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भाकृअनुप-केन्द्रीय मात्स्यिकी प्रौद्योगिकी संस्थानका वेरावल अनु.केन्द्र  
**Veraval Research Centre of ICAR-Central Institute of Fisheries Technology**  
(भारतीयकृषिअनुसंधानपरिषद)  
(Indian Council of Agricultural Research)  
मत्स्यभवन ,भिडीया ,वेरावल-362269  
MatsyaBhavan, Bhidia, Veraval -362 269.



**TENDER FOR**  
**“PROVIDING SERVICES OF**  
**SECURITY/WATCH & WARD DUTY (Ex-**  
**serviceman) AT ICAR-CIFT , VERAVAL**  
**RESEARCH CENTRE,VERAVAL”**

**Tender Reference No.: F.No. 15-1/VRC/Secu/19-20**

E-mail: [veravalcift@gmail.com](mailto:veravalcift@gmail.com) ( Click here to view NIT in CPP site.)

Website: [www.cift.res.in](http://www.cift.res.in)

[www.eprocure.gov.in](http://www.eprocure.gov.in)

Tel: 02876–231297



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भाकृअनुप-केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान का वेरावलअनु.केन्द्र  
Veraval Research Centre of ICAR-Central Institute of Fisheries Technology



(भारतीय कृषि अनुसंधान परिषद)  
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**NOTICE INVITING TENDER**

The Scientist-In-Charge, VRC of ICAR-CIFT, Veraval invites e-tenders for the work “**for providing services of Security/Watch & Ward (Ex-serviceman) for Security of Office building, laboratories and surround area**’ of ICAR-CIFT, Veraval” as per BOQ schedule of work enclosed through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from the eligible/licensed or other Government registered service providers.

Type of work: Watch & Wards Security of office building, laboratories and surrounding area and institute premises of ICAR- CIFT.

<b>TenderEnquiryNo.:F.No.15-1/VRC/Security/19-20</b>	
<b>Published Date</b>	<b>02.05.2019- 15.00hrs</b>
<b>Bid submission start date</b>	<b>02.05.2019- 15.30hrs</b>
<b>Bid submission end date</b>	<b>22.05.2019- 14.30hrs</b>
<b>Bid opening date</b>	<b>23.05.2019- 15.00hrs</b>

**IMPORTANTNOTES:-**

1. Tender Documents can be downloaded from cift website [www.cift.res.in](http://www.cift.res.in) or from Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received one-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc.will be rejected.**
3. ICAR-CIFT reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereof.
4. ICAR-CIFT will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any changes / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our web site for updates.

Place:Veraval  
Date:02.05.2019

**Scientist-In-Charge  
for Director**

## **INSTRUCTIONS TO THE TENDERERS**

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://e-procure.gov.in/e-procure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

### **For Registration**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrollments”. Enrolment on the CPP Portal is free of charge.
2. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
3. Bidders should be registered Government Contractors.
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. Director, ICAR-CIFT, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Competent Authority in ICAR-CIFT shall have the right to verify the particulars furnished by the bidder independently.
7. The work/service invited is for ICAR-CIFT, Veraval and the contractor shall be responsible for dues damage during the execution of work.
8. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
10. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
11. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

All the communication with respect to the tender shall be addressed to:

**The Scientist-In-Charge,  
ICAR-VRC of Central Institute of Fisheries Technology,  
Matsya Bhavan, Bhidia, Veraval 362 269 (Dist. Gir-Somnath) Gujarat.**

सुरक्षाकर्मीकार्यसूचि/Schedule of work

Duty point: 24 hrs. at Office building of VRC of ICAR-CIFT, Veraval Gujarat

सुरक्षाकर्मी/security staff	शैक्षिकयोग्यताEducational qualification	आवश्यकता/ Requirement
Security staff Ex-serviceman for office building cum laboratories and surrounding area (Number of person to be assessed by the bidder)	Retired Ex-serviceman below the age of 50, and should be able to read and write Hindi /English	<ol style="list-style-type: none"> <li>1. Security Guard must be healthy, experienced and posting is transferable.</li> <li>2. Security Guard should able to communicate in Hindi as well as English</li> <li>3. Security Guard will perform single shift for duty/day, Double shift duties are not allowed.</li> <li>4. Security Guard shall not perform any social relationship with the CIFT/ICAR staff</li> <li>5. Uniform, Vehicles, Torch, Lathi etc. shall be provided to the Security Guard by the Contractor</li> <li>6 Security Guard will be in clean uniform while on duty</li> <li>7. Security Guard will not leave his duty point, unless his reliever reports for shift duty</li> <li>8. Security Guard will maintain all the relevant registers available at main entry gate.</li> <li>9. While on duty, Security Guard should not be careless and he should be always alert and strong by nature.</li> <li>10. Security Guard will watch the activities of each and every staff including labour and visitors at the office</li> <li>11. Security Guard will inspect all the incoming / outgoing vehicles at the office.</li> <li>12. Keys should be handed over to the ICAR/CIFT employee only after entering in the concerned register</li> <li>13. Security Guard will maintain strict punctuality and on availing leave the security agency has to make alternate arrangement which has to be intimated to the office on time.</li> <li>14. Prior intimation must be communicate on changes if security personnel to the undersigned.</li> <li>15. Security Guard will do patrolling every hrs during night</li> <li>16. While on duty Security Guard will follow the formalities of the security measures</li> <li>17. Security Guard will note the items which are going outside the office premises.</li> </ol>

\*The contractor may quote the consolidated rate per month.

Scientist-In-Charge

### Terms & Conditions

1. The Agency should have Labour License from the Central Labour Commissioner as per Contract Labour Regulation Act (Central). The Contractor should abide by the statutory provisions enacted in the labour laws for minimum wages and should fulfill all the statutory obligation under the ESI, Provident Fund rules etc. in respect of the persons deployed for the works.
2. The Agency should have Income Tax Clearance Certificate for the last three years
3. The Agency should have the Registration from the Employee's Provident Fund and ESI Authorities.
4. The Agency has to indicate the number of trained Ex-serviceman security Guards/Supervisors and their annual turnover.
5. The Guards should be Ex-serviceman alone and none else, and within the age group of 40-60 years.
6. The Agency terms and conditions if any must be furnished along with the tender notice.
7. The Contractor shall be responsible for the maintenance of all records/registers as required.
8. The persons deployed for the work should be issued with **proper uniform** for easy identification at your cost. The service provider shall take all responsibility and obligation for providing security/insurance of the person engaged by him by him for the purpose at ICAR-CIFT. ICAR-CIFT will not be responsible for any libel/suit/litigation or otherwise/obligation/commitment/liability to any party (ies) or person(s) whatsoever.
9. The contractor/agency will be responsible for payment of the **revised wages, DA, ESI, EPF contribution etc from time to time issued by the Chief Labour Commissioner (Central), New Delhi. The rates so quoted shall remain unchanged during the period of contract and will not be modified/alterd at all**
10. Any misconduct/ misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately
11. Changing of workers should be intimated to this Office.
12. The workers should follow strict attendance and alternative arrangements are to be made by the Agency whenever the workers are going on leave under intimation to this Office
13. The contractor shall be responsible for the maintenance of all records/registers as required.
14. Successful Tenderer will have to enter a detailed contract agreement with ICAR on non-judicial stamp paper.
15. The Contractor should furnish an Earnest Money Deposit of **Rs. 19200/-** along with bid in the form of Account Payee Demand Draft from any of the Commercial Banks in favour of "ICAR Unit, CIFT Cochin" payable at State Bank of India, Willingdon Island, Cochin-682 003, valid for 45 days payable at State Bank of India, Willingdon Island, Cochin-682 003, valid for 45 days beyond the validity of bid, is to be submitted to this office on or **before 22.05.2019**(14.30hrs). Name of the Tender and Tender reference number has to be furnished behind the EMD DD/Bankers Cheque. The scanned copy of Earnest Money Desposit by way of Demand Draft/Bankers Cheque in PDF form should be included in Cover-I of the E-tender. The offers without EMD will be rejected. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. The EMD will be forfeited if the bidder fails to accept the order based on his/her bid or fail to carry out the work. No interest on bid security deposit shall be paid by the Institute.
16. In case of an dispute, the decision of the Director, ICAR-CIFT, Kochi-29 will be final and binding on both the parties.
17. Director, ICAR-CIFT reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons. The Director, ICAR-CIFT, Kochi reserves the right to accept or reject or to cancel the Tenders or the part thereof without assigning any reason whatsoever. No correspondence in regard to acceptance of tender etc. will be entertained and decision of the Director, CIFT in this matter will be final.

18. Incomplete and /or late tenders will be rejected.
19. The Agency shall be wholly responsible for paying monthly wages and other admissible allowances to the persons as engaged by the contractor and CIFT shall in no way be responsible for meeting any kind of expenditure on wages etc. to these persons. The Agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the persons deployed as may be required.
20. The Annexures of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the Schedules Form being insufficient for the required purpose, additional pages may be added. Each additional pages must be numbered consecutively and signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the Annexure is considered necessary, it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not allowed otherwise the tender will be rejected.
21. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the Annexure to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a Company.
22. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days the offer made shall be deemed to be withdrawn without any notice. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government.
23. Director, ICAR-CIFT reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
24. Decision of Director of this Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CIFT. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
25. Acceptance by the Institute will be communicated by FAX/or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/letter etc. should be acted upon immediately.
26. **5% of the total amount quoted for one year has to be deposited at this office as security deposit within seven days of intimation of the award of the work.** The amount shall be refundable without any interest after 2 months of completion of the contract period.
27. The contract will be discontinued at the discretions of the Director, CIFT if the work is not up to the satisfaction.

Scientist-In-Charge.  
for Director

## Online Bid Submission Details

### Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online single cover explained below:-

<b><u>COVER-I</u></b>			
(Following documents to be provided)			
S.No.	Types	Content	
1	Document	labour Contract Act 1970	.PDF
2	Document	Income Tax Certificate	.PDF
3	Document	Registration from EPF and ESI Authorities	.PDF
4	Document	Details of consolidated wages per month i.e. Basic wage, EPF, ESI, GST, Service charge, etc.	.PDF
5	Document	Agencies terms & Conditions, if any.	.PDF
6	Document	Service Tax Registration	.PDF
7	Financial Bid	Price bid (BoQ) to be filled in Excel format as per Instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

**Scientist-In-Charge.  
For Director**