope of work as specified in the point No. 1 of page number 6 indicating all the taxes applicable. The firm shall raise a bill of such amount after making payment to personnel engaged by the agency every month and the payment released by the Institute is subject to satisfactory performance and compliance of wages, other statutory requirement as per DGR rates.
31. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.
32. In case of any disputes arising between the parties, the matter shall be referred to the sole arbitrator appointed by the ICAR-IIHR. The decision of the sole arbitrator shall be final and binding in this regard.
33. Payment to the security personnel deployed is required to be made only through bank/e-payment before 5th of every month without waiting for clearance/payment of bills submitted to the Institute and documentary proof of having made such payments needs to be provided to the Institute alongwith the bill for the particular month.
34. **It is mandatory for the agency to ensure payment of prevailing DGR wages to the security personnel as per IIHR wage structure which is based on DGR rates. The agency need to provide 'wage slip' every month to the personnel deployed. Only service charge is for the agency/ firm for providing the Security Services. Hence, while quoting, the firms need to take due care to cover all the overhead expenditure involved in providing the Security Services.**
35. It is mandatory for the agency to maintain all registers/documents in connection with the security services provided at the Institute campus and produce them as and when demanded by the authorities of the Institute and Labour Commissioner or concerned authority for inspection.
36. The contractor will discharge all his legal statutory obligations in respect of the security personnel / supervisors deployed 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 as applicable from time to time. The contractor shall indemnify and keep indemnified ICAR-IIHR from any claims arising from losses or damages that may be caused to the Institute or on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-IIHR shall be final and binding on the contractor.
37. **The Contractor must employ eligible, disciplined and efficient Ex-servicemen only.** The firm shall issue uniforms and any such tools/ equipments required. The Security guard should always be well dressed with uniforms, whistle, rain-coat, umbrella, lathi, powerful emergency light/ torch/lamp, bicycle or two wheeler provided by the agency for movement within and between the blocks. Mirror trolley for main gate for monitoring vehicles, during the duty hours which is compulsory is to be provided by the Security Agency to all their employees. The firm shall issue identity card to each of the personnel engaged by it.
38. The selected agency shall deploy Ex-Servicemen persons as above for security services strictly as per the terms and conditions mentioned in the tender form. The agency shall employ good, reliable and robust Ex-Servicemen and with clean records / antecedents

preferably within the age of 35-50 for Security Guards and 45 to 55 Security Supervisor with sufficient and proper experience to carry out the security services. In case of any personnel deployed by the agency is found not suitable by the Institute, the Institute shall have the right to ask for its replacement immediately without giving any reasons thereof and the agency shall on receipt of a written communication, replace such personnel immediately.

39. Tenderer should sign and stamp on all pages of the tender document as acceptance of all the terms and conditions stated therein in letter and spirit.
40. In case of any accident or loss of life of the workers deployed while discharging duties, compensation if required to be given to the workers shall be borne by the agency only.
41. In case any firm provides false information or canvases in any form, such firms will be out rightly rejected.
42. Average turnover of the Agency during the last Three years in the business of Contractual Services (like Security / Housekeeping & Sanitation services / Manpower Outsourcing) in central / state Govt. Department / Institutions / reputed organization shall be at least Rs. 3.00crores per annum and should have executed at least one work order for Rs.1.00crores or two work orders of Rs.50.00 Lakhs or three work orders of Rs.40.00 lakhs in the last three years relating to ***Security Services only by deploying Ex-Servicemen***. Balance Sheet duly certified by the Chartered Accountant which is used for filing Income Tax returns indicating the Turnover per annum should be enclosed. Last three years can be 2016-17, 2017-18, & 2018-19 or 2015-16, 2016-17 & 2017-18.
43. Double duty of the security guard in overlapping shifts beyond prescribed duty hours will not be allowed. The shift of more than 8 hours will not be allowed for any personnel deployed for the security services.
44. The stationery items like register, Scales, writing pads, Pencils, staplers etc., required for discharge of duty will not be provided by the Institute.
45. The contracting agency will provide the security service round the clock in three shifts running from 6.00 am to 2.00 pm, 2.00 pm to 10.00 pm and 10.00 pm to 6.00 am. The security supervisor of the contracting agency shall be present to supervise the security work invariably between the shifts from 6.00am to 2.00 pm, 2.00 pm to 10.00pm, 10.00 pm to 6.00am. In case of any lapse in this regard comes to the notice of the Officer In Charge Security or any other officer authorized by competent authority of the Institute, action as deemed fit will be taken to make suitable deduction from the monthly bill of the contracting agency.
46. **Detailed list of security supervisor and security personnel deployed along with copies of Aadhar card, Bank pass book, Family photo and their photograph attested by the agency including permanent address should be provided to the officer in charge Security for record before or at the time of taking over the charge of security services. Further, the agency should provide copies of duly attested discharge book in respect of each personnel to this office, at the time of deployment.**
47. **A daily list of Security Supervisor/Security Personnel deployed on duty should be provided to the Officer in charge Security.**
48. The security supervisor / personnel should not develop any social relationship with Institute staff. The Security supervisor / personnel should not leave the duty point unless and **until the reliever reports** for shift duties, otherwise his duty will be treated as absent.
49. The security supervisor will maintain and update all registers which are kept at main gate and other points of security and produce them for inspection on demand by the Institute / other designated authorities.

50. This Institute implements the provisions of RTI Act, 2005. All information provided by the Tenderers under this Tender is liable to be disclosed.

### **RECOVERY OF LOSS/ DUES**

The contracting agency will ensure that no theft or damages to the Institute property takes place during the execution of service contract. If any such event is noticed due to negligence on the part of security agency / any individual, the agency shall meet the cost as assessed by respective Block Incharge and approved by Director, IIHR and also is required to compensate such losses for which the agency has to execute an Indemnity bond on non-judicial paper of Rs.200/- against any loss of ICAR-IIHR property, assets and immovable/movable properties.

Whenever any claim for the payment of a sum of money arises under the contract against the contractor, the IIHR shall be entitled to recover such sum by appropriating in whole or in part, the security deposit, deposited by the contractor/individual and for the purpose aforesaid, shall be entitled to sell and/or release security deposit forming the whole or part of any such security deposit. In the event of the security deposit being found insufficient, the balance of the entire sum there of or part of which at any time may become due to the contractor under the contract shall be recovered from the pending bills or by rising separate claim or any other contract due to any partner of the firm whether in his individual capacity or otherwise.

The contracting agency shall settle all the police cases arising from time to time during the contract period, if required.

### **5. LIQUIDATED DAMAGES CLAUSE:**

An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day, whenever and wherever it is found that the security service is not up to the mark. It will be brought to the notice of the supervisory staff of the firm by IIHR and if no action is taken within one hour, liquidated damages clause will be invoked.

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

If the deployment of number of Guards / Supervisor is less than that is mentioned in the tender then the proportionate deduction will be made from the bill.

**Risk Clause:** IIHR reserves the right to discontinue the service at any time on grounds if services rendered are found unsatisfactory, or any other reason thereof, by giving a show-cause to be replied by the firm within a week and also has the right to award the contract to any other firm and the expenditure incurred on account of this can be recovered from Security deposit or pending bills or by rising a separate claim.

### **6. ELIGIBILITY CONDITIONS:-**

- a) Registration certificate of the firm under shops and Establishment Act., of the State where the firm is registered. It should have validity & indicate the permission for Security Services business.
- b) Certified Accounting statements of the firm along with IT returns for last 3 years (2015-16 to 2017-18 or 2016-17 to 2018-19) by the Chartered Accountant/ Authorized body. Certified Accounting Statements like Balance sheet, profit & loss accounts, which are used for filing ITR only are to be submitted.
- c) Firm should be in the field of Providing Security Services for five years (2014-15 to 2018-19) in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/PSES/Banks/ Insurance Companies or

other equivalent organizations of high repute. Provide the details in a tabular form to prove that firm is in this business for the last 5 years.

- d) EPF registration certificate issued by Govt. of India/State Government etc.
- e) ESI registration certificate issued by Govt. of India/State Government etc.
- f) Documentary proof of minimum 100 nos. (Security Guards/Supervisors) registered under ESI, EPF
- g) The firm must have certificate of Service tax/GST issued by the Government.
- h) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must enclose notarized an affidavit issued by the Notary to this effect that there is no criminal/ legal suit pending or contemplated against it.
- i) Copy of valid ISO certificates
- j) PAN Registration Certificate
- k) The agency should have obtained licence under Private Agency Security Services and Regulation Act form Government of Karnataka or from any state Govt., where the firm's office is registered. In the event of any agency / Firm registered in a state other than Karnataka getting the contract, such agency / firm has to obtain the license from Police Department, GoK for being in the business of providing private Security Services within 30 days failing which the contract will be cancelled.
- l) Police verification report of the firm / proprietor from the Police Department obtained either in 2018/2019.
- m) Copy of the valid license issued in the recent past by the office of the Central Labour Commissioner for providing Security Services to any firm / institution.
- n) Average turnover of the Agency during the last Three years in the business of Contractual Services (like Security / Housekeeping & Sanitation services / Manpower Outsourcing) in central / state Govt. Department / Institutions / reputed organization shall be at least Rs. 3.00crores per annum and should have executed at least one work order for Rs.1.00crores or two work orders of Rs.50.00 Lakhs or three work orders of Rs.40.00 lakhs in the last three years relating to ***Security Services by deploying Ex-Servicemen only***. Balance Sheet duly certified by the Chartered Accountant which is used for filing Income Tax returns indicating the Turnover per annum should be enclosed. Last three years can be 2016-17, 2017-18, & 2018-19 or 2015-16, 2016-17 & 2017-18.
- o) Bid security (EMD) of Rs. 2,50,000/-(Rupees Two Lakhs Fifty thousand) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank in favour of "The Director, ICAR-IIHR", payable at Bengaluru.
- p) Tender cost of Rs. 2000/-(Rupees Two Thousand Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR payable at Bengaluru
- q) For Claiming EMD & Tenders fees, firms should upload / enclose valid documents.
- r) Tender acceptance letter Annexure-V has to be mandatorily enclosed.
- s) **The above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case any of the mandatory information is not furnished alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Financial Bids of only those firms whose Technical Bids are found responsive will be opened on specified date/time.**

#### 7. **CHARTER OF DUTIES :**

- a) Ensure proper locking/ unlocking of all the doors and windows without delay and report to the Security supervisor and officer incharge security immediately in case of any short comings.
- b) Ensure that no unauthorized person or vehicle get entry / exit into the guarded premises in an irregular manner during any part of the security duty.
- c) Ensure safe custody of keys and handover to the residence of officer incharge security in night.

- d) Regulate traffic and ensure proper parking of vehicles.
  - e) Conduct regular patrol during the specified beats / security hours of duty
  - f) No stray cattle/ dog accesses the guarded area especially main building campus.
  - g) Check the pilferage and implement anti theft measures of Institute property and farm produce.
  - h) Check and keep the record of all outgoing materials through gate pass duly signed by the authorized officers of the concerned division / section/units
  - i) Check / control / search staff engaged by any other contractor or persons having access to the building/campus.
  - j) Be conversant with the location of fire alarm switches, hydrant and fire extinguishers and operate them at times of need and assist the fire brigade in their operation.
  - k) Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
  - l) To maintain complete record of visitors.
  - m) To maintain record of incoming and outgoing vehicles whenever applicable and regulate them in consultation with officer in charge security.
  - n) To report unusual events in suspicious circumstances occurring in the area of premises to the officer incharge security.
  - o) To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays / Sundays and Closed holidays in a register and obtain their dated signatures / letter of permission and apprise office Incharge security.
  - p) To monitor and coordinate the surveillance system installed at this Institute.
  - q) Any other items of work assigned with the approval of competent authority / officer Incharge security.
8. **Legal Obligations:-** All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws / Laws of the country. He shall specifically ensure compliance with the Laws/ Acts and their Enactments / Amendments applicable from time to time.
9. **Evaluation of the tender:** Evaluation of Technical Bids will be done strictly as per the tender terms and conditions and eligibility conditions meant for the same (Page No.11 & 12 of the tender form) Financial Bids of only those firms whose Technical Bids are found to be responsive in Technical Bid Evaluation only will be opened and the lowest bidder (among those bids which are responsive) will be awarded the contract.  
If the lowest bid is of two / more or firms, then the firm with highest turnover during financial year 2018-19 shall be awarded the contract.
- t) **Terms of the contract:** The contract will be for a period of one year which can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm
- u) **Mode of payment:**
- a) The agency shall submit monthly bills along with list of Security personnel actually engaged and their individual bank accounts with proof of depositing the wages amount to their respective accounts.
  - b) **From the 2<sup>nd</sup> month bill onwards the agency must provide the details of the individual account numbers of UAN/ EPF/ ESI and the contribution made to the accounts of personnel actually engaged pertaining to the previous month. Only then the subsequent bill of the agency will be passed for payment.**

- c) The Institute shall make such payments by e-banking to the bank account of the agency after deducting income tax at source only if all the above clauses are complied with in true letter and spirit.
- d) In the event of delay in payment of bills due to any financial and administrative reasons, the firm should disbursement the wages on the stipulated day in a calendar month at least for two months.
12. **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 served on the parties and delivered to them personally or despatched at the address provided given under registered post.
13. **Loss & damages:** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency, full damages will be recovered from the agency and the decision of the Competent Authority at the Institute shall be binding on the agency.
14. The agency has to mandatorily undertake a complete survey on its own of all the buildings/area as mentioned in Annexure- VII before offering rates for the tender.
15. Any dispute arising out of this contract in subject to jurisdiction of Bangalore city court only.

**Sd/-**  
**(G G HAKANGI)**  
**CHIEF ADMINISTRATIVE OFFICER**

**INSTRUCTIONS TO BIDDERS**

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. The Technical Bid uploaded on the portal must contain the scanned copy of EMD/Tender cost and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).
2. The two separate bids shall contain information as under:-
  - a. Technical Bid: This shall contain the entire tender document, except **Annexure- VIII**, which relates to the Financial Bid, with each page signed with the Rubber Stamp of the Bidder. This will also include the scanned copy of Earnest Money Deposit (EMD) amounting to Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) & tender cost amounting to Rs.2000/- (Rs. One Thousand only). Demand Draft should be drawn in favour of Director, ICAR unit IIHR payable at Hesaraghatta from any of the Scheduled Commercial Bank. For EMD & Tender Fee exemption, enclose or upload valid documents. All other required supportive documents towards eligibility and experience criteria as mentioned in **ANNEXURE V** shall be submitted online. No price shall be mentioned in this document anywhere. If price is mentioned in the technical bid, the offer is liable to be rejected. **However, to ensure clarity of documents expedite faster processing, tenderers are requested to submit one complete set of documents uploaded in the CPP for Technical Bid along with BG / DD towards EMD and Tender Fee.**
  - b. Financial Bid: This shall contain the schedule of rates duly filled and signed in the prescribed formats i.e. **Annexure VIII**.
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as possible after a decision has been taken on the Tender and to the successful bidders after furnishing the required security deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The consolidated monthly amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. The work shall be awarded to a single firm whose consolidated bid value is the lowest meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
6. **The past performance of the bidders with user Departments will be an important criterion in considering or not considering their Tender for processing.**
7. The financial bids of only those firms whose technical bids are found to be responsive in technical bid evaluation only will be opened. The ICAR-IIHR reserves the right to reject all or any of the quotations, and decision of the Director, ICAR-IIHR in the matter shall be final and binding.

8. The successful bidder shall have to deposit 10% of the total bid amount (calculated annually) as performance security and within the time frame indicated by the ICAR-IIHR or furnish Bank Guarantee towards the same upto a period of 3 months beyond contract period.
9. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site i.e. inside and outside of ICAR- IIHR Campus at Hesaraghatta and IVRI- Campus, Bus Parking Lot at Sanjaynagar where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Chief Administrative Officer Incharge Security, ICAR- IIHR, Bengaluru with prior appointment on phone no.080-23086100 on any working day between 3 to 4 PM.
10. For any help for submission of online bids, bidders may visit “help for contractor” tab on the website [www.eprocure.gov.in](http://www.eprocure.gov.in).
11. No interest on Security Deposit and earnest money deposit shall be paid by the ICAR-IIHR to the tenderer.
12. The firm is being permitted to give tender in consideration of the stipulations on it's part that after submitting it's tender, it will not resign from it's offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the EMD will be forfeited by the ICAR-IIHR. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to it, in the manner prescribed by ICAR-IIHR.
13. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract. **It shall be for 15 months from the date the firm starts providing Security Services** and shall be extended further on prorata basis if contract is further extended.
13. The tenderer are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
14. Acceptance by the ICAR-IIHR will be communicated by FAX, email, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, email/Express letter etc. should be acted upon immediately.
15. Details of essential documents required for Technical evaluation of bids are provided in **Annexure-V**.
16. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the ICAR-IIHR. The Contract will be strictly monitored as per Scope of work given in **Annexure II** in respect of minimum standard



defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the currency of contract period or any other contractual dispute, the contract can be terminated giving by one month notice. The decision of Director, ICAR-IIHR in this regard shall be final and binding.

17. The contract will be for a period of one year which can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
18. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of its tenure including extended tenure, if any, the ICAR-IIHR shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
19. The rates quoted by the Agency shall be fixed during the period of the contract till the VDA is revised by the DGR or Govt. of India and no request for any change/ modification shall be entertained unless the VDA is revised. While quoting the rates, the firm must make provision DGR rates as per the prevailing DGR notification.
20. It is the obligation of the agency to comply with the DGR rates notified by appropriate Government. The ICAR-IIHR shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm in the course of performing work of this Council. Neither the firm nor its workers shall have any claim on ICAR-IIHR for compensation or financial assistance on this account.
21. The firm shall be responsible for payment of DGR wages, EPF and ESI and liability under Employees Compensation Act etc. directly to all the workers account maintained by EPF & ESI as per prevailing Acts/orders of GoI. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled amongst the agency and the workers engaged by it themselves. This Council in no case shall be a party to such a dispute. There shall be no employer & employee relationship between ICAR- IIHR & the deployed persons.
22. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.
23. The personnel deployed by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel's to the ICAR-IIHR within fifteen days of award of contract and will get them verified from the police authorities. The Contractor will provide Name Address, Telephone No & Photographs of its employees deployed at ICAR-IIHR and IVRI- Campus and Bus Parking Lot at Sanjaynagar.
24. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the ICAR-IIHR nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the ICAR-IIHR. The worker will remain the employees of the Agency/Contractors and will be the sole responsibility of the Agency to make it clear to their worker before deputing on work at ICAR-IIHR. There is no Master

and Servant relationship between the employees of the service provider and the ICAR-IIHR and further that the said personnel of the service provider shall not claim for any employment or absorption in the ICAR-IIHR by virtue of their engagement for this work.

25. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Council under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 etc. **Undertaking from the persons to this effect shall be required to be submitted by the service provider to ICAR-IIHR.**
26. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
27. The employees for the contract shall be of good character and of sound. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of Pan/Gutka, Smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years.
28. The service provider shall replace immediately any of its personnel, if not unacceptable because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the ICAR-IIHR.
29. The damage caused, if any, to ICAR-IIHR property through the acts of the firm and/or by its workers shall be made good by the agency and decision in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to its properties, designated officials or other employees, the contractor shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-IIHR may deem fit.
30. The firm shall be responsible for making timely payment of due DGR wages to the workers employed, depositing of EPF with EPF through ECR and ESI contribution. A copy of ESI Challan and ECR indicating name of the workers with their EPF contribution will be submitted by the firm to the ICAR-IIHR, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm. ICAR-IIHR will not at all be liable.
31. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
32. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
33. In the event of any loss being occasioned to the ICAR-IIHR on account of the negligence of the duty by the Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to the ICAR either by replacement or on payment by adequate compensation.

34. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
- 35. The agency is to execute the contract on job/work contract basis and as such there will not be any separate payment for working on Saturdays, Sundays or other gazetted / national holidays etc. and the same if any is to be included in the monthly charge claim in the tender by the Contractor.**
36. Director, ICAR-IIHR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-IIHR for any justifiable reasons, not mandatory to be communicate to the tenderer.
37. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
38. The ICAR-IIHR reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice.
39. The Agency/Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/Contractor is found misbehaving with the ICAR-IIHR staff or other staff of Agencies working in ICAR-IIHR and IVRI- Campus and Bus Parking Lot at Sanjaynagar, the Agency/Contractor shall immediately withdraw such employees forthwith at their own risk and responsibility. The Agency shall issue necessary instructions to its employees to act upon the instruction given by the supervisory staff of the ICAR-IIHR.
40. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-IIHR. His decision will be binding on the contractor.
41. The duration of the contract shall be initially for one year and extendable up to maximum two years on same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving two months prior notice by either party in writing on account of any of the following reasons:
  - a) On account of unsatisfactory performance
  - b) breach of contract clauses(s)
  - c) Persistently neglecting to carry out his obligations under the contract
42. The contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
43. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the Agency/Contractor.

**(G G HARAKANGI)**  
**CHIEF ADMINISTRATIVE OFFICER**

**DGR WAGE STRUCTURE AS ON 01.04.2019**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Security Guards</b>	<b>Security Supervisor</b>
1.	Basic + VDA per day	710.00	944.30
2.	Basic + VDA per day 26 days	18460.00	24551.80
3.	EPF @ 13%	1950.00	1950.00
4.	ESIC @ 4.75%	876.85	1166.21
5.			
6.	HRA @24% on basic + VDA	4430.40	5892.43
7.	ESIC 4.75% on HRA	210.44	279.89
8.	Bonus @ 8.33% on Rs. 7,000/- i.e., lower limit	1537.71	0
9.	Uniform outfit allowance 5% on basic + VDA	923.00	1227.59
10.	Uniform washing allowance 3% on basic + VDA	553.80	736.55
	<b>Total</b>	<b>28942.20</b>	<b>35804.47</b>
11.	Reliever Charges 1/6	4823.66	5967.00
	<b>Sub Total</b>	<b>33765.86</b>	<b>41771.47</b>
	Service Charge		
	GST @ 18%		
	<b>Grand Total</b>		

Sd/-

**(G G HARAKANGI)****CHIEF ADMINISTRATIVE OFFICER**

**ANNEXURE- V**  
**CHECKLIST FOR TECHNICAL BID EVALUATION**

Sl. No.	Documents(Strictly as per details below	To be filled by Bidder	Page number
1.	Registration certificate of the firm under shops and Establishment Act., of the State where the firm is registered. It should have validity & indicate the permission for Security Services business.		
2.	Certified Accounting statements of the firm along with IT returns for last 3 years (2015-16 to 2017-18 or 2016-17 to 2018-19) by the Chartered Accountant/ Authorized body. Certified Accounting Statements like Balance sheet, profit & loss accounts, which are used for filing ITR only are to be submitted		
3.	Firm should be in the field of Providing Security Services for five years (2014-15 to 2018-19) in Govt. (Centre/State) Departments/Autonomous bodies/PSUs/PSES/Banks/ Insurance Companies or other equivalent organizations of high repute. Provide the details in a tabular form to prove that firm is in this business for the last 5 years.		
4.	EPF registration certificate issued by Govt. of India/State Government etc		
5.	ESI registration certificate issued by Govt. of India/State Government etc.		
6.	Documentary proof of minimum 100 nos. (Security Guards/Supervisors) registered under ESI, EPF		
7.	The firm must have certificate of Service tax/GST issued by the Government		
8.	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details).The firm must <u>enclose notarized affidavit</u> issued by the Notary to this effect that there is no criminal/ legal suit pending or contemplated against it		
9.	Copy of valid ISO certificates		
10.	PAN Registration Certificate		
11.	Bid security (EMD) of Rs. 2,50,000/-(Rupees Two Lakhs Fifty Thousand Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR, payable at Bengaluru. For EMD exemption, upload or enclose valid documents.		
12.	Tender cost of Rs. 2000/-(Rupees One Thousand Only) in the form of Demand Draft/Pay order/ Banker Cheque issued by any nationalized/ scheduled commercial bank is favour of Director, ICAR-IIHR payable at Bengaluru. For Tender Fee exemption, enclose or upload valid documents.		
13.	The agency should have valid licence under Private Agency Security Services and Regulation Act from Government of Karnataka or from any state where the firm's office is registered.		
14.	Police verification report of the firm / proprietor from the Police Department obtained either in 2018/2019.		
15.	Copy of the valid license issued in the recent past by the office of the Central Labour Commissioner for providing Security Services		
16.	Average turnover of the Agency during the last Three years in the business of Contractual Services (like Security / Housekeeping & Sanitation services / Manpower Outsourcing) in central / state Govt. Department / Institutions / reputed organization shall be at least Rs. 3.00crores per annum and should have executed at least one work order for Rs.1.00crores or two work orders of Rs.50.00 Lakhs or three work orders of Rs.40.00 lakhs in the last three years relating to <b>Security Services by deploying Ex-Servicemen only</b> . Balance Sheet duly certified by the Chartered Accountant which is used for filing Income Tax returns indicating the Turnover per annum should be enclosed. Last three years can be 2016-17, 2017-18, & 2018-19 or 2015-16, 2016-17 & 2017-18		
17.	Tender acceptance letter Annexure-VI has to be mandatorily uploaded		

**Note:** Photocopies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.

**(G G HARAKANGI)**  
**CHIEF ADMINISTRATIVE OFFICER**

**ANNEXURE - VI****(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)**

To,

The Director  
ICAR-Indian Institute of Horticultural Research  
Hesaraghatta Lake Post  
Bengaluru – 560 089.

Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for Annual Job / work service contract for Security services through Ex-Servicemen at ICAR-IIHR, Bengaluru, IVRI- Campus, Yelahanka and Bus Parking Lot at Sanjaynagar, Bengaluru.

1. I/We have understood the total quantum of work by going through the tender document and/by visiting the campuses (both at ICAR-IIHR, Bengaluru, IVRI- Campus, Yelahanka and Bus Parking Lot at Sanjaynagar, Bengaluru. I/We gathered all information needed to understand the requirement of this service contract as per the given details in the prescribed Annexures of the Tender documents.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are no any legal suit/criminal cases pending against our firm for violation of EPF/ESI, Minimum wages Act or other laws. And there is no criminal/ legal suit pending or contemplated against us.
5. I/ We are not blacklisted by any Government organization in the field of providing service contract for the Security Services.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This offer is made to be valid for acceptance by ICAR-ICAR within 90 days from the date of opening of the technical bid.

**(Signature of authorized representative of the  
firm) Stamp/Seal of the firm**

**ANNEXURE – VII****SCHEDULE OF PROPOSED AREAS / BUILDINGS / FARMS ETC., FOR SECURITY SERVICES**

<b>Sl. No.</b>	<b>Areas / places / Buildings /farms identified places</b>	<b>Area (ha.)</b>	<b>Tentative number of duty points</b>
1.	Main Entry gate in IIHR	-	1
2.	Main building / lab / polyhouse complex and outgate	14.8	1
3.	Block – I gate and building complex of Block-I	1.0	1 (only one shift between 8.00 am to 4.00 pm)
4.	Block-I including Nursery	22.2	1
5.	Block –II & III including work shop	47.8	1
6.	Block –IV to VII	65.4	1
7.	Block-VIII & Lake Area	66.1	1
8.	Block -IX	29.2	1
9.	Residential Colony and Post Office, Foot ball ground, Bank, Dispensary.	10.0	1
10.	Residential Guard for Canteen, Guest House and Post Office complex	0.3	1 (Residential Guard)
11.	Supervisor for IIHR main campus to Supervise the security arrangements	For the campus	1
12.	Residential Guards at IIHR-IVRI Campus, Yelahanka	10.0	1 (Residential Guard)
13.	Residential Guards at Bus parking lot at Sanjaynagar, Bengaluru	-	1(Residential Guard)

Provision has to be made for the reliever and it is mandatory.

Sd/-

**(G G HARAKANGI)**  
**CHIEF ADMINISTRATIVE OFFICER**

**ANNEXURE - VIII****FINANCIAL BID**  
**(TO BE SUBMITTED ONLY ELECTRONICALLY)**

Last date for receipt of tender : 07.09.2019 at 4.00 PM

Date of opening of tender (Technical Bid) : 09.09.2019 at 11.00 AM  
(At Establishment Section –I, ICAR-IIHR, Hesaraghatta, Bengaluru-560089)

To,

The Director,  
Indian Institute of Horticultural Research,  
Hesaraghatta,  
Bengaluru – 560089.

Sir,

I/We wish to submit our tender for providing Security Services through Ex-Servicemen at ICAR-IIHR, Hesaraghatta, including IVRI- Campus, Yelahanka and Bus Parking Lot at Sanjaynagar, Bengaluru on the following rates:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Service charges all inclusive</b>
1.	The Annual Job/ work contract for providing Ex-Servicemen Security Services in accordance with highest standards, as per the terms and conditions specified in the Tenders, DGR wage structures, ESI & EPF, Service Charge, & Service Tax/GST etc., as in Annexure -IV a) ICAR-IIHR, Hesaraghatta campus	Security Supervisor
		Security Guards
		Residential Guard
		Residential Guard
	b) Residential Guard at Sanjaynagar Bus Parking Lot	Residential Guard
	c) Residential Guard IVRI campus near Yelahanka, Bengaluru	Residential Guard

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

Signature .....

Name &amp; Address of the Firm .....

Telephone No.....

Mobile No. ....

Email: .....