



# केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, पो. काकोरी, लखनऊ-226 101 (भारत)

## Central Institute For Subtropical Horticulture

Rehmankhhera, PO Kakori, Lucknow-226 101 (India).

Phone (O)2841022,2841023, 2841024; Fax 0522-2841025

Web Site [www.cishlko.org](http://www.cishlko.org); E-mail [cish.lucknow@gmail.com](mailto:cish.lucknow@gmail.com)



F.No1-4/2013-14-M

Dated .11.2013

## Tender Notice

On behalf of the Director, CISH, Lucknow sealed tenders are invited from reputed & registered agencies who fulfill all the required statutory provisions and could deploy competent/approved security personnel and other obligations of Security Services for the outsourced job to be undertaken at CISH, Rehmankhhera and R.B. Road Campus, Lucknow over a period of one year which is extendable on the basis of the satisfactory services provided by the firm.

Sl. No.	Name of work	EMD
1.	Outsourcing of Security services	Rs.25,000/-

The tender form containing terms and conditions with scope of work can be purchased from this office on payment of **Rs.500/-** in each of the cases on all working days between 11:00 A.M. to 3:00 P.M. as per following schedule.

1. Sale of tender documents	Up to 13.12.2013
2. Last date of receipt of sealed tender	16.12.2013 at 3.00 pm
3. Date of opening of technical bid	17.12.2013 at 11:00 am
4. Date of opening of financial bid	20.12.2013 at 11:00 am.

The tenders are also available on this Institute website at [www.cishlko.org](http://www.cishlko.org). The interested bidders may also download the tender directly from the Institute website and submit tender with cost of tender form for Rs.500/- only in the form of D.D. drawn in favor of **“ICAR Unit CISH,”** Lucknow along with requisite EMD as above failing which the bid will be rejected.

Tenderer should quote separate rates for CISH, Rehmankhhera and CISH R. B. Road campus. The sealed tender form can be submitted directly by placing them in the sealed tender box or can be sent through registered /speed post so as to reach on or before the due date and time. The tender received after the due date & time will not be accepted.

The Director, CISH, Lucknow reserves the right to reject all or any tenders without assigning any reasons.

**Asstt. Administrative Officer**

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE  
REHMANKHERA, P.O. KAKORI  
LUCKNOW-226 101 (UTTAR PRADESH)**



**TENDER FOR OUTSOURCING OF SECURITY SERVICES AT  
R.B.ROAD CAMPUS AND AT REHMANKHERA, CISH,  
LUCKNOW**



**TENDER DOCUMENT**

**LAST DATE OF RECEIPT OF BID IS 16.12.2013 UPTO 3.00 PM**

**Date of opening :-**

- 1. Technical Bid opening date : 17.12.2013 AT 11.00 AM**
- 2. Financial Bid opening date : 20.12.2013 AT 11.00 AM**

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**Phone No. 0522-2841022, 2841023**

**FAX No. 0522-2841025**

**WEBSITE: [www.cishlko.org](http://www.cishlko.org)**

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE  
REHMANKHERA, P.O. KAKORI  
LUCKNOW-226 101 (UTTAR PRADESH)**

**TENDER FOR SECURITY SERVICES AT R.B.ROAD CAMPUS AND AT  
REHMANKHERA, CISH, LUCKNOW**

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**Sign of the Contractor**

**Asstt. Administrative Officer**

**CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE  
REHMANKHERA, P.O. KAKORI, LUCKNOW-226 101**

**TENDER FOR SECURITY SERVICES AT R.B.ROAD CAMPUS  
AND AT REHMANKHERA, CISH, LUCKNOW**

**IMPORTANT DATES AND INFORMATION**

S. N.	DETAILS OF SCHEDULE	DATE, TIME AND INFORMATION
1.	RECEIPT OF SEALED TENDERS	16.12.2013 upto 3.00 pm
2.	OPENING OF TECHNICAL BID	17.12.2013 at 11.00 am
3.	OPENING OF FINANCIAL BID	20.12.2013 upto 11.00 am
3.	VALIDITY OF TENDER	180 Days form the date of opening of tender
4.	CONTRACT PERIOD	One year
5.	AMOUNT OF EARNEST MONEY DEPOSIT	Rs.-25000/-
6.	AMOUNT OF SECURITY DEPOSIT	10% of the tendered amount
7.	MODE OF CONTRACT	Lump sum amount per month

**Important**

1. The Tender is consisting of Two Bid system, Technical bid and Financial Bid. Both the Bids should be sealed in separate envelop duly superscribed. The financial bid will be opened only of those tenderers who qualify/fulfill the technical bid.
2. Technical bid consisting of all terms & conditions along with commercial terms and conditions.
3. As per the previous records of the Institute the tentative expenditure on Security Services which are mentioned in this tender is around Rs. 25,00,000.00 (Rupees twenty five lakh only) per annum.

# केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, डाकघर काकोरी, लखनऊ – 226 101(भारत)

## CENTRAL INSTITUTE FOR SUBTROPICAL HORTICULTURE

Rehmankhhera, P.O. Kakori Lucknow – 226 101(India)

F. No. 1-4/2013-2014/M

Dated :

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : INVITATION OF Tender FOR **outsourcing of Security Services –at CISH Rehmankhhera / R.B. Road Campus, Lucknow.**

Dear Sir(s),

**Central Institute for Subtropical Horticulture, Lucknow has two experimental farms, one each located at Rehmankhhera (Area : 132.5 ha), 30 kms far from Lucknow city on Hardoi Road and the other at Raebareli Road (Area : 13.2 ha) & the present tender is for both the farms.**

Sealed Tenders are hereby invited on behalf of the Director, CISH for contract of **PROVIDING Security Services –at CISH Rehmankhhera/R.B. Road Campus, Lucknow.**

1. This Tender consist of Two Bid system, the Technical Bid and the Financial Bid. Both the Bids should be sealed in separate envelops duly superscribed. The financial bid will be opened only last of those tenderers who qualify/fulfill the technical bid. In case of receipt of 4 or 3 tenders, bids will not be opened.

2. Technical bid consisting of all technical details along with commercial terms and conditions is enclosed as ANNEXURE – II. While financial bid format is enclosed as Annexure –III.

3. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the tenderer and spelt out in the schedule and the special terms and conditions detailed in the Tender forms and its schedules. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

4. The firms/parties quoting/offering on downloaded tender form from the website will have to submit the tender cost of Rs. 500/- only in the shape of Bank Draft in favour of "ICAR Unit – CISH" Lucknow, failing which the tender shall be liable to be rejected. Tender form can be purchased from the cashier of the Institute also by paying the cost of Tender form Rs. 500.00 cash. The tender document has also been uploaded to the National Portal as per requirements.

5. **An earnest money of Rs. 25,000.00 (Rs. Twenty five thousand only) must be deposited in the form of demand draft/pay order payable in favour of ICAR Unit CISH, Lucknow.** The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date. The Tender will not be considered if earnest money is not deposited along with the Tender.

6. The Tenderer is being permitted to give Tender in consideration of the stipulations on his part that after submitting his Tender, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount towards, the EMD stands forfeited to the Institute. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

7. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer at the bottom of the page. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the Tenders. Overwriting/erasing in rates quoted by the Tenderer will not be allowed, otherwise the Tenders are liable be rejected.

8. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules 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 of 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.

9. If Tenderer does not accept the offer, after issue of letter of award by CISH, Lucknow within 15 days, the offer made shall be withdrawn & Earnest money stands forfeited to the Institute.

10. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the **Tenders and annexure, if any, should be signed by the Tenderer.**

11. The original copy of the Tenders is required to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed " **OUTSOURCING OF Security Services –at CISH Rehmankhara/R.B. Road Campus, Lucknow**" with full address of this office and of the Tenderer. The tender shall place the envelopes clearly

marked "**Technical bid** and **Financial bid** separately and enclosed in the main envelope. All Tenders should be sent by registered post. Tenders to be delivered in person should be put in the "Sealed Tender box", which will be kept in the room of Asstt. Administrative Officer of the CISH, P.O. Kakori, Rehmankhera – 226 101 on or before 16.12.2013 at 3.00 pm. Tenders received after the due date and time will be summarily rejected.

12. The rates quoted by each firm for the outsourced job of **outsourcing of Security Services –at CISH Rehmankhera/R.B. Road Campus, Lucknow** in the quotation should be lump sum excluding service tax. You are at liberty to be present or authorize your representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in the Tenders. Please also state the name and address of your permanent representative, if any available.

13. The Institute is not bound itself to accept the lowest or any other Tenders and also reserve itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

14. An amount equivalent to **10% of the total tender value** will have to be deposited as a **performance security deposit** by the Successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money stands forfeited to the Institute and the tender will be awarded to next bidder.

15. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

16. The service tax or any other statutory taxes on outsourced service in respect of this tender shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. The Income tax or any other tax which is as per the rule of the **Government** shall be paid by the agency itself to the concerned department. Institute will deduct only TDS at prescribed rates from the monthly bills of the successful tenderer as per the rule/instructions made applicable from time to time by Government against which necessary certificate will be issued.

17. Director, CISH reserves the right to reduce or terminate the period of tender or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

18. Decision of Director, CISH will be final for any aspect of the tender and binding to all parties. Disputes arising, if any on the tender 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 CISH, Lucknow. The decision of the sole arbitrator so appointed by the Director CISH, Lucknow shall be final and binding on the parties. The arbitrator proceeding shall be governed by the arbitration & constitution Act 1996.

19. Acceptance by the Institute will be communicated by FAX or any other form of communication. Formal letter of acceptance and work order of the Tender will be forwarded as soon as possible, but the instructions in the FAX, letter etc. should be acted upon immediately by successful tenderer.

20. The contract will be initially for a period of one year and on the basis of the report of the satisfactory services to the Institute, it could be extended further at the sole discretion of the competent authority of the Institute.
21. This Institute implements provisions of the RTI Act 2005. The information provided in this tender is liable to be disclosed.
22. Successful bidder needs to abide by all the provisions of the minimum wages act, child labour act and /or other Labour acts in force in providing outsourcing services of security to the Institute.
23. Provision of the ESI and EPF acts, as applicable from time to time, will also have to be abided by the successful tenderer, the successful tenderer will have to deposit/submit the ESI and EPF numbers of the staff deployed in the Institute and also submit the receipts on account of deposit of the money in the office of ESI and EPF in respect of the staff engaged by him as and when demanded.
24. Successful tenderer will have to enter into a detailed contract agreement with CISH, Lucknow on non-judicial stamp paper of Rs. 100/- for each of the outsourced work.
25. The wages to be provided by the successful tenderer to the personnel engaged by him will be governed by the minimum labour wages Act of State Govt./Central Govt.
26. The essential documents are required to be enclosed along with the tender form which will be the part of Technical Bid of the Tender document are mentioned in Annexure –II of the Tender Document.

Yours faithfully,

**ASSTT. ADMINISTRATIVE OFFICER  
FOR ON BEHALF OF DIRECTOR,  
CISH, LUCKNOW**



QUOTATION FOR Outsourcing of *Security Services* –at **CISH Rehmankhhera/R.B. Road Campus, Lucknow**

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Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address :

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From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director,  
CISH, Rehmankhhera,  
P.O. Kakori, Lucknow – 226 101

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **PROVIDING Security Services at CISH Rehmankhhera/R.B. Road Campus, Lucknow** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in the prescribed schedule as financial bid of this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II to accompany this Tenders are at pages \_\_\_\_\_

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of **ICAR Unit CISH, Lucknow** and payable at Lucknow is enclosed as earnest money required.

**Yours faithfully,**

**Dated :**

**Witness** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Occupation** \_\_\_\_\_

**Signature & Seal of the  
Tenderer  
Telephone No. Office  
Resi.  
Mobile**

**Signature of witness to contractor's signature  
Address :**

**Name & Signature of Witness :  
Address:**

**Annexure - I**

**Details of the Minimum 3 years experience/work done.**

Sl. No.	Name of the Deptt./Organisation & Name of the contact person with Phone No.	Period		No. of manpower deployed	Remarks
		From	To		

**Authorized Signatory**

**SCHEDULE TO TENDERS**

**PART – I**

1. Name of the Firm/Agency
2. Full address with Post Box No.  
And Telephone No. if any
3. Constitution of the Firm/  
Agency (Attached copy)
  - a) Indian Companies Act, 1956
  - b) Indian Partnership Act, 1932  
(Please give names of partners)
  - c) Any other Act, if not, the owners
4. For Partnership firms whether  
registered under the Indian  
Partnership Act, 1932, please  
state further whether by the  
partnership agreement to arbitration  
has been conferred on the partner  
who has signed the Tender.
  - i) If answer to the above is in negative  
whether there is any general power  
of attorney executed by all the  
partners of the firm authorizing the  
partner who has signed the Tenders  
to refer dispute condemning business  
of the partnership to arbitration
  - ii) If the answer to above is in point one and two  
the affirmative please furnish a copy of either the  
partnership agreement or the general  
power of attorney as the case may be.  
The copy should be attested by a Notary  
Public or its execution would be admitted  
by affidavit on a properly stamped paper  
by all partner
- 5, (a) Name and Full Address of your  
Banker's :
  - (b) Bank Account of the firm :
  - ( C ) IFS Code :
6. Your Permanent Income Tax No (PAN)/Circle/Ward
7. Any other relevant information

**PART – II**

8. Earnest Money Deposited: Yes/No

**PART – III**

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting CISH Rehmankhara/R.B. Road Campus regarding the contract

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

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

## Schedule -II

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT INCLUDING SCOPE OF WORK/WORK TO BE EXECUTED FOR PROVIDING *Security Services at CISH Rehmankhhera/R.B. Road Campus, Lucknow* :**

### (Work to be Executed/ Scope of Work)

The following security work is required to be executed by the successful tenderer, who will be awarded the tender of outsourcing security arrangements. The work of areas to be covered under the security on 24 hour basis at Rehmankhhera/R.B. Road Campus are as detailed below :-

<b>*Areas of Security Coverage at CISH, Rehmankhhera Farm, P.O. Kakori, Lucknow</b>		
Ist Block	At Main Gate of Block-I (9 am to 5 pm) and thereafter field area etc. Field Area at Block –I etc.	Throughout day & night (3 shifts) Throughout day & night (3 shifts)
IIInd Block	Main Gate at Block-IIInd, etc. Main building housing the administrative office and laboratory complex at Block-IIInd, etc. Pump and adjoining area at Block-IIInd,etc. Field Area at Block-IIInd, etc.	Throughout day & night (3 shifts) Throughout day & night (3 shifts) Throughout day & night (3 shifts) Throughout day & night (3 shifts)
IIIrd Block	Office building at Block-III Field Area & pump at Block-III Litchi Area at Block-III, etc.	Throughout day & night (3 shifts) Throughout day & night (3 shifts) Throughout day & night (3 shifts)
IV Block	Office building and Pump Area at Block-IV, etc. Field Area at Block-IV, etc.	Throughout day & night (3 shifts) Throughout day & night (3 shifts)
<b>*Areas of security coverage at CISH, Raebareli Road, P.O. Dilkusha, Lucknow-226002</b>		
	Gate No. 1 at R.B. Road Campus, etc. Gate No. 4 at R.B. Road Campus (from 6 am to 10 pm) thereafter, residential colony and field area (from 10 pm to 6 am), etc. Farm Office/Lab/Store/Nursery/ Guest House and field area, etc.,	Throughout day & night (3 shifts) Throughout day & night (3 shifts) Throughout day & night (3 shifts)

**\* Areas of security coverage indicated are provisional. They could be changed according to the emerging security perception of the Institute.**

**The Security agency will ensure supervision of the guards on duty at all times with out any extra charge. ( In addition to the above main permanent security check points, all the area covered by the Institute is required to be secured/petrolled by the security agency in this service contract.)**

**Note :** The amount per month to be quoted by tenderer include PF/ESI contribution (not applicable to ex-serviceman) and any other statutory provision and liabilities to be discharged by the contractor (but excluding service tax)in respect of personnel engaged by him.

1. The work of outsourcing **Security Services at CISH Rehmankhara/R.B. Road Campus, Lucknow** shall have to be undertaken without causing any damages to the Institute properties. In case, any damage is caused by the workers deployed by the tenderer to do the work, the same shall be recovered from the tenderer, and in all such cases the total damage to the Institute will be estimated by the Director, CISH, Lucknow and tenderer or shall agree for the same.
2. In case of any thefts or damage accruing to the Institute property, the security agency will be liable to pay the estimated value along with penalty thereon as assessed by the Institute.
3. The tenderer shall not sublet the work.
4. Payment for outsourced Services will be made on monthly basis by the Institute upon submission of pre-receipted bills and other required documents such as proof of payment of service tax etc. to the concerned authority.
5. All the personnel deployed by the tenderer will perform their duty in proper uniform along with cap and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both Summer and Winter) to the personnel with Identity badges.
6. The agency shall employ good and reliable persons having security clearance from police department with robust health and clean record preferably within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons there off and the agency shall on receipt of a written communication have to replace such persons must immediately.
7. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI contribution, Uniform, Liveries, OTA etc.
8. The tenderer will discharge all his legal obligations in respect of the workers/guards to be employed/ deployed by him for the execution of the outsourced work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director of the Institute shall be final and binding on the tenderer.

9. The successful tenderer shall provide the necessary personnel for the outsourced job of security services at **CISH, Rehmanhera, Lucknow and R. B. Road Campus** as per provision of labour act prevalent and amended from time to time by **Govt. of UP/GOI which ever becomes applicable**.
10. The contractor shall make payment of wages by Cash/Cheque (to those employees having bank account) to personnel engaged by him by 7<sup>th</sup> of the following month in the premises of **CISH, Lucknow and R. B. Road Campus, Lucknow** in the presence of an officer designated for the purpose by the competent authority of the Institute, in order to ensure regular and correct agreed payment to the workers. Wages should be according to Minimum Wages Act and together with statutory Acts applicable by **Govt. of UP/GOI**. CISH/other authority of the LEO, Lucknow reserves the right to check periodically the payment of wages being made by the tenderer to the personnel deployed.
11. The tenderer shall maintain a register for marking the attendance by SG/Supervisor deployed which can be seen/verified by the authorized officer of CISH periodically.
12. It has been noticed that sometimes the tenderer quote un-workable service charges vis-à-vis scope of work, resulting in either unsatisfactory performance or injustice to the workers by not getting their due minimum wages along with other statutory charges. It may therefore, be ensured that the wages are carefully paid to the personal deployed by tenderer.
13. The tender document duly signed on all pages should be submitted in a separate envelope along with the technical bid, failing which the technical bid shall not be considered.
14. This Institute is under the provisions of RTI Act 2005. All information provided under this tender is liable to be disclosed.
15. No accommodation/no living place will be provided by the Institute to the personnel deployed .
16. Within 21 (twenty one) days after the issue of notification of award by the CISH. the tenderer shall furnish performance security for an amount equivalent to 10% (ten percent) of the tenderer value.

17. The proceeds of the performance security shall be payable to the CISH as compensation for any loss resulting from the suppliers failure to complete its obligations under the contract.
18. The performance security shall be denominated in Indian Rupees and shall be in one of the following forms:
  - (a) Cash in Indian currency.
  - (b) Crossed Demand draft of any scheduled bank in favor of ICAR Unit – CISH payable at Lucknow
19. The performance security will be discharged by the CISH and returned to the tenderer only on completion of CISH contractual obligations satisfactory.
20. The contractor shall submit their bills in triplicate after completion of each month preferably before 7<sup>th</sup> day of month. The bills shall be supported with the copy of challans of deposits of EPF/other statutory autributions . The payment will be made by cross Cheque/demand draft on receipt on confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the prescribed jobs are not completed up to the satisfaction of the authorities, suitable deductions shall be made from the payment at the discretion of Director, Central Institute for Subtropical Horticulture, Rehmankhera, Lucknow, whose decision will be final and binding on the contractor.
21. The tenderer shall be responsible to discharge all their legal obligations in respect of their personnel deployed towards their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz statutory obligation under Contract Labour (Regulation & Abolition) Act, 1970./Child labour act. Minimum wages Act, Workman's compensation Act EPF & MP Act, Industrial Dispute Act etc.,The tenderer shall agree to indemnify and keep indemnified CISH from any claims, losses or damages that may be caused to the CISH on account of the tenderer failure to comply with their statutory obligations under the various law towards their personnel engaged by them or any loss or damage to CISH due to acts of commission /omission of the tenderer .
22. Under no circumstances, the personnel of the tenderer shall be treated, regarded or considered or deemed to be the employees of the CISH and the tenderer alone shall be responsible for their remuneration/ wages and other benefits, service conditions and welfare of all the personnel deployed by the agency and shall indemnify and keep indemnified the CISH AGAINST ANY CLAIM THAT may arise in respect of the personnel deployed the tenderer .
23. Under no circumstances, the Institute shall be made liable for additional monitory involvement other than what has been mutually agreed upon. In case of any of the above contingencies, the one part/first party will have the right to terminate this agreement forthwith/ without notice and will not be liable to any damages



and/or losses which may be suffered by the tenderer on account of termination of this agreement. Tenderer may terminate this contract at three months prior notice from the date of its receipt in the Institute

24. If any question or dispute arise between the parties here to or there representative with respect to the meaning or effect of any clauses of this agreement or about the right of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the ICAR/CISH his award shall be governed by the provisions of the Arbitration and Conciliation Act 1996 for time being in force in India Union and shall be binding on both the parties hereto.
25. The security personnel deployed shall perform one shift per day & perform double shift duty by the security personnel is totally prohibited.
26. The security personnel shall not develop any social relationship with the Institute Staff which can interfere in performance of outsources security services .
27. The security personnel shall be provided with uniforms, whistle, torch cell, lathi, gum boots, rain coat, etc. by the tenderer him-self.
28. The security personnel shall not leave the duty point unless and until the reliever comes for shift duties and relevant registers be maintained by the tenderer in this regard.
29. The tenderer should arrange to maintain all the registers to be kept at main gate and other relevant points for inspection by the first party.
30. The security personnel deployed shall verify all the office buildings, rooms after 4.30 P. M. in order to ensure that all the rooms and all the premises are locked and secured properly.
31. tenderer should ensure the patrolling duty in the campus by the security personnel on rotation and while patrolling check all the properties of the Institute and building locks including pump house etc. secured properly.
32. The security personnel shall not give lenient or casual impression in the duties and they shall be alert and attentive at all times.
33. The security personnel shall observe & check movement of the staff, laborers and visitors etc. and maintain registers of entry and exit.
34. The security personnel shall not allow anybody with vehicles inside the campus without due permission and proper entries in the visitor's register.

35. The security personnel will ensure the parking of all vehicles at designated parking place only. The vehicle shall be checked by the security personnel on duty as well as exit.
36. *If at any time the claim or the certificate enclosed by the firm are found to be untrue, the Director of the Institute reserves the right to cancel the tender at the sole cost of the tenderer .*
37. The security personnel shall follow the codal formalities of security system while on duty.
38. The security personnel shall ensure that proper gate pass is issued by the Competent Officer for the items taken out of the campus. In case of any doubts, they shall immediately contact officer in charge Security of the Institute.

• **Penalty clause/Liquidated damages clause:**

1. That the tenderer shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.
2. An amount of Rs.500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark at any point it will be brought to the notice of supervisory staff of the firm by Institute and if no action is taken within one hour, liquidated damage clause will be invoked.
3. 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.
4. If at any time no. of security personnel/supervisor deployed is less than the minimum required, a penalty of Rs.500/- per personnel per shift per day will be deducted from the bill.

The Director, CISH reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, CISH shall be final and binding on the tenderer in respect of any clause covered under the tender.

**ASSTT. ADMINIDTRATIVE OFFICER**

**Financial Bid**

**(This financial bid to be enclosed in a separate envelop)**

Last Date for receipt of Tender : 16.12.2013 at 3.00 pm  
Date of opening of Technical Bid : 17.12.2013 at 11.00 am  
Date of opening of financial bid : 20.12.2013 at 11.00 am

To

The Director,  
Central Institute for Subtropical Horticulture,  
Rehmankhhera, P.O. Kakori,  
Lucknow – 226 101

Sir,

I/We wish to submit our financial bid for the job work/service contract for providing Security Services at CISH, Rehmankhhera and R.B. Road Campus, Lucknow on the following rates.

No.	Particulars	* RatePer Month
1-	<b>CISH, REHMANKHERA</b>	(Rupees in figure) Rupees in words
2-	<b>CISH,R.B. ROAD CAMPUS</b>	(Rupees in figure) (Rupees in words)

\* Rates per month quoted should be in lump sum excluding service tax.

I/We agree to forfeit of the Earnest money, if I/We failed to comply with any of the terms and conditions in whole or in part laid down in the tender form.

I/We have carefully read the Terms & Conditions of the Tender and are agreed to abide by these in letter & spiret.

**Note :** The amount per month to be quoted by the tenderer include PF/ESI contribution (not applicable to ex-serviceman) and any other statutory provisions and liabilities to be discharged by the tenderer (but excluding service tax).

**Signature  
Name & Address of the Firm**

## **Technical Bid**

- a) Registration certificate of the firm under the work contract of the **Govt. of UP/GOI.**
- b) **Minimum turnover of the firm not less than Rs. 20.00 lakhs per annum during the last financial year.**
- c) Last three years' continues experience of the firm in the field of providing security services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations substantiated by the details enclosed in tabular form.
- d) Certified Balance Sheet of the firm for last financial year of the contract undertaken by the firm duly certified by the Chartered Accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer has provided the services for the last three years.
- f) Enclosed Employee EPF registration certificate issued by statutory authority. Which should be in-force currently.
- g) Enclosed Employee ESI registration certificate issued by statutory authority which should be in-force currently.
- h) The tenderer must have a registration with the UP Police for undertaken security services and the R.C. should be enclosed with the Tenders.
- i) Nos. of labour registered under ESI & EPF separately should be furnished. Minimum 20 nos. (labour) required their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j) The agency must have registration with service tax department and submit a xerox copy of the certificate in-force currently.
- k) It should be declared by the tenderer if any legal suit/criminal case is pending against him for violation to PF/ESI, Minimum wages Act or other laws (give details). The tenderer must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against the tenderer.