



भारत
ICAR

ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE

Barrackpore, Kolkata-700 120, West Bengal

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F. No. Sec(BKP Corr.)-67(1)/2019-Adm.II

3rd March, 2022

NOTICE INVITING E-TENDER

The Director, ICAR-CIFRI, Barrackpore, Kolkata – 700 120 invites online quotation through e-procurement portal (www.eprocure.gov.in) in 2 (two) Bid System from the registered Contractors/Service Providers for hiring of security job at :

Head Office, ICAR-CIFRI, Barrackpore, Kolkata – 700 120.

Regional Centre, ICAR-CIFRI, 24, Pannalal Road, Prayagraj – 211 002.

Regional Centre, ICAR-CIFRI, Hessarghatta Lake Post, Bangalore – 560 089.

Regional Centre, ICAR-CIFRI, Housefed Complex, Dispur, Guwahati – 781 006.

No other mode except online quotation through e-tender shall be entertained.

The schedule of processing of quotation is as follows :

1	Date and Time for Issue/Publishing	03.03.2022 ; 9:30 A.M
2	Document Download start Date and Time	03.03.2022 ; 9:30 A.M
3	Bid submission start Date and Time	03.03.2022 ; 9:30 A.M
4	Bid submission end Date and Time	15.03.2022 : 3:00 P.M
5	Date and Time for opening of Technical Bids	16.03.2022 : 4:00 P.M
6	Address for communication	Joint Director (Admn.)-cum-Registrar, ICAR-CIFRI, Barrackpore, Kolkata – 700 120

JOINT DIRECTOR (ADMN.)-CUM- REGISTRAR

GENERAL TERMS & CONDITIONS :

1. **TENURE OF CONTRACT** : Initially the tenure of the contract will be for 1(one) year. However, the Institute reserves the right to renew the contract for another year subject to satisfactory performance and on the existing terms and conditions and rates, if mutually agreed upon. Further, the contract may be extended on monthly/quarterly/half-yearly basis also as per need of the Institute. It is informed that during the period of the contract, there shall be no change in rates.
2. **The Firms are required to upload the following document for qualifying in the Technical Bid :**

Name, address and name of the Authorised representative of the firm with photograph in official letter head of the firm duly certified by the owner office bearer of the firm.

PDF copy of the certificate of Registration of the Firm for providing security job.

PDF copy of Valid GST Registration certificate issued by Competent Authority.

PDF copy of valid EPF Registration.

PDF copy of valid ESI Registration.

PDF copy of valid Labour License under Contract Labour (R&A) 1970 Act, issued by Appropriate Authority of Ministry of Labour, Govt. of India.

PDF copy of experience certificates providing security services at least 03 years in last 10 years in Govt. of India/State Govt./ICAR/Other Govt. Organisation and Private Sector Organisation in Annexure-V.

PDF copies of Annual Accounts for the last three financial years (2018-2019, 2019-2020 & 2020-2021) showing Annual Turnover of Rs.1 crore in each financial year audited by the Chartered Accountant.

PDF copy of undertaking on the letter head of the firm as per Annexure-III of the Bid Documents.

The Authenticated checklist at Annexure-II may also be uploaded in PDF format.

3. In any document mentioned above is not uploaded by the Agency, the bid will be rejected.
4. **Technical Bid** : Should contain PDF copies of documents mentioned in Para No.2 (a) to (j) of General terms & conditions. Each page of uploaded documents should be authenticated by the authorized person of the firm along with seal.
5. **Financial Bid** : The quotation/Financial Bid must be contained in BoQ
6. In case of quoted for L-1 results in a tie, then the maximum points obtained in the Technical Bid of the bidders will be the sole criteria among the firms quoting L-1 for the selection. Points system may kindly be seen at Annexure-I.
7. If the selected bidder does not accept the offer after issue of letter of award by ICAR-CIFRI with 15(fifteen) days, the offer made shall be deemed to be withdrawn.

8. **Security Deposit** – An amount of **3%** of the estimated value of yearly contract for the contract is to be deposited by the Selected Agency/Successful Tenderer as a security deposit only after receiving a communication from the Institute.
9. **PSAR will be asked from the L-1 bidder giving 45 days' time before award of the work.**
10. In case of partnership firms where no authority has been given to any one partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every & all the partners of the firm.
11. The Service Provider shall be responsible for compliance of all statutory provisions relating to the payment of minimum wages, EPF & ESI in respect of personnel deployed by it at this Institute and it has to compulsorily submit the ECR copy of EPF and ESI in respect of each Guard, while submitting the monthly Bill for the succeeding month.
12. GST will be paid as per extant rules.
13. Proper records of the visitors & vehicles check-in and check-out of visitors are to be maintained at the entrances. This will be monitored by a designated staff of ICAR-CIFRI.
14. The work of the guard is to be properly supervised by the Agency for entire 24 hours without any additional payment. Night patrolling will be required to be done on regular basis across the entire area of ICAR-CIFRI.
15. The Guards will regulate access control at main gate, prevent misuse of ICAR-CIFRI Campus, Garden, Building and facilities by outsiders, prevent trespassing, unauthorized parking or squatting in the ICAR-CIFRI Campus and entry of the street-dogs and stray animals into the ICAR-CIFRI campus & residential colony is to be prevented. They should be at once driven out.
16. Carryout out any other job assigned by the Director or his nominee in the interest of security of the Institute and even outside of campus in exceptional and unavoidable circumstances.
17. The Security Guards/Supervisor should be trained to extinguish fire with the help of fire extinguishers and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
18. **Note – Bids quoting “Nil” or negligible service charge, shall be treated as non responsive and will be rejected.**
19. **LIQUIDATED DAMAGES CLAUSES :**
 - a) An amount of **Rs.1000/-** 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-CIFRI and is no action is taken within one hour liquidated will be invoked.
 - b) The Institute will keep a constant check on the quality of the services provided by the Contractor on daily basis. In case of the complaint for continued unsatisfactory services provided or any violation to the terms of the contract, the Institute may impose **further financial penalty in multiples of Rs.1000/-** depending upon the gravity of the complaint/amount of losses and suitable deductions from the Contractors bill for which the Institute's decision will be final and binding on the contractor. Further, if services are found to be not up to the standard, the contract of the Agency may be summarily cancelled by the Institute.
 - c) Any misconduct/misbehaviour on the part of the security Guards deployed by the Agency will not be tolerated and such person will have to be replaced immediately.

- d) If the required numbers of Security Guards are less than the minimum required on any working day, a penalty of **Rs.500/-** per Security Guard per day will be deducted from the bill.
20. The agency will have to provide only ex-servicemen and /or retired employees of Para Military Forces between the age group of 40 to 55 having at least two years experience in security work.
21. The Agency will ensure that no theft or damages to the ICAR-CIFRI property take place during the tenure of the service contract with the Agency. In case any theft or damages to the ICAR-CIFRI property occurs during the service contract period, the Agency shall be held responsible for such losses and damages. The Agency shall attend all police cases arising out of such complaints/thefts/damages/loss from time to time, if required.
22. The Security Supervisors and Security Guards on duty must possess cap, proper uniform, lathi, whistle, torchlight, name badge, shoes and identity card etc. These items are to be provided by the Agency.
23. No Security supervisors/Security Guards should perform duty in more than one shift per day. In case they are found violating this or remain absent from the duty, appropriate penalty shall be recovered from the bill of the Agency.

24. MODE OF PAYMENT

- The payment of the Contractor will be made every month on production of bill alongwith the following documents. The payment will be made through ECS on every month.
- Bill in triplicate should be submitted.
- Separate challan showing the total amount deposited to ESI & EPF authorities. The payment of whole organization of the contracting agency will not be accepted.
- ECR copies of ESI & EPF (in duplicate)
- Copy of Challan for Payment of GST, if paid
- Copy of wages disbursement sheet showing actual amount payable to the workers should be made after making mandatory deduction of ESI, EPF etc.
- The details of the working personnel in the below mentioned format is also required to be submitted alongwith ESI &EPF challan

Sl. No.	Name of the Employee	Father's name	Designation of the contract employee	PF A/C No. allotted to	Wages	PF & ESI deduction	Net salary	Signature of the employee
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JOINT DIRECTOR (ADMN.)-CUM-REGISTRAR

ANNEXURE-I**CRITERIA FOR TECHNICAL EVALUATION**

Sl.No.	Particulars	Point
1	Name, address and name of the Authorised representative of the firm with photograph in official letter head of the firm duly certified by the owner office bearer of the firm	1 point static
2	PDF copy of the certificate of Registration of the firm for providing security job.	1 point static
3	PDF copy of valid GST Registration certificate issued by the Competent Authority	1 point static
4	PDF copy of valid EPF Registration	1 point static
5	PDF copy of valid ESI Registration	1 point static
6	PDF copy of valid labour License under Contract Labour (R&A) 1970 Act, issued by Appropriate Authority of Ministry of Labour, Govt. of India	1 point static
7	PDF copy of experience certificates providing security services at least 03 years in last 10 years in Govt. of India/State Govt./ICAR/Other Govt. Organisation and Private Sector Organisation in Annexure-V	2 points per Govt. Department as year and 1 point for reputed Pvt. organisation
8	PDF copies of Annual Accounts for the last three financial years (2018-2019, 2019-2020 & 2020-2021) showing Annual Turnover of Rs.1 crore in each financial year audited by the Chartered Accountant.	1 point static
9	PDF copy of undertaking on the letter head of the firm as per Annexure-III for the Bid Documents	1 point static
10	Whether the Agency has registered office/branch in Barrackpore/ Kolkata (Provide documentary support)	5 Point Static

This is to certify that I/We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder

Name of the firm with seal

Note

All necessary certified documents in support of the details for SI.No.1-12 must be uploaded in Technical Bid otherwise Technical Bid will be rejected. Only essential and necessary valid documents are to be uploaded in the Technical Bid. Please avoid uploading extraneous and irrelevant documents which unnecessarily raises confusion and may result in disqualification of the Bid. Financial bid must NOT be mentioned in any document of Technical Bid; otherwise bid shall be considered as non-responsive.

ANNEXURE-II

CHECK LIST UNDER TECHNICAL BID

SI.No.	Particulars	Uploaded document
1	Name, address and name of the Authorised representative of the firm with photograph in official letter head of the firm duly certified by the owner office bearer of the firm	Yes/No
2	PDF copy of the certificate of Registration of the firm for providing security job.	Yes/No
3	PDF copy of valid GST Registration certificate issued by the Competent Authority	Yes/No
4	PDF copy of valid EPF Registration	Yes/No
5	PDF copy of valid ESI Registration	Yes/No
6	PDF copy of valid Labour License under Contract Labour (R&A) 1970 Act, issued by Appropriate Authority of Ministry of Labour, Govt. of India	Yes/No
7	PDF copy of experience certificates providing security services at least 03 years in last 10 years in Govt. of India/State Govt./ICAR/Other Govt. Organisation and Private Sector Organisation in Annexure-V.	Yes/No
8	PDF copies of Annual Accounts for the last three financial years (2018-2019, 2019-2020 & 2020-2021) showing Annual Turnover of Rs.1 crore in each financial year audited by the Chartered Accountant.	Yes/No
9	PDF copy of undertaking on the letter head of the firm as per Annexure-III for the Bid Documents	Yes/No
10	Whether the Agency has registered office/branch in Barrackpore/ Kolkata (Provide documentary support)	Yes/No

This is to certify that I/We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide the

same. I further undertake that in the event of my not producing (uploading) any of the documents listed above, my Tender shall be cancelled.

Signature of the Bidder

Name of the firm with seal

Annexure-III

(Essential certificate given by the bidder as part of Technical Bid)

ON THE LETTER-HEAD OF THE FIRM

To
The Director,
ICAR-CIFRI, Barrackpore
Kolkata – 700 120

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing the services of security at ICAR-CIFRI, Barrackpore and its Regional Centres and agree to provide the services as detailed in the Annexure-VI

1. I/We hereby agree to the Terms and conditions of the Contract as detailed in the Tender Document.
2. We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
3. We are not blacklisted by any Government Organisation in the field of providing security services.
4. 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 officer is made to be valid for acceptance by ICAR within 90 days from the date of opening of the technical bid

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

Annexure-IV

(To be filled by bidder on line as Financial Bid in BoQ)

Guidelines for monthly charges

The Service Provider has to quote on lump sum rate for the entire Security Job per month in BoQ. In addition; fixed Service Charge (monthly) for the entire Security Job of the Institute per month is also to be quoted.

The Service Provider will have to abide by payment of Minimum Wages to its Guard as fixed from time to time by the Ministry of Labour/Govt. of India. The EPF/ESI etc. contribution shall have to be deducted and deposited with respective authority by the Service Provider.

Lum sum rate for the entire Security job per month	(to be quoted in BoQ only)
EPF for entire security job	(to be quoted in BoQ only)
ESI for entire security job	(to be quoted in BoQ only)
Fixed Service Charges for the entire security job (excluding GST)	(to be quoted in BoQ only)

While quoting rate, the Service Provider should include any/all other obligatory & prescribed charges/expenses norms under different Guideline/Acts of the Govt. as in force. The Service Provider will keep the Principal employer indemnified from all matters. The Institute will have no liability to the Service Provider and/or its workers apart from the charges mentioned above.

Annexure –V

Experiences providing security services at least 03 years in last 10 years in Govt. of India/State Govt./ICAR/Other Govt. Organisation and Private Sector Organisation

Sl.No	Name of the organisation	Nature of work	Period		Numbers of workers	Whether copy of work order and/or experience certificate enclosed	Remarks
			From	To			

Place :

Signature

Date :

Name & Address with seal

Annexure-VI

(A) DETAILS OF WORK FOR SECURITY JOB AT ICAR-CIFRI, BARRACKPORE

1. The Institute has the following infrastructure facilities spread over an area of 5.6 h.a (approx.). The entire campus with its members, movable and immovable properties are required to be safe guarded, which mainly include.

Block – A (Main Laboratory Building)	-	2 storied building
Block-B (Stores & Allied building)	-	2 storied building
Block-C (Teesta Hostel & Trainees Hostel)	-	3 storied building
Block-D (Bhagirathi Guest House)	-	3 storied building
Block-E (Paryabaran Bhavan)	-	3 storied building
Electrical Transformer Room	-	Single Floor Block
Generator Room	-	Single Floor Block
Pump House with overhead water tank	-	Single Block
Fish Hatchery Unit	-	Single Block

Residential quarters

Director's Bungalow	-	Single Block
Type-II quarters	-	28 Numbers
Type-III quarters	-	4 Numbers
Type-IV quarters	-	5 Numbers
Type-V quarters	-	2 Numbers

The deployment of security guards at present are as follows :

Sl.No.	Security Points at which security guard is required	Duty period	Total no. of security jobs
1	Main gate of the campus	24 hours (3 shifts)	3
2	The entrance gate to Residential area	24 hours (3 shifts)	3
3	Block –A (main building) including Block-C (Teesta Hostel), Trainees' Hostel	24 hours (3 shifts)	3
4	Gate near Block-D (Bharirathi Guest house & area adjoining Block D)	8 hours (Night shift) (10 P.M. to 6 P.M)	1
5	Block – E (Paryabaran Bhavan)	8 hours (Night shifts) (9 P.M. to 5 P.M.)	1
6	Patrolling during night in office cum residential entire area (Gunman)	8 hours (Night shift) (10 P.M. to 6 A.M)	1
7	Paryabaran Bhavan (Block-E)	10 AM to 6 PM	1
Total			13

The above mentioned deployment may be changed depending upon the requirement of the Institute from time to time

DETAILS OF SECURITY JOB AT REGIONAL CENTRE, ICAR-CIFRI, GUWAHATI :

Regional Centre, ICAR-CIFRI, Guwahati is located in the 4th & 5th floors (Rear Block) in the Central Building, HOUSEFED Complex, Dispur, Guwahati – 781 006. The entire office with all its movable and immovable properties, located at the following premises are required to be safe guarded.

- i. Central building (Rear Block) - 4th and 5th floor
- ii. Central building (Front Block) - 4th floor
- iii. Garages (2 Nos.) - In Ground floor of both the blocks
- iv. Generator shed - Adjacent to rear block

SERVICE REQUIRED

Total number of security job – **4 (four) jobs** each having **8 (eight)** hours shift.

DETAILS OF SECURITY JOB AT ICAR-CIFRI REGIONAL CENTRE, BANGALORE

The Institute has the following infrastructure facilities spread over an area of 30 acres (approx.). The entire Campus with all its movable and immovable properties are required to be safe guarded, which mainly include.

Block –A

- Office Cum laboratory building - 3 storied building
- Quarters - 2 storied building

Block– B

Fish farm of CIFA (Details given in Table below)

a.	Fish Ponds – 37 Nos.	e	Cement Cisterns – 40 nos.
b.	Hatchery Unit & Godown -1 No.	f	Borewell with starter ponds – 2 nos
c.	Field Lab & Shed – 2 Nos.	g	Watchman Shed – 2 Nos.
d.	Cement tanks – 20 Nos.	h	Borewell house – 2 Nos.

Total number of security jobs – 5 (five) jobs each having 8 (eight) hours shift.

DETAILS OF SECURITY JOB AT ICAR-CIFRI REGIONAL CENTRE, PRAYAGRAJ

The Institute consisting of the following building over an area of one Bigha, 8 Biswa and 15 Dhurs. The entire campus with all its movable and immovable properties are required to be safe guarded.

Main Building	:	II storied
Annexe Building	:	III storied
GYPSY HUT (containing stores)	:	Single
SCOOTER/CYECLE (in old building)	:	Ground Floor
GARAGE (two vehicles)	:	Ground floor attached with annexe building
ELECTRICAL TRANSFORMER BOLCK GENERATOR BLOCK & 62.5 KVA GEN SET	:	Single floor block
PUMP HOUSE	:	Single floor block
TWO MOTOR BOATS	:	Anchored in the premises

Total number of security jobs – 3 (three) jobs each having 8(eight) hours shift.