E-TENDERS NOTICE INVITING
(NATIONAL COMPETITIVE BIDDING)

Online bids are invited on Single Stage two bid system for Annual watch and ward security Services on contract basis at ERS of ICAR-NDRI, Kalyani, Dist. Nadia (W.B).

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

<table>
<thead>
<tr>
<th>CRITICAL DATE SHEET</th>
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</thead>
<tbody>
<tr>
<td>Published Date</td>
</tr>
<tr>
<td>Online-Bid Document</td>
</tr>
<tr>
<td>Download Start Date</td>
</tr>
<tr>
<td>Online-Bid Submission Start Date</td>
</tr>
<tr>
<td>Online-Bid Submission End Date</td>
</tr>
<tr>
<td>Online-Bid (Technical) Opening Date</td>
</tr>
<tr>
<td>Place of opening of Technical bid</td>
</tr>
<tr>
<td>Date of Opening of Financial Bid</td>
</tr>
<tr>
<td>Address for communication</td>
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</tbody>
</table>

On behalf of Director, ICAR-NDRI, Karnal Haryana e-tender/Bids are invited from the registered firms/their authorized dealer registered on portal etc. for the annual watch and security services on job contract basis at ERS of NDRI, Kalyani, Dist. Nadia (W.B). The Tender/bids duly sealed/signed & completed in all respects should be submitted with scan documents online at CPPP latest by 11.00 A.M on 09.03.2020. The incomplete Tender/bids will be treated as rejected. The Tender received after stipulated date & time will not be considered & rejected, and no correspondence in this regard will be entertained.

Contd... P/2.
2. The Tender form/bid-documents may be downloaded from the [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Online submission of Bids through Central Public Procurement Portal ([https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) is mandatory. Manual/Offline bids shall not be accepted under any circumstances. However, for the purpose of realisation, the bidder has to send the Demand Draft / banker’s cheque / pay order for EMD/Cost of Tender Document in original to this institute through post or by hand so as to reach before the date & time of opening of tender.

3. Tenderers/bidders are requested to visit the website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The HEAD, ERS of NDRI, Kalyani reserves the right to accept or reject any or all the tenders.

5. The firms are required to upload copies of the following documents in pdf:-

**Technical Bid**

Registration certificate of the firm under State/Central Govt. under Shop & Estt. Act. or any other act indicating date of inception.

Turnover of the firm for the financial year 2018-19 alongwith certified copy of audited document by bonafied CA supported by ITR and Form-16 including Profit & Loss Statement.

Number of Manpower on roll evidenced by statement of depositing ESI/EPF for any month of previous year

Copy of ISO Certification, if available.

To prove experience in working in Govt. Institutes/Organisations/PSUs, as per certificates /work orders etc. issued by the Govt. Institutions/Organisation/PSUs on Annexure-I, if available.

The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970 as well as Security licence. The contractor shall obtain the labour license under this Act.

Copy of PAN & GST registration certificate issued by Govt.

Copy of Cancelled Cheque.

**EMD of Rs.1,00,000.00 in the shape of pay order/Demand Draft in F/o “ERS of NDRI, payable at SBI, Kalyani (Code No. 1082).**

An undertaking to the effect that the dealing firm never blacklisted or dealings stopped or temporary banned by any Govt. Organisation/Institutions/Department. In case, if it is found incorrect at any stage, the Job Contract is liable to be terminated immediately & further dealings will be stopped with the firm.

Contd…. P/3
5.2 Clarification on Technical Bid Evaluation:

a. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing.

b. If a bidder does not provide clarification of its bid by the date and time set in the Client’s request for clarification, its bid may be rejected.

c. Client also reserves right to seek confirmation/clarification from the user agency, on the supporting documents submitted by the bidder.

6. Financial Bid:

Financial bid should be quoted as per BOQ.

7. Bid Evaluation (Segregated Type)

7.1 The Client shall follow two bid system where the technical bid and financial bid shall be evaluated separately.

7.2 The evaluation shall be done on weightage with 70% in Technical Evaluation and 30% in financial evaluation.

7.3 The technical evaluation shall be done based on the following criteria:

At the technical bid evaluation stage, each bidder will be assigned different marks out of total 100 marks as per the criteria specified below for making the selection/merit:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Years in operation (evidenced by date of registration)</td>
<td></td>
</tr>
<tr>
<td>i) 20</td>
<td></td>
</tr>
<tr>
<td>a) Less than 5 years</td>
<td>10</td>
</tr>
<tr>
<td>b) 5-10 years</td>
<td>15</td>
</tr>
<tr>
<td>c) More than 10 years</td>
<td>20</td>
</tr>
<tr>
<td>Turnover (Last Financial Year) (Evidenced by Profit &amp; Loss Account &amp; Balance sheet duly authenticated by CA.)</td>
<td></td>
</tr>
<tr>
<td>ii) Max 25 Marks</td>
<td></td>
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<tr>
<td>1.75 cores to upto 4.38 crore</td>
<td>05</td>
</tr>
<tr>
<td>&gt; 4.38 crore to upto 8.75 crore</td>
<td>10</td>
</tr>
<tr>
<td>&gt; 8.76 crore to upto 17.52 crore</td>
<td>15</td>
</tr>
<tr>
<td>17.52 crore and above.</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>No. of Manpower on roll ( evidence by ESI/EPF documents) .</td>
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<td>---</td>
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</tr>
<tr>
<td>a)</td>
<td>&gt; 83 to upto 208</td>
</tr>
<tr>
<td>b)</td>
<td>&gt; 208 to upto 416</td>
</tr>
<tr>
<td>c)</td>
<td>&gt; 416 to upto 832</td>
</tr>
<tr>
<td>c)</td>
<td>&gt; 832</td>
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</tbody>
</table>

iv) Quality related Marks Max. 10 Marks

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<th></th>
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</thead>
<tbody>
<tr>
<td>a)</td>
<td>Not having ISO</td>
<td>0 Marks</td>
</tr>
<tr>
<td>b)</td>
<td>ISO ( Less than 5 years)</td>
<td>6 Marks</td>
</tr>
<tr>
<td>c)</td>
<td>ISO (5-10) year</td>
<td>10 Marks</td>
</tr>
</tbody>
</table>

v) Experience in working with Govt. Institutions/PSUs in the related Max.20 Marks

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>a)</td>
<td>No Institute</td>
<td>- 0 Marks</td>
</tr>
<tr>
<td>b)</td>
<td>1 Govt. Institutes/Govt. Registered Organisations</td>
<td>- 10 Marks</td>
</tr>
<tr>
<td>c)</td>
<td>2-3 Govt. Institutes/Govt. Registered Organisations</td>
<td>- 15 Marks</td>
</tr>
<tr>
<td>d)</td>
<td>4 Govt. Institutes/Govt. Registered Organisations and above</td>
<td>- 20 Marks</td>
</tr>
</tbody>
</table>

(evidenced by certificates issued by the Govt. Institutes/Organisations/PSUs)

A bidder should secure mandatorily a minimum of 50% marks (i.e. 50 marks out of total 100 marks as per above para) in Technical Evaluation in order to be a qualified bidder for being eligible for opening of financial bids. The bidders who score less than 50 marks in Technical bid, there financial will not be considered for opening.

The total marks obtained by a Bidder in the technical bids shall be allocated 70% of technical weightage and the financial bids shall be allowed 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

Illustration 1 (For Technical Weightage)

If a bidder has secured 80 marks out of the total 100 marks in technical evaluation, his technical evaluation value shall be 56 i.e. (80 x 70%)

7.4 The bidder shall be required to upload with eBids the self-attested copies of the relevant documents in support of 7.3.

8. Financial Bids Evaluation :-

8.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.

8.2 The bidder with the lowest bid prices (L-1) shall be assigned full 30 marks (i.e. 30% x 100) and his total score of the bid shall be as per Illustration 2 below:-

Illustration 2

If the bidder at Illustration 1 is L-1 bidder and quoted Rs.400/- for being L-1, then his total value shall be 86 i.e. (56 Technical value + 30 Financial value).
8.3 The financial score of other bidder (i.e. L-2, L3 ... and so on) shall be computed as under and as explained at Illustration 3 below:

\[ 30 \times \text{Lowest Value (L-1 price)} / \text{Quoted Value (L-2 or L-3....)} \]

**Illustration 3**

If the bidder at Illustration 1 is L-2 bidder and he quoted Rs.425, therefore 30% being the weighed value, the financial score for L-2 shall be computed as under:

\[ 30 \times 400 \text{ (lowest service charge)} / 425 \text{ (quoted charges – L2)} = 28.235 \]

Therefore, L2 Bidder shall have total value of 83.335 (56 technical value + 24 Financial Value).

9. The Bidders’ ranking as L1, L2, L3......finally shall be arranged depending on the marks obtained in descending order by each of the bidder both in Technical Evaluation and Financial Evaluation. The bidder meeting the minimum eligibility criteria and with the highest marks/rank shall be deemed as successful bidder and shall be considered eligible L-1 bidder for further process. **In case of tie on evaluation of Technical Bids & Financial Bids, more the experience (as indicated in para 7.3(v)) in working with the Govt. Institutions more the weightage will be given which in turn would be the deciding factor for making final selection.**

10. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT including techno-commercial bid in cover-I, and price bid in Cover-II separately as instructed in the bid document. The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action against them by the department. Evidence towards submission of **EMD amounting to Rs.1,00,000.00 (Rs. One lakh only) (in the shape of demand draft/pay order) is to be submitted in the electronic format online (by scanning) while uploading the bid.** This submission shall mean that EMD is received electronically. However, for the purpose of realisation, the bidder has to send the Demand Draft/pay order in original to this institute through post or by hand so as to reach before the time of tender opening. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

11. The firms registered with NSIC/MSME/Start Up as recognised by DIPP for supply of Manpower only are exempted from submission of EMD on submission of relevant valid documentary proof in pdf format in the technical bid but no exemption from performance security.
12. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.

13. **Bid Opening**: Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

14. Notwithstanding the above, the Institute reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

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**Description of works:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the work</th>
<th>Period</th>
<th>Bid security /EMD ( Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Job work contract for annual watch and security services at ICAR-ERS of NDRI, Kalyani, Nadia ( W.B).</td>
<td>For one year</td>
<td>Rs.1,00,000.00 ( Rupees one lakh only).</td>
</tr>
</tbody>
</table>

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**GUIDING SPECIFICATIONS AND OTHER TECHNICAL DETAILS:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of work/Area for round the clock duty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Main Gate : 1 x 3 shifts</td>
</tr>
<tr>
<td>2)</td>
<td>Main Office, Guest House, Staff Quarters, Students Hostel, Forage Section, Godown, Garage, Cattle Section Office, Staff restroom, Cattle Feed Godown, Generator room and other Govt. Properties including entire area of A Block Fodder Field 1 x 3 shifts.</td>
</tr>
<tr>
<td>3)</td>
<td>Estate Office, Feed Milling Plant, Chaff Cutter shed, Milking shed, Cycle stand, Tajmahal, All cattle shed, Shantiniketan Farmers Hostel, Pump House, South Gate, south gate room and other Govt. properties including entire area of B Block fodder field. 1 x 3 shifts.</td>
</tr>
<tr>
<td>4)</td>
<td>Seed go-down, Agro met observatory, Entire Boundary wall and C Block fodder field 1 x 3 shifts.</td>
</tr>
</tbody>
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Contd…. P/7
TERMS AND CONDITIONS:

1. The second party shall be responsible for annual job work contract for providing security job at ICAR-NDRI campus Kalyani, Nadia -741 235 , West Bengal.

2. The staff engaged by the second party should follow strict attendance and alternative arrangement are to be made by the agency whenever any security guard is to go on leave under intimation to this office.

3. The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer –employee relationship between the Institute/Council and the person so engaged by the contractor in the aforesaid services. An undertaking may be submitted in this regards.

4. Payment for service contract will be made monthly upon submission of pre-receipte d bill, after completion of all the codal formalities as stipulated under contract.

5. The security guards to be deployed must be Ex-serviceman (Army, Navy, Air-force, CISF, BSF, Paramilitary Force, ITBP) etc.with proper concerned service documents to be submitted to ERS. They should be of sound health and clean record, preferably below 45 years of age.

6. The watch & ward duty will be round the clock and 7days of the week.

7. Deployment of requisite number of security guards at the specified duty post/area (24 hrs.) must always be maintained. No shortfall/absence of any guard at any duty post will be accepted.

8. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turnout. The agency, shall at its own cost, provide suitable uniform to the personnel with identity cards. If any guard is found on duty without uniform/improper uniform, a penalty of Rs. 500/- only for each such incidence per guard will be deducted from the bill of contractor.

9. The security services shall have to be provided for the entire campus (nearly 100 acres) with office buildings, sectional offices, staff quarters, garages, cattle sheds with animals, fodder fields, chaff cutter, feed milling plant, Agromet Observatory, deep tube-well and all govt. properties, guest house, student hostels in the premises.

10. All essential items for security services like Torch , Lathi, Gumboot, Mosquito Coil, Register, Pens, Paper, etc. at the main gate, Bicycles(if required), are to be provided by the Agency at its own cost.

11. It will be the duty of the security Agency, to keep the entire ERS-campus free of street dogs.

Contd.... P/8
12. The security guard should ensure that proper gate pass has been issued by the competent officer for the items taken out of the campus. In case of any doubts, they should immediately contact the authorized officer of security.

13. They should maintain a Visitors register at the main gate and should enter the name, address of the visitor after proper verifying/checking his identity. All materials, vehicles including private cars are to be checked and entered in the register and then only be allowed to enter into the campus. It is the duty of the security agency, to keep the campus free from any type of trespassers and unauthorized persons. One register will be maintained by the security agency for recording Institute vehicle movement (in/out) with date and time.

14. They should inspect the office buildings, Cattle sheds, Boundary wall other structures erected so, trees, electric poles etc. on regular basis. If any damage is done to those due to natural calamity (storm, heavy rainfall etc.) it should be brought to notice of the competent authority immediately.

16. Any loss, theft or damage to the Govt. property, Farm animals, Farm Fodder, property of the employees including those who are residing in the staff quarters, students, trainees etc. shall be compensated by the agency if the cause of such loss, theft or damage is found to be on account of fault/negligence and/or lapse of the employees of the Agency, at the sole discretion of the Institute & it will be binding on the contractor.

17. The staffs provided should maintain secrecy and discipline in the premises of the institute.

18. The staffs provided should be capable of reading and writing Hindi and English (Desirable qualification middle standard) preferably.

19. The contractor shall not sublet work.

20. Payment of service contract will be made upon submission of signed bill in triplicate. Acquaintance roll of engaged security person along with details of EPF, ESI contribution should be provided to the office positively by 5th of the next month for enabling payment of the bill amount for the previous month. Copies of challans of all deductions made from the monthly salary of security staffs (EPF., ESI, etc.) to be submitted with the bill.

21. The contract is subject to the condition that the Agency will comply with all the laws and acts of Central Govt./State Govt. (regarding minimum wages and other conditions for workmen compensation benefits including ESI/EPF) relating to this contract made applicable time to time. The payment to the workers should be made following the minimum wages of Govt. of India/Govt. of West Bengal whichever is higher.

Contd.....P/9
22. Total security guards required should be as per tender documents. The security duty will be carried out 24 hr. a day in three shifts, that is Morning shift - 6.00am to 2.00pm., Evening shift - 2.00 pm to 10.00 pm and Night shift – 10.00 pm to 6.00 am. Security personnel should not leave their duty points unless and until the reliever comes and resumes his shift duty. The agency will ensure that no negligence is made on the part of the security personnel; during leaving/resuming duties.

23. Any misconduct /misbehavior on the part of the manpower deployed by the Agency will not be tolerated and such persons will have to be replaced immediately.

24. The contractor shall be responsible for the faithful compliance of the work, offered so. Any breach or failure to perform the same may result in termination of the work order and the security deposit will be forfeited at the sole discretion of the Institute and will be binding on the contractor.

25. An amount of Rs.2000/- will be levied as liquidated damages per day, wherever and whenever it is found that the work is not up to mark at any point, it will be brought to the notice of the Agency and if no action is taken within one hour, liquidated damage clause will be invoked.

26. Initially the contract will be awarded for one calendar year (365 days), the period of which may be increased or decreased depending upon the performance of the Agency at the sole discretion of the Institute or the fresh new contract is to be started. In case the security agency wished to withdraw their services, they should have to serve a prior notice at least 60 days in advance from the proposed date of withdrawal of service for making alternative arrangement by the Institute. However, the performance security amount deposited will be forfeited if the contractor wishes to discontinue during the initial contract period.

27. If there is any irregularity, slackness found on the part of the guards of the agency while performing duty during the contract then sufficient penalty in monetary value as described by a duly constitute committee, subject to maximum 10% of the contract value will be imposed and deducted from the payment to the contractor due for the month. Thereafter contract can be terminated by the Head, ERS of ICAR- NDRI, Kalyani whose decision shall be final and binding on the contractor.

28. Income tax will be deducted from the payment due for the work done as per rule.

29. The Agency should have valid security Licence under PSRA (Private Security Regulation Act-2005) for providing security services) to undertake the work contract of Central Govt./State Govt. and should preferably posses at last 3 years work experience.

Contd.. P/10
30. The Head, ERS, ICAR-NDRI, Kalyani reserves the right to discontinue the service of the Security Agency at any time if the works found unsatisfactory by giving a showcase notice 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 the security deposit money or pending bills or by raising a separate claim from the present contractor.

31. The Agency should contact the local police station in case of occurring any untoward incident, under intimation to I/c. Security if required so.

32. They should provide extra security coverage during visit of VIP’s (DG, Director & Other Dignitaries) and while conducting Animal Auction in the Institute campus.

33. Incharge, security, ERS of ICAR-NDRI, will have overall controlling power for running effective work contract in relation to the above watch and ward security contract.

34. The contractor will discharge all his legal obligations in respect of Security personnel 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 Council from any claim, 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 Secretary, ICAR shall be final and binding on the contractor.

**OTHER TERMS & CONDITIONS**

1. Lumpsum Consolidated **one single rate** to be quoted for entire work. **There are 12 regular points for which the work is of the nature of Industrial workers employed in watch and ward (without arms).** (As mention in the BOQ). These points are to be covered regularly for usual working hour period of 08 Hrs per day including weekly rest day(s) as applicable. **At the time quoting rate(s) the applicable service charge per point basis & other should be clearly mentioned which will remain fixed during the entire contract period.** The maximum manpower including reliever will be 14.

2. The period of work is for one year which may be extended as per requirement.

Contd..... P/11
3. After execution of work the contractor will have to submit the bill(s) and along with attendance sheet for the work completed and necessary attachment of (a) the wage slips issued by contractor to the workers engaged by him,) and amount deposit receipts towards deposition of EPF, ESI amount of the corresponding month(s), should be made. All the documents should be signed with date in original with seals etc. by the contractor.

4. In the event of non-completion of work even in part because of the sole reason of inability of the contractor to execute the work in time, the entire amount of security deposit would be forfeited.

5. The contractor will have to deposit earnest money of Rupees 1,00,000/- (Rs. one lakhs only) at the time of deposition of tender document, duly filled, in the form of demand draft drawn in favour of ERS of NDRI, payable at SBI, Kalyani or any nationalized bank at Kalyani. The earnest money deposit is refundable after completion of codal formalities, to the unsuccessful quoter(s) within reasonable time period without any interest.

6. In the event of damage to institute property or unsatisfactory performance, the contract may be terminated before the completion of the term and in that event the security deposit will be forfeited. If the monetary value of damaged property is more than the security money, the balance amount will be deducted from the bills.

7. Minimum wages as per the rates of Central Govt./State Govt. whichever is higher have to be given to the labourer(s) engaged by the contractor in the designated account through e-payment. In the event of increase in the minimum wages as applicable the Institute will bear the extra expenditure on payment of minimum wages, EPF, ESI account. The payment of service charge per point will remain fixed during the entire period of contract.

8. The GST will be paid extra if applicable, be submitted by the contractor whereas the GST No. of this Institute is 19AAAGE1076M1DH. Necessary statutory deduction on Income Tax will be made as applicable. Calculation of rate(s) etc should be made as per following format considering the higher minimum wage rate as applicable. While quoting rate(s), besides quoting the statutory rate(s) for payment liability, the service charge per point should be quoted separately and added to the payment liability to arrive at the final rate(s). The deciding factor for award of the work contract will be the fixed service charge per point, as all other factors will remain same for all the probable quoters. While calculation of the service charge(s) necessary consideration should be made for expenditure on tools and protective items, liveries etc. to be given to the workers for carrying out the works, for which no separate payment can be claimed by the contractor.

Contd... P/12
9. The bidder should quote the rate as per the BOQ strictly in respect of all services covered under this contract. No request for alteration in the service charge once quoted will be permitted during contract period. However, the minimum wages will be allowed as per revision of minimum wages as applicable of Central Govt./State Govt whichever is higher including GST as per Govt. Notification will be paid extra as applicable.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Basic Wages</th>
<th>VDA</th>
<th>Total</th>
<th>Total for 26 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Rs.637.00</td>
<td>Rs. 96.00</td>
<td>Rs. 733.00</td>
<td>Rs.19,058.00</td>
</tr>
<tr>
<td></td>
<td>P.F. 13.61%</td>
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<td></td>
<td>Rs. 2,594.00</td>
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<tr>
<td></td>
<td>ESI 4.75%</td>
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<td></td>
<td>Rs. 905.00</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>Rs.22,557.00</td>
</tr>
</tbody>
</table>

(*) The contractor should quote rate(s) including above all liabilities in the BOQ.

Note I: In addition to above, the contractor may give any other additional benefit to the contractual labourers as per the contract labour ((Regulation & Abolition) Act, 1970.

Note II: It will be binding on the part of contractor to comply with the provision of the statutory liability as indicated above for which the contractor should agree.

LIQUIDATED DAMAGES CLAUSE:
1. An amount equivalent to two days of contract amount subject to a minimum of Rs.2000/- Per Point Per day will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark, it will be brought to the notice of the supervisory staff of the firm by NDRI and if no action is taken within one hour liquidated damages 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.
3. Frequent change of workers will not be allowed. If the practice is observed the point of work will be treated as unattended and an amount of Rs.500/- per point / per day will be deducted from the bill of contractor.
4. The labour of the contractor are required to be present for the whole period of the office hours or as per requirement.
5. Any other miscellaneous work will be carried out by the contractor workers as per requirement from time to time.

NOTE:- All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1<sup>st</sup> July, 2017.

Asstt. Admn. Officer

Enclosures:
- Annexure-I: Experience Details
- Annexure-II: Mandatory Form
- Schedule-I: Format for Detailed Information of Firm
- Schedule-II: Existing Minimum Wages (mentioned earlier as per clause No. (10) of Terms & conditions)
## ANNEXURE-I

Details of the experience with Govt. Institute/Organisation or PSU:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Institute/Govt. Organization &amp; Name of contact Person with Phone Number</th>
<th>Period</th>
<th>No. of staff deployed</th>
<th>Remarks (with authenticated documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
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</tbody>
</table>

**Signature with seal of Head of Institute/Govt. Organization**
**MANDATORY FORM**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Type</th>
<th>Address with Mobile No.</th>
<th>PAN No. (Mandatory NO. in case TDS is Deducted)</th>
<th>GST REGN. NO.</th>
<th>Name of the Bank &amp; Branch Name AND ADDRESS OF BANK BRANCH</th>
<th>Bank Account No.</th>
<th>BIC (IFSC Code No.)</th>
<th>e-mail address</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

We agree to supply the above goods & allied services. We confirm that the same will meet the description & the specification & other technical details as required in the tender enquiry.

We also confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant document. *(in case tenderer desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated).*

We also confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

__________________
(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of:....................

(Name and address of the tendering firm)..............................

(Seal of the tendering firm)  Website Address: ..........................;  E-Mail Address: .................................................................

Date: .........................................................  Place: ..................
SCHEDULE TO TENDERS (Part-I)

1. Name of the Firm/Agency
2. Full address with Post Box No.
   And Telephone 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
       properly stamped paper by all partners
5. Name and Full Address of your Banker’s
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART -II

8. Earnest Money Deposited: Yes / No

PART -III

9. Name and Address of the firm’s representative
   and whether the firm would be representing at the
   opening of the Tenders
10. Name of the Permanent Representative to be visiting
    NDRI, Karnal regarding the contract

Date: ______________
Place: ______________

AUTHORISED SIGNATORY

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

DATE:

Sign. of the contractor or authorized person
Schedule-II

While quoting the price in BOQ, the Contractors shall take into account the Minimum wages & statutory liability mandated by State Govt. ./Central Govt. Whichever is higher.

Note I: In addition to above, the contractor may give any other additional benefit to the contractual labourers as per the contract labour ((Regulation & Abolition) Act, 1970.

Note II: It will be binding on the part of contractor to comply with the provision of the statutory liability as indicated above for which the contractor should agree.

Date:
Sign. of the contractor or authorized person
NOTICE INVITING TENDER THROUGH E-PROCUREMENT

( For outsourcing work for Watch and Ward Security services at NDRI, Kalyani, W.B.)

Online Bids, under two bid systems, on behalf of the HEAD, ERS of NDRI, Kalyani, Nadia (W.B) are invited from interested registered/well-established/reputed manpower service providers through e-tender for awarding of work contract for watch and ward security services at this Institute. Tender Documents along with a Demand Draft of Rs.1,00,000/- (Rupees one lakh only) to be deposited as earnest money (EMD) in favour of ERS of NDRI, Payable at S.B.I., Kalyani(1082) and may be sent to the HEAD, ERS of NDRI, Kalyani, Nadia (W.B). The details of tender is enumeration in the following annexture. Please read the annexture attached with it before bidding.

Annexure – 1 : Details of Experience with Govt. Institute/Organisation or PSU:

Annexure -2 : Mandatory Form.

Schedule -1 : Details of the contractor or authorized person.

Schedule -2 : Minimum Wages rate of State Govt. & Central Govt.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td>HEAD, ERS of NDRI, Kalyani, Nadia (W.B).</td>
</tr>
<tr>
<td>Date and time for issue/Publishing</td>
<td>17.02.2020 (11.00 A.M.).</td>
</tr>
<tr>
<td>Online Bid Document Download start date</td>
<td>17.02.2020 (11.00 A.M.).</td>
</tr>
<tr>
<td>Online Bid Document Submission Start date</td>
<td>17.02.2020 (11.00 A.M.).</td>
</tr>
<tr>
<td>Online Bid Document Submission End date</td>
<td>09.03.2020 (11.00 A.M.).</td>
</tr>
<tr>
<td>Online Bid ( Technical ) Opening date</td>
<td>11.03.2020 (11.00 A.M.).</td>
</tr>
<tr>
<td>Address for Communication</td>
<td>The HEAD, ERS of NDRI, Kalyani, Nadia (W.B).</td>
</tr>
</tbody>
</table>