

Tender Notification No : 01/Tender/2019-20 Date-10.02.2020

E-TENDER DOCUMENT

(Outsourcing of Security Services)

"JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIDD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES AND PREVENTION OF TRESS-PASSING" AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT, KOLKATA-700091

| | | |
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| 2. | Last Date and time for submission of online Tender | 4 th March 2020 at 2.00 p.m. |
| 3. | Date, Time and Place of opening of online Tender (only Technical Bid) | 5 th March (2:00 PM) at meeting room of admin Section of Kolkata |
| 4. | Earnest Money Deposit (EMD) | Rs. 25,000/- (Rupees twenty five thousand only) |
| 5. | Security Deposit by the selected agency on award of work | Rs. 3,50,000/- (Rupees Three lakh and fifty thousand Only) |
| 6. | Tender Processing Fees | As applicable online |
| 7. | Date and time for opening of online Price /Financial Bid | Date and time will be intimated later |
| 8. | Validity of tenders | 90 days from the date of opening of tenders |

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT
(CARIDD)**

(Central Council for Research in Ayurvedic Sciences)

4-CN Block, Sector-V, Bidhannagar, Kolkata - 700091

Phone: 033-23673881/1002, e-mail- nriadd-kolkata@gov.in

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**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT
(CARIDD)**

**4-CN Block, Sector-V, Bidhannagar, Kolkata-700091
(Central Council for Research in Ayurvedic Sciences)**

TENDER DOCUMENTS (Non-transferable)

Ref.No : 01/Tender/2019-20 Date-10.02.2020

NAME OF WORK: "PROVIDING JOB CONTRACT FOR PROVIDING SECURITY SERVICES, KEEP A STRICT WATCH & WARD ON ALL CARIDD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES AND PREVENTION OF TRESS-PASSING" AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT, KOLKATA-700091.

C O N T E N T S

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NOTE:

The nature of jobs requirement can be seen personally at CARIDD by the tenderer. The proof depositing the cost of EMD amount must be enclosed at the Technical bid of the tender.

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**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT
(CARIDD)
(Central Council for Research in Ayurvedic Sciences)
KOLKATA-700091**

TENDER NOTIFICATION NO. -01/Tender/2019-20 Date-10.02.2020

Online tenders in two bids (Technical Bids & Price Bids) are invited by the Director, CARIDD, Kolkata 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 CARIDD, Kolkata 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 CARIDD PROPERTIES, REGULATING MOVEMENT OF MEN, MATERIALS & VEHICLES, PREVENTION OF TRESS-PASSING " AT CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT, KOLKATA-700091

The approximate number of Security Personnel required is 13 (Thirteen) which includes a Security Supervisor initially, which may be increased or curtailed as per the need. The prospective tenderer may satisfy them about the requirement by visiting CARIDD 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 West Bengal.
2. Registered with EPF, ESI and GST Authorities.
3. Minimum experience of two years in providing similar security services to Government Sectors/ other similar organizations or two years' experience of working in Government or Private Medical Sectors with performance certificate.
4. Must have minimum Rs.50,00,000/- (Rupees fifty Lakhs Only) turnover during preceding TWO 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.

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The tender documents can also be downloaded from our CCRAS's **website-ccras.nic.in** by the tenderer who fulfils the above eligibility criteria while submitting the tender to be placed with the technical bid.

The Director, CARIDD, Kolkata 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.)



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**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG
DEVELOPMENT (CARIDD)**

(Central Council for Research in Ayurvedic Sciences)

KOLKATA-700091

Ref.No 01/Tender/2019-20 Date-10.02.2020

DETAILS OF TENDER

The tender documents is also available in website- ccras.nic.in which can also be downloaded online, while downloading the tender documents the bidders should check their eligibility criteria as mentioned above.

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

1. Form as per Annexure-I
2. Self attested copy of registration certificate of the Security Agency issued by the appropriate authority.
3. 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.
4. Self attested copy of valid GST registration certificate.
5. Self attested copy of registration under EPF.
6. Self attested copy of registration under ESI.
7. In case of a company, the attested copy of registration under Companies Act., 1956 as applicable.
8. Self attested copy of registration certificate under PSAR Act as applicable to the State of West Bengal.
9. 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 or any other medical institutions/establishments. Performance Certificate must be provided as per **Annexure-III**. Any value added services to be provided by the service provider would have advantage.
10. Copies of the successful completion of at least TWO security contracts during the last two years. 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 as per **Annexure-IV**.
11. List of clients
12. Customers' satisfaction proof.
13. Copy of PAN, ITR and balance sheet of last three years (for financial year 2018-19, 2017-18 & 2016-17).
14. 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.
15. EMD of 25,000 (Rupees twenty five thousand only) by way of DD drawn in favour **NRIADD,KOLKATA(PLAN)**, Kolkata and should be reached before last date of tender submission in sealed envelope to the **Director, CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT (CARIDD)** , (Central

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**Council for Research in Ayurvedic Sciences),4-CN Block, Sector-V,
Bidhannagar, Kolkata-700091. The envelope should be supercribed with tender
details and number. A scanned copy of the EMD may be attached in the technical
Bid. If exempted, the relevant document may be attached.**

16. Proposed plan of the Agency for providing Security services to CARIDD, KOLKATA after inspection to be enclosed separately.
17. Bank details for e-payment.

The Technical bid shall be submitted as per list, duly supported by the above documents. The Technical bid as submitted will be evaluated by a committee as constituted by the Competent Authority of CARIDD, Kolkata. 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, CARIDD, Kolkata in this regard will be final.**

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

(I) Rate/Price Schedule as per Annexure – II

The price bid is to be submitted strictly through online only 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-1 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 CARIDD, Kolkata. In case any of his relative is working in CARIDD, he has to intimate prior to the purchase of tender document and seek prior permission to participate in the tender process.

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CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT

(Central Council for Research in Ayurvedic Sciences)

KOLKATA-700091

TERMS AND CONDITIONS FOR AWARD OF CONTRACT :

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

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 DRUG DEVELOPMENT, Kolkata 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 CARIDD, Kolkata.


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.

3.3 It must be ensured no person below the age of 18 years or above. The age of 60 years is deployed in the Institute.

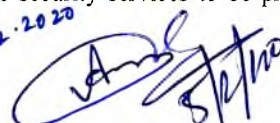
3.4 It must be ensured that no person is allotted duty more than 26 days/month.

4.0 QUOTATION

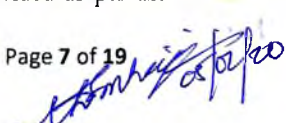
4.1 The Contractor should quote the number of security guards/Security Supervisor to be engaged on security points for the security services to be provided as per the **Annexure-A**, which should not be less than the


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minimum required guards/supervisors as mentioned. The security Supervisors should be well experienced and should have retired from Army/Para-military etc. 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.

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 CARIDD 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) 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 Kolkata, West Bengal 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.**

(iv) Service charge should be on per labour per day basis inclusive of all liabilities & obligations like Cost of uniform, shoes etc. & statutory provisions like bonus etc. It should be uniform for all the categories of Security Personnel.

(v) 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 CARIDD, Kolkata 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 CARIDD, Kolkata 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. 16. EMD of 25,000 (Rupees twenty five thousand only) by way of DD drawn in favour **NRIADD,KOLKATA(PLAN)** and should be reached before last date of tender submission in sealed envelope to the **Director, CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT (CARIDD) , (Central Council for Research in Ayurvedic Sciences),4-CN Block, Sector-V, Bidhannagar, Kolkata-700091.**The envelope should be superscribed with tender details and number

5.2. Scanned copy of the DD may be uploaded.

5.3. In case of EMD exemption scanned copy of necessary certificate/doc should be attached. (NSIC/MSME)

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

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

5.6. The Earnest money deposit of _____ of the successful bidder shall remain with the CARIDD, Kolkata which would be adjusted in the performance security.

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

5.8. 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 CARIDD, Kolkata.

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, CARIDD, Kolkata 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 CARIDD (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 CARIDD (CCRAS) is made party and is supposed to contest the case, the CARIDD (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 CARIDD (CCRAS) on demand. Further, the contractor shall ensure that no financial or any other liability comes on CARIDD (CCRAS) in this respect and shall keep CARIDD (CCRAS) indemnified.

8.2 The contractor shall further keep the CARIDD (CCRAS) indemnified against any loss to the CARIDD (CCRAS) property and assets. The CARIDD (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 CARIDD, Kolkata as and when required.

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- 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 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. proper ID and address proof 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, CARIDD, Kolkata 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 CARIDD(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 CARIDD (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 CARIDD (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 CARIDD(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 CARIDD(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 CARIDD(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 CARIDD(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 CARIDD buildings in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so,

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the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents. The Institute will reimburse employer's share of EPF and ESI every month as permissible under the provision of the respective acts as amended from time to time. The Institute will pay wages & 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 CARIDD (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 due to loss/damage/theft of the property of the institute, 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 CARIDD(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.

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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/hindrane/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, CARIDD, Kolkata 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)

Date _____

Aj 25.02.2020

Prasad 05/2/2020

Signature

Signature 05/02/2020

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 Drug Development, Kolkata, 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
 2. Security Supervisor (Ex-Serviceman) : 01
- Total : 13

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.

Apr 05.02.2020
05/2/2020
3/2/2020
05/02/20



ANNEXURE -I

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT
(CARIDD), KOLKATA-700091**

TECHNICAL BID (Check List)

Format for submission of tender for engagement of Security Personnel at CARIDD, Kolkata

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 | Details to be mentioned |
|--------|---|-------------------------|
| 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) (Private Security Act -PASRA) : (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. | |
| 7. | GST Registration No. | |
| 8. | E.P.F. Registration No. | |
| 9. | E.S.I. Registration No. | |
| 10. | Regd no of firm under State Govt / Central Labour Commission | |

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.

Ap 25.02.2020
[Signature] 25/2/20
[Signature] 05/02/2020
[Signature] 05/2/2020
[Signature]

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 | | |
| 2 | Security Supervisor (Ex-servicemen only) | 1 | | |

- 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 specified.
- 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. No other charges shall be taken into consideration.
3. **Service charge should be on per labour per day basis inclusive of all liabilities & obligations like Cost of uniform, shoes etc. & statutory provisions like bonus etc. It should be uniform for all the categories of Security Personnel.**
4. 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 3½%. 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.
5. 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.

Dated :

SIGNATURE OF THE TENDERER

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

[Handwritten signatures and dates]
 05.02.2020
 05/2/2020

CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT

(Central Council for Research in Ayurvedic Sciences)

KOLKATA-700091

Annexure-III

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 similar contracts and should have carried out three similar contracts of with a minimum turnover of Rs.50,00,000/- (Rupees Fifty Lakhs Only). each year during preceding two financial years. (PF should be attached)

| 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.

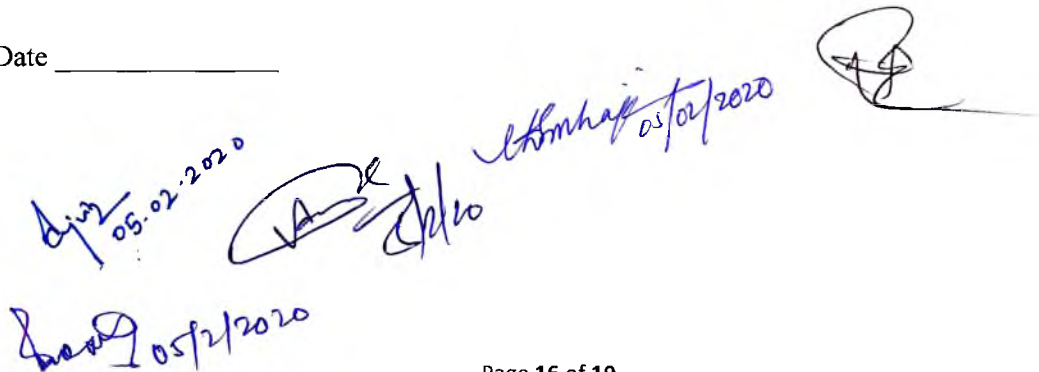
SIGNATURE OF TENDERER WITH DATE & SEAL

NAME _____

ADDRESS _____

Date _____

05.02.2020
05/2/2020
05/02/2020
05/02/2020



**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR DRUG DEVELOPMENT
(CARIDD), KOLKATA-700091**

ANNEXURE – IV

**DETAILS OF THE CONTRACTS UNDERTAKEN BY THE CONTRACTOR/AGENCY
(PF to be attached)**

| 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. | |
| | | | | | | 2018-19 | 2017-18 |
| | | | | | | | |
| | | | | | | | |

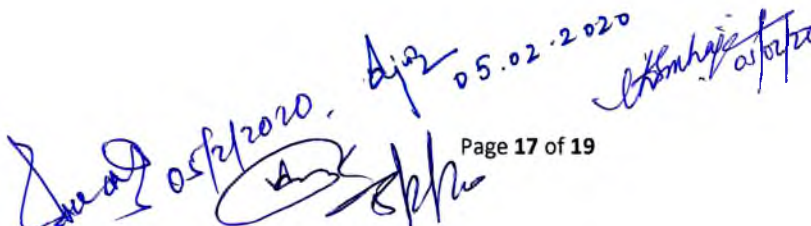
*Satisfactory completion of work signed by Head of Officer must be attached.

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 _____

05/02/2020
05.02.2020
05/02/20




REQUIREMENTS FOR VENDORS

- P.C. connected with internet.
- Registration with Service provider portal www.tenderwizard.com/TWEPROC
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- In case of any clarification please contact ITI Ltd., before the schedule time of the e-Procurement.

Contact Helpdesk:-

HELPLESK NO. 9073677150/151,152, E-mail: helplinetenderwizard@gmail.com

a) For registration, Submission procedure and method of correspondence etc. Please visit our website: www.tenderwizard.com/TWEPROC and click on the link Vendor Help.

b) To obtain the Class III digital signature certificate or further details please visit our website: www.tenderwizard.com/TWEPROC

c) Registration/Enrollment of Bidder on e-procurement Portal of CARIDD :

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of CARIDD with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/accepted.

The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria is found to be wrong or misleading at any stage, they will be liable to be punitive action.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website www.tenderwizard.com/TWEPROC . The bidders have to Log on to CARIDD's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB : (I) Please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site . As such , tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum , if any , will be that of the downloading parties.

(ii) No separate intimation in respect of corrigendum to this NIT(if any) will be sent to tenderers who have down loaded the document of CARIDD.

Apurva
05.02.2020
Sanjay 05/2/2020

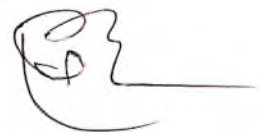
Sanjay 05/2/2020



e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd www.tenderwizard.com/TWEPROC tender document failing which the offer is liable for rejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.



05.02.2020
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