

Tender Notification No : 03/2018

Price Rs. 1,000/-

TENDER DOCUMENT
(Outsourcing of Security Services)

"JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIHD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES AND PREVENTION OF TRESS-PASSING" AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS, BHUBANESWAR-751029

1.	Cost of Tender Document	Rs.1,000 (Rupees One Thousand Only) by Cash/DD
2.	Last date for obtaining tender document	02.05.2018 (4.00 P.M.)
3.	Last Date and time for submission of Tender	03.05.2018 (up to 4.00 P.M.)
4.	Date, Time and Place of opening of Tender (only Technical Bid)	05.05.2018 (2.00 P.M) in the Conference room of the Institute
5.	Earnest Money Deposit (EMD)	Rs. 70,000/- (Rupees Seventy thousand only)
6.	Security Deposit after award of work	Rs. 3,50,000/- (Rupees Three lakh and fifty thousand Only)
7.	Date and time for opening of Price /Financial Bid	Date and time will be intimated to the technically qualified bidders separately.
8.	Validity of tenders	90 days from the date of opening of tenders

CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS (CARIHD)

(Central Council for Research in Ayurvedic Sciences)

Bharatpur, Near Kalinga Studio, BHUBANESWAR- 751 029

Phone: 0674-2386702, e-mail- nriadd-bhubaneswar@gov.in

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY
DISORDERS (CARIHD) Bharatpur, Near Kalinga Studio, BHUBANESWAR -751029
(Central Council for Research in Ayurvedic Sciences)
TENDER DOCUMENTS (Non-transferable)**

Ref.No 03/2018

NAME OF WORK: "PROVIDING JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIHD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES AND PREVENTION OF TRESS-PASSING" AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS, BHUBANESWAR-751029

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NOTE:

Tenderers should confirm that they have received all the above papers/documents. The nature of jobs requirement can be seen personally at CARIHD by the tenderer. The proof depositing the cost of tender documents must be enclosed at the Technical bid of the tender.

Tender issued to:

M/s _____

Telephone/Mobile No. _____

e.mail _____

Signature of the Officer Issuing Tender



**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY
DISORDERS (CARIHD)
(Central Council for Research in Ayurvedic Sciences)
BHUBANESWAR -751029**

Ref.No 03/2018

TENDER NOTIFICATION NO.03/2018

Sealed tenders in two bids (Technical Bids & Price Bids) are invited by the Director, CARIHD, Bhubaneswar from the reputed and registered Security Agencies/Contractors/Organisations, holding valid licence or executed the work after obtaining licence as applicable under the Contract Labour (Regulation & Abolition) Act, 1972 and who have fulfilled the eligibility criteria as prescribed below under the heading of "eligibility criteria of the bidder" for following work at CARIHD, Bhubaneswar by deploying Ex-Servicemen, retired employee of Para-Military force and properly trained security personnel, on job contract basis.

NAME OF WORK: "JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIHD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES, PREVENTION OF TRESS-PASSING " AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS. BHUBANESWAR -751029

The approximate number of Security Personnel required is around 12 (Twelve) initially, which may be increased or curtailed as per the need. The prospective tenderer may satisfy them about the requirement by visiting CARIHD on any working day between 10.00 A.M. & 5.00 P.M., before submitting their tender.

Eligibility criteria of the bidder: The Contractors/Agencies have to meet the following eligibility criteria for submitting their tender:

1. Possess valid Labour Licence issued by the Labour Commissioner or carried out similar work after obtaining license from the appropriate authority and must have license under PSA (Regulation) Act. as applicable to the state of Odisha.
2. Registered with EPF, ESI and GST Authorities.
3. Minimum experience of 2 years in providing similar security services to Government establishments/public sector undertakings/R&D institutions/reputed private sectors/other similar organizations (the decision in regard to the reputed private organisation will be taken by the Institute which will be final).
4. Must have carried out three similar contracts of minimum Rs.50,00,000/- (Rupees fifty Lakhs Only) each year during preceding TWO years (Financial Years).
5. Must not have blacklisted by any Government Department / Autonomous bodies CCRAS or any of its laboratories Institutes as on the date of submission of the bid.



The tender documents (Non-transferable) can be obtained in person from the Cashier, CARIHD, Bhubaneswar – 751029 between 10.00 A.M. to 3.00 P.M. on all working days up to **02.05.2018** on payment of Rs.1000/ (Rupees One Thousand Only) by cash/DD (non-transferable). The tender documents can also be downloaded from our CCRAS's website-ccras.nic.in by the tenderer who fulfils the above eligibility criteria however they have to submit the cost of the tender document i.e. Rs.1000/ in form of DD drawn in favour of Director, CARIHD - Bhubaneswar, payable at Bhubaneswar while submitting the tender to be placed with the technical bid.

The tenders should be submitted in **two separate envelopes** – one containing the TECHNICAL BID and other containing PRICE BID ONLY (Both the bids should be separately sealed and the name of the bid, name of the tenderer should invariably be written on the top of each envelope). The two bids should be kept another envelope which should be sealed and superscribed **“JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIHD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES, PREVENTION OF TRESS-PASSING” AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS, BHUBANESWAR – 751029**” and addressed to Director, CARIHD, Bhubaneswar – 751029. The tenders received will be opened on 05.05.2018 at 2.00 P.M.in the Conference room, CARIHD, Bhubaneswar. Price bids in respect of those contractors, whose technical bids become successful would be opened on a separate date.

The Director, CARIHD, Bhubaneswar reserves the right to accept or reject any or all the Tenders either in full or part thereof without assigning any reasons whatsoever, and his decision on all matters in this regard shall be final and binding. Tenders received after scheduled date and time will not be considered.

Sd/-
DIRECTOR (INSTT.)



**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY
DISORDERS (CARIHD)
(Central Council for Research in Ayurvedic Sciences)
BHUBANESWAR -751029**

Ref.No 03/2018

DETAILS OF TENDER

Non-transferable tender documents will be issued to those firms who will be able to fulfil the criteria as mentioned above on payment of Rs.1.000 (Rupees One Thousand Only) in the form of Demand Draft drawn in favour of Director, CARIHD, Bhubaneswar towards the cost of tender documents. The cost of the tender document can also be deposited in cash with cashier. The tender documents is also available in website- ccras.nic.in which can also be downloaded, however they have to submit the cost of the tender document i.e. Rs.1000/ in the form of DD drawn in favour of Director, CARIHD, Bhubaneswar, payable at Bhubaneswar while submitting the tender to be kept with the technical bid. While downloading the tender documents the bidders should check their eligibility criteria as mentioned above.

1. BID – I (TECHNICAL): Comprises of the following:-

- i) Self attested copy of registration certificate of the Security Agency issued by the appropriate authority.
- ii) Self attested copy of valid labour license from the Regional Labour Commissioner under Contract Labour (Regulation & Abolition) Act, 1970 regarding previous contract for two years.
- iii) Self attested copy of valid GST registration certificate.
- iv) Self attested copy of registration under EPF.
- v) Self attested copy of registration under ESI.
- vi) In case of a company, the attested copy of registration under Companies Act., 1956 as applicable.
- vii) Self attested copy of registration certificate under PSAR Act as applicable to the state of Odisha.
- viii) Proof at least three successfully carried out security contracts of 10 or more security guards in each contract, consisting of ex-servicemen or properly trained security guards/supervisors during the last 2 years in Govt./Semi-Govt./Central/Autonomous bodies and or for CCRAS or its Institutes.
- ix) Copies of the successful completion of at least TWO security contracts during the last two years.
- x) Proof of having carried out three similar contracts (Security contracts) of minimum Rs.50,00,000/- (Rupees Fifty Lakhs) each year during preceding two financial years.
- xi) List of clients
- xii) Customers' satisfaction proof.
- xiii) Copy of PAN & ITR (Sara) of the last three years.
- xiv) An undertaking that the security agency has not been blacklisted by any Government Department CCRAS or any of its laboratories Institutes as on the date of submission of the bid. in proper format.



- xv) Documents in support of TWO years of experiences in carrying out similar security contract/ work in CCRAS Labs./Instt./Govt./Public sector undertaking etc.
- xvi) EMD of **70,000 (Rupees Seventy thousand only)** by way of DD drawn in favour Director, CARIHD, Bhubaneswar.
- xvii) Proof of depositing the cost of tender document.
- xviii) Duly filled in "Declaration by the Tenderer" in prescribed format is enclosed with the Tender Documents.

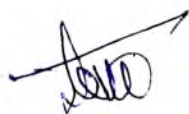
The Technical bid shall be submitted as per Annexure-I, duly supported by the above documents. The Technical bid as submitted will be evaluated by a committee as constituted by the Competent Authority of CARIHD, Bhubaneswar. The committee will declare the successful technical bids as per the criteria as mentioned above besides any other objective criteria as adopted by them. The Committee may inspect some of the work sites/office of the tenderer to determine the capabilities of the Contractor. Non-compliance of any of the above criteria will disqualify the technical bids. Those who will not be successful in their technical bids will be intimated and their sealed price bid along with the opened technical bid will be returned separately. **The decision of the committee duly approved by the Director, CARIHD, Bhubaneswar in this regard will be final.**

3. BID – II (PRICE): Comprises of the following:-

- (I) Rate/Price Schedule. (Annexure – II)

The price bid is to be submitted strictly as per the prescribed format as given at Annexure-II. The Price bid will be opened in respect of those contractors whose Technical bids meet all required criteria as adopted by a committee. The date of the opening of the Price bid will be intimated separately to those bidders whose technical bids are successful. Then the price bids will be evaluated and contract may be awarded to the lowest bidder. For evaluation of the price bids, L-I may be decided keeping in view the component of profit margin in form of service charges to be given on wages only or the total cost to the Institute after complying all labour related laws. The criteria for the evaluation of the Price Bid will be decided by the Institute and the tenderer have to accept the same. In case of tie in the service charge, the criteria for final decision shall be taken as per following order (1) In addition to above, what value added services can the agency provide to the security personnel / Institute with supporting documents (2) Total turnover of the contractor/agency during last two financial years; (3) Number of years of experience from commencement by the contractor/agency for having done similar type of contracts (security contracts); and (4) Number of security contracts undertaken/completed by the contractor/agency during last two financial years.

4. The Tenderer shall not be permitted to tender in case his relative is posted in a supervisory capacity in CARIHD, Bhubaneswar. In case any of his relative is working in CARIHD, he has to intimate prior to the purchase of tender document and seek prior permission to participate in the tender process.



**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY
DISORDERS**

(Central Council for Research in Ayurvedic Sciences)

BHUBANESWAR -751029

TERMS AND CONDITIONS FOR AWARD OF CONTRACT :

“JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIHD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES. PREVENTION OF TRESS-PASSING” AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS.”BHUBANESWAR

1.0 SCOPE OF WORK

The contractor shall bring his own security guards and provide Security on different Security points for keeping a strict watch and ward of the land and properties round the clock as mentioned in **Annexure – A** in consultation with the Director or his nominee of the Institute. Before submitting the tender papers, the Tenderer should inspect the site/location/security points to fully acquaint himself with the condition in regard to accessibility of site/location, nature of work, working condition, conditions affecting accommodation and movement of security personnel etc. required for satisfactory execution of the contract. No claim whatsoever will be entertained for any alleged ignorance or otherwise under any circumstances after the award of the contract.

2.0 DURATION

The duration of the contract shall be initially for a period of one year. The contract can be extended on the same rate and existing terms & conditions as are mutually agreed upon. The Director, CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS, Bhubaneswar will have the right to terminate the contract at any time without assigning any reasons. However, the first three months will be treated as trial period and if the performance is found satisfactory during the period, the contract will be firmed up for one year including the first three months of trial period, otherwise the same will be terminated without any notice.

3.0 CATEGORIES OF PERSONNEL:

3.1 SECURITY GUARDS: Ex servicemen/retired employees of paramilitary forces with a minimum qualification of VIII class or equivalent. They should have been honourably discharged with pensionary benefit. In case of civilians, a minimum qualification of Class-X /Matric and properly trained for security duty with minimum one year experience. All guards should be below 50 years of age and they should not have any medical disability. The suitability of the guards to be provided under the scope of this contract will be examined by the authorized representative(s) of the Institute and in case they are not found fit; the contractor has to provide replacement who fulfils all eligibility criteria as decided by the competent Authority of the CARIHD, Bhubaneswar.

3.2 SECURITY SUPERVISORS: Ex servicemen/retired employees of paramilitary forces with a minimum qualification X class / Matric with minimum of two years experience, below 50 years of age. They should not have any medical disability.

4.0 QUOTATION

4.1 The Contractor should quote the number of security guards/Security Supervisor to be engaged on security points for the security services to be provided as per the **Annexure-A**, which should not be less than the minimum required guards/supervisors as mentioned. The security Supervisors should be well experienced and should have retired from Army/Para-military etc. and not below the rank of Junior

Commandant Officer or equivalent. The minimum wages for Security Supervisor should not be less than 1.33 times of the minimum wages of the Security Guard (unarmed) as per the wages notified by the appropriate authority (central).

4.2 Except writing rates and amount, the Tenderer should not write any conditions or make any changes, additions alterations and modifications in the tender. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender in Price Bid. **Conditional tender will be summarily rejected.**

4.3 While quoting the amount, the Contractor must keep in view that –

(i) payment on account of enhancement/escalation charges due to revision in wages by the appropriate Authority from time to time shall be payable by the CARIHD to the contractor.

(ii) The Institute shall reimburse the amount of GST, if any paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of original deposit of the same by the contractor.

(iii) Bonus as per Bonus Act may be paid to the staff engaged by the contractor and the same shall be reimbursed to the contractor on production of proof of payment. The Bonus will be paid 8.33% of the wage which should not exceed Rs.3500/- per annum or strictly as per Bonus Act.

(iv) The Tenderer must ensure that the wages to be paid to the Security Guards engaged against the contract should be one fixed by the Central Government or State Government whichever is higher and as amended from time to time applicable to Bhubaneswar, Odisha and if any bidder quoting less than the minimum wages as applicable shall be disqualified at the stage of evaluation. **The wages of the Security Supervisors should not be less than 1.33 times of the minimum wages as applicable to the security guards (unarmed) as notified by the appropriate authority.**

(v) The Tenderer should quote his service charge on wages only which shall not be less than 2% of the wages. The service charge to be quoted in percentage only (maximum two digits after decimal point if quoted in decimal points).

(vi) The Contractor shall be liable for payment of minimum wages to their personnel. He shall issue wage slip every month to each personnel deployed by him. He shall also be responsible for remittance of GST, EPF, ESI and any other statutory payments on behalf of the personnel deployed by him to the appropriate authority. The monthly reimbursement towards GST, EPF & ESI in respect of workers deployed at CARIHD, Bhubaneswar will be paid to the contractor after proof of depositing the same before the appropriate authority. The proof of deposit in this regard should be in respect of guards deployed at CARIHD, Bhubaneswar and should not be clubbed together with other departments/organizations where the contractor is having similar contracts. The contractor should produce the original challans for verification regarding GST, EPF & ESI reimbursement. The contractor should also submit copies of electronic returns as submitted for EPF & ESI through online. The Institute will reimburse the employer's share of EPF & ESI strictly as per applicable Act/Rules.

5.0. EARNEST MONEY DEPOSIT:

5.1. The contractor shall deposit EMD for an amount of Rs.70,000/- (Rupees Seventy Thousand Only) in the form of an Account Payee Demand Draft from nationalised bank in favour of Director, CARIHD, Bhubaneswar along with the tender document **which is to be kept in Technical bid.**

5.2. Tender not accompanied by EMD amount shall be rejected.

5.3. EMD of the unsuccessful bidders will be returned to them at the earliest.

5.4. The Earnest money deposit of 70,000/- (Rupees Seventy Thousand Only) of the successful bidder shall remain with the CARIHD, Bhubaneswar in addition to the Performance Security.

5.5. The EMD amount shall be forfeited if the bidder withdraws his bid during the period of tender validity.

5.6. The EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the CARIHD, Bhubaneswar.

6.0 INCOME TAX

Income Tax at applicable rate will be deducted from the total sum paid against the monthly bill of the Contractor and any other arrear dues paid separately.

7.0 PERFORMANCE SECURITY

7.1. The successful contractor who will be awarded the contract has to furnish a Bank Guarantee or Fixed Deposit Receipt amounting **Rs. 3,50,000/- (Rupees Three lakh fifty thousand only)** in favour of Director, CARIHD, Bhubaneswar within 7 days from the date of issue of award letter as Performance Security.

7.2. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

7.3. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of the EMD amount.

8.0 INDEMNIFICATION

8.1 The contractor shall keep the CARIHD (CCRAS) indemnified against all claims whatsoever in respect of the Security Guards/Supervisors deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CARIHD (CCRAS) is made party and is supposed to contest the case, the CARIHD (CCRAS) will be reimbursed by the Contractor the actual expenses incurred towards Counsel fee and other expenses, and the contractor shall pay it in advance to CARIHD (CCRAS) on demand. Further, the contractor shall ensure that no financial or any other liability comes on CARIHD (CCRAS) in this respect and shall keep CARIHD (CCRAS) indemnified.

8.2 The contractor shall further keep the CARIHD (CCRAS) indemnified against any loss to the CARIHD (CCRAS) property and assets. The CARIHD (CCRAS) shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

9.0 AGREEMENT

9.1 'An Agreement' for the contract is to be signed by the contractor before commencement of the work. The Earnest money shall be forfeited if the contractor fails to execute the agreement within the specified period as per the letter of award and start work accordingly.

10.0 CONTRACTOR'S OBLIGATIONS

10.1 The contractor shall obtain a valid licence under the Contract Labour (R&A) Act.1970 from Regional Labour Commissioner (Central) or Asst. Labour Commissioner (Central) within one month of the commencement of work and continue to have the same till completion of the contract.

10.2 He shall maintain all records of the workers deployed by him in the Institute as required under various Labour Laws and the Institute will have no responsibility in this regard. The contractor should have own code number under EPF,ESI Act and the amount recovered on this account is required to be deposited with the respective authorities by the contractor every month as required under law of the land.

10.3 The Contractor shall get the antecedents of his personnel verified through police channels and the verification reports made available to CARIHD, Bhubaneswar as and when required.

- 10.4** The Contractor shall provide security and keep watch and ward of the land properties as detailed in **Annexure-A** by him in consultation with the Director or his nominee of the Institute. For performing Security duties, the contractor shall deploy persons round the clock @ eight hours per shift. He shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. The Contractor shall engage medically and physically fit persons preferably below the age of 50 years for security duties.
- 10.5** As far as possible, it should be ensured that only Ex-Servicemen, retired employees of paramilitary forces or properly trained Security personnel of integrity and good conduct are to be deployed by the contractor. The Contractor should ensure that only Ex-Servicemen and retired employee of Para- military forces not below the rank of Junior Commissioned Officer and honourably discharged with pensionary benefits only are deployed as security supervisors. The guards shall be so deployed by the Contractor as to enable each of the guards to compulsorily avail one "WEEKLY OFF" in each week and while deploying them in shift duties, due care should be taken to give them adequate rest after each shift. There should not be any payment of overtime.
- 10.6** He shall submit details of the names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Institute for the purpose of proper identification of the employees of the contractor deployed at various points. He shall issue identity cards bearing their photographs/identification to be displayed at the time of duty.
- 10.7** The uniforms shall be supplied by the contractor at his own cost to the persons deployed for this work after approval by the Director, CARIHD, Bhubaneswar and shall include army cut, anklets, ankle boots, web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded search torches, etc. The seasonal equipment such as jerseys, grey coats in winters and rain coats in monsoon besides night equipments shall also be provided by the contractor proactively at his cost and CARIHD(CCRAS) shall have no liability whatsoever on this account.
- 10.8** The contractor should appoint the Security Guards on his own terms & conditions and it will be responsibility of the Contractor to ensure that no liability on this count should come on CARIHD (CCRAS) in respect of workers deployed by him. Persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of 'Employer' and "Employee" between the said persons and the CARIHD (CCRAS) shall accrue/arise implicitly or explicitly.
- 10.9** In case, any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CARIHD(CCRAS) in this respect. Further, the contractor shall immediately replace the particular person, so deployed on the demand of the Director of the Institute in case of any of the aforesaid acts on the part of the said person.
- 10.10** The Contractor shall at his cost, if required, take necessary insurance cover in respect of the persons engaged for the aforesaid services rendered to CARIHD(CCRAS) and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees state Insurance Act, Payment of Wages Act,1936, the Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act,1965; The Minimum Wages Act,1948; Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CARIHD(CCRAS) indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under any of these, the CARIHD(CCRAS) shall be entitled to recover any such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
- 10.11** He shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CARIHD buildings in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents. The Institute will reimburse employer's share of EPF (12% of the maximum amount Rs.6500/ per month or any other revised amount as revised by the Appropriate Act) and ESI

every month as permissible under the provision of the respective acts as amended from time to time. The bonus as prescribed under the Act will be paid by the contractor in every six months which should not exceed Rs.3500/ per annum against each personnel. The same amount will be reimbursed by the Institute. The Institute will pay wages, bonus (at prescribed minimum rate) & service charge based on the proof of making the wage payment to Guards Supervisors and will also reimburse the EPF (Employer's share), ESI and GST at the minimum prescribed rate. No other payment will be paid to the contractor.

- 10.12 The Contractor shall particularly abide by the provisions of Minimum Wages Act, 1948 with Rule 1950 framed there-under, as amended from time to time. The Contractor shall pay monthly wages to his workers at not below the rate of minimum wages fixed by the Central Government or the State Government whichever is higher.
- 10.13 The Contractor shall take all reasonable precautions to prevent any unlawful riots/act or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CARIHD (CCRAS).
- 10.14 The contractor shall be required to maintain permanent attendance register /roll in respect of the guards/supervisors within the building premises which shall be open for inspection and checking by the authorized officer of the Institute(CCRAS)
- 10.15 The wages to the workers deployed by the contractor shall be disbursed by the contractor himself or his nominee by 7th of every month in the presence of representative of the Director, who will sign the payment register as a token of having disbursed the salary in his presence.
- 10.16 The working hours/leave do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Institute, a sum as may be claimed by the Institute.

11.0 PENALTIES/LIABILITIES

- (i) The contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the Performance Security will be forfeited and further the work may be got done from another agency at their risk and cost.
- (ii) In case, the contractor violates any of the terms and conditions of the agreement or commits any fault or their services are not to the entire satisfaction of the officer authorized by the Director of the Institute on his behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount & bill for a particular month will be imposed.
- (iii) The Performance Security shall be liable to be forfeited or appropriated or invoked in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

12.0 TERMINATION

12.1 The contract shall be terminated on any of the following contingencies:-

- a. On the expiry of the contract period as stated above;
- b. By giving one month notice by CARIHD(CCRAS) on account of :
- i) for committing breach by the Contractor of any of the terms and conditions of the agreement;
 - ii) On assigning the contract or any part thereof to any sub- contractor by the contractor without written permission of the Institute.
 - iii) If services are not satisfactory.
- c. On contractor being declared insolvent by competent Court of Law



12.2 During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

12.3 It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for Institute (CCRAS).

13.0 ARBITRATION

13.1 In the event of any question, dispute/difference arising under the contract or agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration to be appointed by the Director-General, Central Council for Research in Ayurvedic Sciences, or his nominee. The award of the arbitrator shall be final and binding on the parties.

13.2 Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

14.0 VALIDITY OF TENDER

14.1. Tenders submitted by the Contractor shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work and validity beyond 90 days from the date of opening shall be by mutual consent.

14.2. The Director, CARIHD, Bhubaneswar does not bind himself to accept the lowest tender or any other tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reasons and the Tenderer shall be bound to comply with the Same at the rates quoted.

Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractors who resort to canvassing, are liable for rejection.

Sd/-
DIRECTOR (INSTITUTE)

DECLARATION BY THE TENDERER (To be kept in Technical Bid)

I/We _____ have read all the terms and conditions of this tender document and fully agreeable to the same.

SIGNATURE OF TENDERER WITH DATE & SEAL

NAME

ADDRESS _____

Date _____

SCOPE OF THE CONTRACT

ANNEXURE – ‘ A ’

The Contractor shall provide the Security services to keep a strict watch and ward round the clock over the land and properties of The Central Ayurveda Research Institute for Hepatobiliary Disorders, Bhubaneswar, which includes guarding at various points round-the-clock, blowing whistle to alert the other security personnel, checking various gates, doors, pilot plants, field, laboratories, and medicinal plant garden, Generator, Sub-station, Tube wells, campus patrolling, and the total area is about 3 acres including all official installations like Pump House, etc.

MAN POWER REQUIREMENTS

1. Security Guards : 12
Total : 12

The manpower requirement may vary at the time of actual requirement from time to time. The Contractor shall provide additional guards as required with short notice without engaging the existing guards on over time or otherwise.

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY
DISORDERS**

(Central Council for Research in Ayurvedic Sciences)

BHUBANESWAR -751029

Annexure-B

EXPERIENCE CERTIFICATE

Tenderer should have two years' experience in providing similar security services to Government establishments/public sector undertakings/R&D institutions/established private sectors/other similar organizations and successfully completed at least three contracts and should have carried out three similar contracts of minimum Rs.50,00,000/- (Rupees Fifty Lakhs Only) each year during preceding two years.

Sl. No.	Name of the Organisation/Office	Name of the work	Site of the work	Period of contract	Annual work value/Turnover	Whether completed successfully*

*Certificate of satisfactory completion of work signed by Head of Office must be attached

SIGNATURE OF TENDERER WITH DATE & SEAL

NAME _____

ADDRESS _____

Date _____

See

ANNEXURE –I

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY DISORDERS
(CARIHD), BHUBANESWAR- 751 029**

TECHNICAL BID (Check List)

Format for submission of tender for engagement of Security Personnel at CARIHD, Bhubaneswar

The technical bid should contain the following particulars with supporting documents.

(To be submitted with Tender Envelope, not inside the envelope. Pl. give the page no. of each document submitted)

Sl. No	Particulars	Document attached (Yes /No)	Page No.
1.	Name of the Proprietor/Director of company/ firm/Agency with details		
2.	Name of Tendering Company/Firm/ Agency (Attach certificates of registration)		
3.	Details, if registered with DGR/Sainik Board		
4.	Details of registration with appropriate Labour Commissioner/Home Deptt.(PSARA) : (a) State (b) Central (Copies of documents to be enclosed)		
5.	Banker of Company/ Firm/ Agency with full address and Bank solvency certificate (Attach certified copy of statement of A/C for the last two years) & bank solvency certificate issued from the date of publication of tender.		
6.	PAN/GIR No. (Attach attested copy)		
7.	GST Registration No. (Attach attested copy)		
8.	E.P.F. Registration No. (Attach attested copy)		
9.	E.S.I. Registration No. (Attach attested copy)		
10.	Documents showing completion of work at least one service of value not less than Rs. 50 Lakh per annum related to providing human resources in a single contract for a period of two years between 2015-16 & 2016-17		
11.	Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency on behalf of PSUs and Government Departments during that last two years (Attach attested copies of work orders). Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU (Attach Copy)		
12.	Number of similar assignments; Manpower provided to Govt./Private/PSU in last two years by the Agency (Attach Copy)		
13.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – Annexure-III)		
14.	Regd. Of firm under State Govt / Central Labour Commission (Attach attested copy)		
15.	Certified Turn Over Certificate, Profit and Loss Account & Balance Sheet of Last Year by the Chartered Firm.		
16.	Cost of Tender Paper & EMD		
17.	Proposed plan of the Agency for providing Security services to CARIHD, BBSR after inspection to be enclosed separately (not to include financial bid)		

N.B- The document submitted should be marked / numbered clearly for each comparing/assessing failing which the tender shall be liable to be rejected. The Bid shall be submitted in the letter head of the tenderer strictly.

Signature of authorized person of Service Provider/ Agency/ Firm

Date :

Name :

Place :

Seal :

Signature of Firm/Agency with date & seal.

ANNEXURE – II (PRICE BID)

RATE SCHEDULE [To be submitted in Price Bid]

TABLE : 1

Sl. No	Category	No. Of persons to be deployed (the number may vary as per the actual need basis)	Amount	
			Wages per day per head without statutory charges to be quoted which should not be less than the minimum wages as applicable.	Per month (26 days)
1	Security Guard	12		

- Additional Security Guards/Supervisors may be deployed during the weekly off and in case of additional requirement.
- Minimum wage rate should not be less than the minimum wage as prescribed under rules for Security Guard (unarmed) as applicable to Bhubaneswar.
- Security Supervisor's wage should not be less than 1.33 times of the wage of Security Guard.

TABLE- 2

Sl. No.	Category	Rate % of wage
1	Rate of Service Charge (in %) on the wages only, for Security Guard and Security Supervisor.	

N.B:-

1. Minimum wage should not be less than the rate prescribed by either the Central Government or State Government whichever is higher.
2. All Statutory Charges including bonus to be paid as per rules.
3. No other charges shall be taken into consideration.
4. **Service Charge as quoted should not be less than 2% of the basic wage and should be minimum of 2% of basic wage and above.**
5. Service charges will be paid on the wages only and it should be uniform for all the categories of security personnel. It should be quoted as a certain % of the minimum wages. The service charge should be quoted either in whole number or in decimal number with maximum two digits after decimal point, example- 3.33% and not a fractional number like 3 $\frac{1}{3}$ %. Wherever such rates are quoted in fractional number, the same will be converted to the nearest decimal number with maximum two digits after the decimal point.
6. Evaluation of tender will be based on lowest quoted service charge after complying the minimum wages and all statutory charges and other conditions as contained in this tender document. However, payment/reimbursement of wages, statutory charges will be strictly made as per the applicable rules as amended from time to time.

SIGNATURE OF THE TENDERER

Dated :

Full address with Seal, e-mail address, phone number, mobile number etc.

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR HEPATOBILIARY
DISORDERS (CARIHD), BHUBANESWAR- 751 029**

DETAILS OF THE CONTRACTS UNDERTAKEN BY THE CONTRACTOR AGENCY

A	B	C	D	E	F	G	
Name of the Contractor/ Agency	Date of starting of the work by the Contractor/ Agency	No. of years completed till date	No. of contracts completed during last two financial years (Only Manpower Contract)	Description of the Contracts completed during last two financial years (Only Manpower Contract)	Whether completed successfully*	Annual work value/Turnover during last two financial years.	
						2015-16	2016-17.

*Satisfactory completion of work signed by Head of Officer must be attached.

I hereby declare that the above statement is correct to the best of my knowledge. Further, I understand that during verification of documents, if any statement/above information is found incorrect, I shall forfeit any claim for bid.

SIGNATURE OF TENDERER WITH DATE & SEAL

NAME _____

ADDRESS _____

