



## भा.कृ.अनु.प. - खरपतवार अनुसंधान निदेशालय

महाराजपुर, अधारताल, जबलपुर - 482004, (म. प्र.), भारत  
ICAR - Directorate of Weed Research  
Maharajpur, Adhartal, Jabalpur 482 004 (M.P.), INDIA



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मि.सं. : 2-241/Estt./2003/VI

दिनांक : 19.12.2015

### सेवा अनुबंध आधार पर सुरक्षा कार्य हेतु निविदा सूचना

भा.कृ.अनु.प. - खरपतवार अनुसंधान निदेशालय, महाराजपुर, जबलपुर में सुरक्षा कार्य हेतु प्रतिष्ठित एवं पंजीकृत एजेंसियों से मुहरबंद निविदाएं आमंत्रित की जाती है। निविदा का विवरण एवं विस्तृत जानकारी निदेशालय के बेवसाइट [www.dwr.org.in](http://www.dwr.org.in) पर उपलब्ध है। कार्य का विवरण निम्नानुसार है :-

क्र	कार्य का विवरण	निविदा प्राप्त करने की तिथि व समय	निविदा जमा करने की अंतिम तिथि व समय	निविदा खोलने की तिथि व समय
1.	निविदा सूचना सुरक्षा कार्य हेतु	21.12.2015 to 11.01.2016 10.00 am to 4.00 pm	12.01.2016 2.30 PM	12.01.2016 3.00 PM

प्रशासनिक अधिकारी

**ICAR - DIRECTORATE OF WEED RESEARCH  
MAHARAJPUR, ADHARTAL, JABALPUR**

Sealed tenders are hereby invited on behalf of the Director, ICAR – Directorate of Weed Research, Adhartal, Maharajpur, Jabalpur – 482 004 (MP) for contract of **PROVIDING JOB WORK/SERVICE CONTRACT Annual Security Services on job contract basis for security of Institute’s property and buildings** etc. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract application to the contracts and the special terms and conditions are detailed in the tenders forms and it is schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

Interested bidders may obtain tender from the Estt. Section, from **21.12.2015** to **11.01.2016** during office hours (10.00 AM to 4.00 PM) from Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur – 482 004 (MP) on all working days excluding holidays.

The tender documents can be purchased by interested bidders on the submission of a written request on payment of a non-refundable fee of Rs.1,000/- (Rs. **One thousand** only). The mode of payment will be by **Demand Draft/Banker’s Cheques/Pay order only** drawn in favour of **“ICAR UNIT DWR, Jabalpur, payable at Jabalpur.** The documents will be sent by speed post on an extra amount of Rs. **250/-** if requested through mail. The eligible bidders may also download the tender documents from the Directorate website **www.dwr.org.in** and pay the cost of tender document along with the tender at the time of submission. The tender documents can also be hand delivered on receipt of request letter and non refundable fee.

Tenders must be delivered to the address given above before on **12.01.2016 at 2.30 PM** Electronic tendering will not be permitted. All tenders should be submitted in sealed envelopes and clearly marked as **“TENDER FOR ANNUAL SECURITY SERVICES ON JOB BASIS CONTRACT AT ICAR - DWR & GUEST HOUSE (ROUND THE CLOCK).** All tenders must be accompanied by a **EMD of Rs. 70,000/- (Rs. Seventy thousand only)** in shape of **Demand Draft/Bankers Cheque** in favour of **“ICAR UNIT - DWR, payable at Jabalpur.**

Tenders, which will be received on time will be opened in the presence of the bidders/authorized representative at the Directorate on **12.01.2016 at 3.00 PM**

**The late tenders and without requisite EMD will liable to be rejected and no correspondence will be entertained in this regard. Tender would be based on the two bids system, one on technical bid and second on financial bid. The technical bids will be opened first and examined and if found as per notifications the financial bids will be opened.**

In the event of any of the above dates being declared a holiday/closed day for the bidders, the tenders will be sold/received/opened on the next working day at the appointed time.

**The Director has right to reject/cancel any tender or all tenders without assigning any reason.**

**The Director will not be responsible for postal delay.**

All disputes subject to **Jabalpur jurisdiction** only.

The tender with details is also available at the Institute website **www.dwr.org.in**

F.No. :2-241/Estt./2003/VI

Dated :.....

**NOT TRANSFERABLE**

**ICAR - DIRECTORATE OF WEED RESEARCH MAHARAJPUR, ADHARTAL, JABALPUR  
(M.P.)**

**INVITATION TO TENDER AND INSTRUCTION CONTAINING TERMS AND CONDITIONS  
GOVERNING THE ANNUAL WATCH AND WARD SECURITY SERVICES ON JOB  
CONTACT BASIS AT ICAR - DIRECTORATE OF WEED RESEARCH MAHARAJPUR,  
ADHARTAL, JABALPUR – 482 001 (M.P.)**

- A. Cost of Tender Form Rs. **1,000/- (Rs. One thousand only)** (non Refundable) in form of **DD/Pay Order/BC** in favor of **“ICAR UNIT - DWR, Jabalpur”**
- B. Sale of tender document From. **21.12.2015 To 11.01.2016** (From **10.00 am to 4.00 PM**) (**On all working days**)
- C. Last date of receipt of Tenders in office is **12.01.2016** up to **2.30 PM**
- D. Tenders to be opened on **12.01.2016 at 3.00 PM.**
- E. Tender to remain open for **acceptance up to 90 days from the date of opening.**
- F. The details of tender documents is also available at Institute's web site **www.dwr.org.in**
- G. The late tenders and without requisite EMD will liable to be rejected and no correspondence will be entertained in this regard.
- H. The Institute will not be responsible for postal delay.

Note :-

1. The Director, ICAR – DWR, Jabalpur may at his/her discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders 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.

ICAR - DIRECTORATE OF WEED RESEARCH,  
MAHARAJPUR, ADHARTAL, JABALPUR

Note : All communications must be addressed to (by designation), (Name and address of the Institute)

From : The Director, ICAR - Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur  
– 482 001

To,

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

Dear Sir(s),

1. Sealed tenders are hereby invited on behalf of the Director, ICAR – Directorate of Weed Research, Adhartal, Maharajpur, Jabalpur – 482 004 (MP) for contract of **PROVIDING JOB WORK/SERVICE CONTRACT Annual Security Services on job contract basis for security of Institute’s property and buildings** etc. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract application to the contracts and the special terms and conditions are detailed in the tenders forms and it is schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **(Rs. 70,000/-) (Rs. Seventy thousand only)** must be deposited in the form of demand draft/pay order payable to “**ICAR UNIT - DWR, Jabalpur**”. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tender will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Directorate. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Directorate. Which draft EMD refund format is enclosed for ready reference.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/cutting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

Signature of bidder with seal

. 4.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (I) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (II) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (III) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by institute within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form 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 Directorate 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.
8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed "**THE ANNUAL JOB BASIS CONTRACT FOR PROVIDING SECURITY SERVICES AT THE ICAR - DWR CAMPUS, MAHARAJPUR, JABALPUR – 482004 (M.P.)**" marked containing technical bid (**Schedule-I**) and financial bid (**Schedule-II**) separately (**strictly as per format**) in the main envelop. All Tenders should be sent by Registered post/Speed post/Courier, the Directorate will not be responsible for postal delay, if any. Tenders to be hand delivered should be put in the tender box, which will be kept in the Estt. section of this Directorate **on 12.01.2016 up to 2.30 PM.**
9. The rates quoted by each firm for job/service security contract in tenders be given both in words and figures invariably failing which the same is liable to be rejected. Tenderer are is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

Signature of bidder with seal

11. **An amount of Rs. (2.50 lakh) (Rupees Two lakh fifty thousand only) as security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Directorate and Agency/Contractor has to enter into an agreement on the non judicial stamp paper worth Rs. 100/-. **In the event of non-deposition of the same, the earnest money will be forfeited.**
12. No interest on security deposit and earnest money deposit shall be paid by the Directorate to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR - DWR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by the government.
14. Director, ICAR - DWR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Directorate, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of Director, ICAR - DWR shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole Arbitrator to be appointed by the Director, ICAR – DWR. The decision of the solve Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.
16. Acceptance by the Institute will be communicated by Fax/E-mail, 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/E-mail/Express letter etc. should be acted upon immediately.
17. It is mandatory that contractor will abide by relevant labour laws and will indemnify ICAR/Institute of any liability on this account. Contractor's default in observance of relevant labour laws/labour related statutory obligations scrupulously will amount to failure of specific performance of contract with attendant consequences as per contract act.
18. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's documents :-
  - a. Valid requisite registration certificate of the firm under the work contract of the Central/State Govt.

Signature of bidder with seal

- b. Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
- c. Duly certified copies of the satisfactory services where the Tenderer is providing the services of the last three years.
- d. Employee EPF and ESI registration certificate issued by local govt. etc.
- e. The Contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
- f. Nos. of staff/supervisors registered under ESI & EPF separately **Details of ESI and EPF No. allotted may be provided.** Documentary proof of vouchers to be required and may be attached.
- g. Service tax registration certificate issued by Govt. etc.
- h. Successful Tenderer will have to enter into a detailed contract agreement with ICAR/DWR on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) for each work.
- i. Only those firms will be considered for financial bid who will qualify in the technical bid.
- j. Copy of PAN Number/TIN Number
- k. For e-payment of monthly bill, Blank A/c Number, Name and address, and IFS Code of the Bank is to be given in the tender form.
- l. Minimum turn over of the firm not less than Rs. 25 Lakhs (Rupees Twenty five lakhs only) during the last financial year.
- m. Copy of the Income Tax return filed for the current assessment year.
- n. Valid license issue from IG/SP Police Office.

**Note : Two bid system : i.e. Technical bid and the Financial/Price bid, which should be sealed by the bidder in separates covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The Tender form & EMD amount should be kept in technical bids. The technical bids are to be opened by the committee at the first instance and evaluated by the committee or Competent Authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the final contract.**

Yours faithfully,

For and on behalf of the Director  
ICAR – DWR, Jabalpur

TENDERS FOR PROVIDING ANNUAL WATCH AND WARD SECURITY SERVICES ON JOB CONTRACT BASIS AT THE ICAR - DIRECTORATE OF WEED RESEARCH, MAHARAJPUR, JABALPUR – 482 004.

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 : \_\_\_\_\_  
\_\_\_\_\_

To,

ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004 (M.P.)

1. I/We have read all the particulars regarding the general information and other terms and conditions of the contract for **THE ANNUAL WATCH AND WARD SECURITY SERVICES ON JOB CONTRACT BASIS AT THE ICAR - DWR CAMPUS, MAHARAJPUR, JABALPUR – 482 004** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in the **FINANCIAL BID** to this Tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of **one year** in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender \_\_\_\_\_. The Schedules-I and II to accompany this Tender are at pages \_\_\_\_\_
4. Every page so attached with his Tender bears my signature and the office seal.
5. **Pay order/DD No..... of Rs. 70,000/- Drawn in favour of (ICAR UNIT - DWR, JABALPUR) and payable at Jabalpur is enclosed as earnest money required.**

Yours faithfully,

Witness  
Address

Occupation  
Signature of witness to contractor's signature

Address :  
Name & Signature of Witness  
Address

Signature & Seal of the Tenderer  
Tele. No. Office  
Tele No. Resi.  
Mobile No.  
Bank A/c No.  
IFSC Code No.  
Name of Bank and Address



## SCHEDULE TO TENDERS

## PART- I

1.	Name of the Firm/Agency	
2.	Full address with post box No. and Telephone/Mobile No. if any	
3.	Constitution of the Firm/Agency (Attached copy) Indian Companies Act 1956 Indian Partnership Act. 1932  (Please give names of partners any other Act, if not, the owners)	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender	
(i)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration	
(ii)	If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a property stamped paper by all partner	
5.	Name and Full Address of your Banker's with IFS Code	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
8.	<b>For e-payment of monthly bill of contractor following bank details is required: Bank A/c No., Name and address of the Bank, IFSC Code number of bank alongwith PAN number.</b>	
<b>PART - II</b>		
9.	Earnest Money Deposited	Yes/No
<b>PART - III</b>		
10.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
11.	Name of the Permanent Representative to be visiting ICAR - DWR, Jabalpur regarding the contract	

Date

Place

AUTHORISED SIGNATORY

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

**SCHEDULE – II**

GENERAL INFORMATION AND OTHER TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING ANNUAL WATCH AND WARD SECURITY SERVICES ON JOB CONTRACT BASIS AT THE ICAR - DIRECTORATE OF WEED RESEARCH, MAHARAJPUR, JABALPUR – 482 004.

**SCOPE OF WORK:**

1.	Watch point No. 1 - Main gate	Round the Clock
2.	Watch point No. 2 – (Near Khaliyan & Patrolling)	
3.	Watch point No. 3 – (Pond near boundary wall & patrolling)	
4.	Watch point No. 4 - (Phytoremediation facility near boundary wall & patrolling)	
5.	Watch point No. 5 – Guest House	

Note : 5 points round the clock (1 Point 1 Person)

**TERMS & CONDITIONS :-**

- The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
- Changing of Staff/supervisor should be intimated to Incharge Security.
- The Director, ICAR - DWR, Jabalpur reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, ICAR – DWR, Jabalpur shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- The staff provided should also maintain secrecy and discipline in the premises of Directorate.
- The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of High School.
- The Contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR - DWR for the purpose. All complaints should be immediately attended to by the Agency.
- Uniform with colour specification and pattern approved by ICAR - DWR, should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
- The agreement is terminable with one month notice on either side.
- The contractor shall not sublet the work failing which contract will automatically be cancelled.
- The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- The selected agency shall provide the necessary personnels for at ICAR - DWR as per labour acts prevalent in Central Govt. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years **50% Ex-servicemen of total deployed personnel**. In case any of the personnel so provided is not found suitable by the ICAR – DWR, the ICAR - DWR shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
- The persons so provided by the agency under this contract will not be the employee of the ICAR - DWR and there will be no employer – employee relationship between the ICAR - DWR and the person so engaged by the contractor in the aforesaid services.

13. Payment for service contract will be made monthly upon submission of pre-receipted bill. The contractor has to make payment to their employees within 3 to 4 working days and will submit bill to the office within 5 or 10 days after making payment to their employees in front of a committee constituted by the Institute and will submit the bill to the office for reimbursement within 5 working days after making the payment to their employees.
14. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing (watch and ward) security, services at the ICAR - DWR shall have to be furnished along with the Tender. However, the Tenders should Indicate only the lump-sum amount in respect of all the services covered under this job contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, reliever and taxes etc. The ICAR - DWR shall not bear any extra charge on any account whatsoever i.e., EPF, ESI contribution, Uniform, Liveries, OTA etc. The tenders not confirming to minimum wage act of Central Govt. will be summarily rejected. However, tenderers should quote only lump sum amount taking into the account the scope of work and services required as indicated in schedule II.
16. The ICAR - DWR, Jabalpur does not bind itself to accept the lowest or any other tender and reserves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.
17. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the ICAR - DWR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR - DWR shall be final and binding on the contractor.
18. Income Tax will be deducted from the payment due for the work done as per rule.
19. They should not live their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned section.
20. Changing of Supervisor/staff should be intimated to the Director's I/c Security.
21. The Contractor must employ adult security guards only. Employment of child security guards may lead to the termination of the Contract.
22. The Contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
23. **Risk Clause** : ICAR - DWR reserve the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit (SD) or pending bills or by rising a separate claim.
24. Commercial/financial bid of only those firms who qualify in technical bid will be opened.
25. The Director, ICAR - DWR, Jabalpur may at his discretion, extend date of receiving/opening and such extension shall be binding on the tenders/bidders.
26. If dispute subject to Jabalpur jurisdiction only.
27. Any type of canvassing is strictly prohibited, this may cause disqualification of the tenderer.
28. The ICAR - DWR is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids.

**LIQUIDATED DAMAGED CLAUSE :**

1. 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 work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by ICAR - DWR and if no action is taken within one hour liquidated damaged clause will be invoked.
  
2. 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.

The Director, ICAR - DWR reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR - DWR, shall be final and binding on the contract/agency in respect of any clause covered under the contract.

DETAILS OF THE LAST 3 YEARS CONTINUOUS EXPERIENCE/WORK DONE

**Last three years continuous experience** of the firm in the field of providing such services in Central/State Govt. establishment/Autonomous bodies, Govt. of India Corporations, provide the details in enclosed tabular form. Duly certified copies of the satisfactory services where the tenderer was providing the services for the last three years

Sl.No.	Name of the Deptt./Organisation and Name of Contact Person with Ph. No.	Period		No. of staff deployed	Remarks If any or Page No.
		From	To		

(Authorised Signatory)

Note : The valid experience certificate duly signed & stamped by organization.

**TECHNICAL BID :**

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

(Last date for receipt of Tender **12.01.2016 at 2.30 PM**

Date of opening of Technical Bid **12.01.2016 at 3.00 PM.**

To,

The Director,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004.

Sir,

I/We wish to submit our Tenders FOR PROVIDING ANNUAL WATCH AND WARD SECURITY SERVICES ON JOB CONTRACT BASIS AT THE DWR CAMPUS, MAHARAJPUR, JABALPUR – 482004 and following documents/vouchers are enclosing with the tender from which are the terms and conditions of the tender's document and may be treated as technical bid :-

**SUBMISSION OF ESSENTIAL DOCUMENTS (FOR BID EVALUATION)**

Sl. No.	Documents	To be mentioned by tenderer & coipes to be enclosed.
1.	Firm Registration Certificate No.	Yes/No (at page No. ....)
2.	<b>Last three years continuous experience</b> of the firm in the field of providing such services in Central/State Govt. establishment/Autonomous bodies, Govt. of India Corporations, duly certified copies of the satisfactory services where the tenderer was providing the services for the last three years	Yes/No (at page No. ....)
3.	Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant	Yes/No (at page No. ....)
4.	Employee EPF registration certificate issued by local govt. etc. No. of staff/supervisors registered under EPF separately. Minimum 25 nos. (Staff/Supervisors) required with their EPF contributions Documentary/ECR copy proof of vouchers to be required and may be attached.	Yes/No (at page No. ....)
5.	Employee ESI registration certificate issued by local govt. etc. No. of staff/supervisors registered under ESI separately. Minimum 25 nos. (Staff/Supervisors) required with their ESI contributions Documentary proof of vouchers to be required and may be attached.	Yes/No (at page No. ....)
6.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the valid labour license under this Act. from Central Govt. Authority	Yes/No (at page No. ....)
7.	Service tax registration certificate issued by Govt. etc.	Yes/No (at page No. ....)

8.	Copy of Pan Number	Yes/No (at page No. ....)
9.	Bank solvency certificate more than Rs. 25.00 lakhs	Yes/No (at page No. ....)
10.	Details of the income tax return filed during current assessment year.	Yes/No (at page No. ....)
11.	The Contractor/Agency must have PASARA Certificate	Yes/No (at page No. ....)

I/We have read and agreed that only those firm will be considered for financial bid who sll quality in the technical bid.

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

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

Signature with date  
Name and Address of the Firm  
Telephone No..  
Mobile no.  
E-Mail Address  
Web Site

**IMPORTANT NOTE :**

- 1. The technical bids and financial bids may be submitted in separately in two sealed envelopes and put in a main coffer otherwise tender will not be considered.**
- 2. Tenders indicate only the lump sum amount in respect of (watch and ward) security services covered under his contract in the financial bid and that rates would not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.**

**SCHEDULE OF TENDER**

1. Last date of receipt of tender : **12.01.2016 at 2.30 PM**
2. Date of opening of tender : **12.01.2016 at 3.00 PM**

The tender will remain open for acceptance upto 90 days from the date of opening of bid. The rates tendered will be valid for a minimum period of one year from the date of acceptance of the rates. However, any increase in minimum wages shall be acceptable on producing relevant document from the Competent Government agency.

From :

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

To,

The Admn. Officer,  
Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004

I/we wish to submit our tender for providing **ANNUAL JOB CONTRACT FOR PROVIDING SECURITY SERVICES ON JOB BASIS CONTRACT AT ICAR - DWR, JABALPUR AS PER ANNEXURE-II**

I/we agree to the forfeit of the earnest money deposit & security deposit by me/us in connection with this tender, if I/we fail to comply with any of the terms & conditions, or providing unsatisfactory job contract works/not providing the required labour in time schedule for housekeeping & sanitation work, not providing experienced persons for job works given at Annexure- II in whole or in part as laid down in the tender form after award of Job contract. We have carefully read the terms & conditions of the tender and agree to abide by these in letter and spirit.

Signature with seal\_\_\_\_\_

Name and address of the firm with phone No.

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

Signature of bidder with Seal



**EMD REFUND REQUEST FORM**  
**(To be printed on company/firm's letter head)**

From :  
M/s

To,

The Admn. Officer,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004

Sub : Request for refund of EMD deposited for tender No. Tender no.....  
due on .....

Sir,

I/We request you that EMD deposited by me/us against the tender No..... due on ..... vide DD No. \_\_\_\_\_ dt. \_\_\_\_\_ for Rs. 70,000/- for providing **ANNUAL JOB CONTRACT FOR PROVIDING SECURITY SERVICES ON JOB CONTRACT AT ICAR - DWR, JABALPUR** may kindly be refunded.

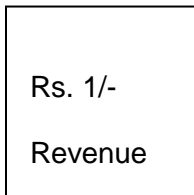
Yours faithfully,

(Signature & Seal)

For M/s

**PRE-RECEIPT**

Received Rs. 70,000/- (Rupees Seventy thousand only) from Director, ICAR - DWR, Jabalpur towards refund of EMD deposited against ..... Tender No..... for annual job contract services.



Stamp

Signature

With affixing Rs. 1/- revenue stamp

\*Please note without revenue stamp EMD will not be refunded

Signature of bidder with Seal

**FORM FOR SUBMISSION DEETAILS FOR PAYMENT OF BILLS THROUGH  
E-PAYMENT**

1.	Name of the Vendor in Capital Letters	
2.	Address in Capital Letters	
3.	Bank IFSC Code	
4.	Bank Branch Name & Address	
5.	Bank Account No.	
6.	Mobile Number of Vender	

Please get the above details verified from your bankers.

**CERTIFICATE**

Certified that the information at Sl. No.1 to 5 are correct.

Signature of branch manager with seal

Signature of bidder with Seal

**SCHEDULE - II**

**FINANCIAL BID :**

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

Last date for receipt of Tender **12.01.2016 at 2.30 PM**

Date of opening of Financial Bid : As per the intimation

To,

The Director,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004.

Sir,

I/We wish to submit our Tenders FOR PROVIDING ANNUAL JOB WORK/SECURITY CONTRACT SERVICE AT THE ICAR - DWR CAMPUS, MAHARAJPUR, JABALPUR – 482004 on following rates.

S.No.	Particulars	Per Month
1.	Monthly consolidated rate offered FOR PROVIDING ANNUAL WATCH AND WARD SECURITY SERVICES ON JOB CONTRACT BASIS AT THE ICAR - DWR CAMPUS, MAHARAJPUR, JABALPUR – 482004 in accordance with the highest standards of allied services and as per the terms and conditions specified in the Tenders including minimum labour wages, allowances, cost of liveries, reliever charges, contractor's commission including ESI, EPF and taxes, if any levied by Govt. as applicable from time to time	Rs..... (in figures)  Rs..... (in words)

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

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

Signature with date  
Name and Address of the Firm  
Telephone No..  
Mobile no

Break up of charges to be paid to contractual workers

Summary Sheet

S.No.	(विवरण) Description	(दर) Rate
1.	Per day rate (as per minimum wage declared by <b>Central Govt.</b> ) Without armed security personnel (for 26 days in a month) Reliever charge @ 4.33	Rupees/day ..... .....
2.	EPF contribution (As per labour act) %	.....
3.	ESI %	.....
4.	Total Cost/Head (1+2+3)	.....
5.	Service Tax % (As per Govt. norms)	.....
6.	Service charge % (Contractor profit)	.....

(निविदाकर्ता के हस्ताक्षर मुहर सहित)

नोट - उपरोक्त तालिका सभी टेंडर को भरना आवश्यक है ।

From M/s

To,

The Director,  
ICAR - Directorate of Weed Research,  
Maharajpur, Jabalpur – 482 004.

Sub : Request for refund of Bid Security (Earnest Money Deposit)

Ref. : Your tender notice no..... dated ..... due on .....for Annual watch and ward (security services) on job contract basis at the ICAR - DWR, Jabalpur

Dear Sirs,

I request you that Bid security (EMD) deposited against tender notice No..... dated..... Due on for annual watch and ward (Security Services) on job contract basis at the ICAR - DWR, Jabalpur may kindly be refunded.

Yours faithfully,

(Signature)

For M/s.....

Seal of firm

PRE-RECEIPT

Received Rs. 70,000/- (in figures) Rupees Seventy thousand only (in words) from the Director, ICAR - Directorate of Weed Science Research, Jabalpur towards refund of Bid Security (EMD) deposited against tender notice no..... dated..... Due on ..... for annual watch and ward (Security Services) on job contract basis at the ICAR - DWR, Jabalpur.

(Signature)

with affixing Rs. 1/- revenue stamp

for M/s.....

Seal of the Firm

Bank A/c No.

IFSC Code No.....

Name and Adress of Bank.....

**UNDER TAKING**

1. I, \_\_\_\_\_ S/o \_\_\_\_\_

Proprietor/Director/authorized signatory of the Company/Firm mention above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.

3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature & Name of the authorized  
Signatory with seal of the firm

Place :

Date :