

NOT TRANSFERABLE



भाकृअनुप-राष्ट्रीयपशुरोगजानपदिकएवंसूचनाविज्ञानसंस्थान
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics

रामगोंडनहल्ली, येलहंका, बेंगलुरु - 560064

Ramagondanahalli, Post Box No: 6450, Yelahanka, Bengaluru - 560064

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director.nivedi@icar.gov.in



F.No.5-388/P&S/NIVEDI/2016-17

Date: 30-3-2016

INVITATION TO TENDER (TWO BID SYSTEM) – (1) TECHNICAL BID CONSISTING ALL STATUTORY DOCUMENTS/EMD/TENDER FEE/INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT (2) FINANCIAL BID **FOR PROVIDING WATCH & WARD SERVICES AT ICAR-NIVEDI, RAMAGONDANAHALLI, YELAHANKA, BENGALURU-560 064.**

1. The tender forms including details of specifications etc. may be obtained from the Director, ICAR-NIVEDI, Ramagondanahalli, Yelahanka, Bengaluru-560 064, in person on written request with tender Number and submission of non-refundable, crossed demand draft Rs. 500/- drawn on any scheduled bank in favour of ICAR UNIT : NIVEDI A/C, payable at BENGALURU towards the cost of bid document and Rs. 550/- by regd. post/speed post. No cheques are acceptable.

Cost of tender forms	: Rs. 500/- (Rs. 550/- by post)
Issue of tender forms	: From 31-3-2016 TO 13-4-2016 upto 16.00hrs on all working days
Last date for acceptance of Completed offer/tender	: 15-4-2016 upto 4.00 P.M.
Opening of tenders	: 16-4-2016 at 11.00 A.M.
Tender to remain open for acceptance upto 90 days from the date of opening.	
The tender document is also available at our web-site www.nivedi.res.in	

2. Tender documents along with the details can also be downloaded from our www.nivedi.res.in. However, the tender form fee indicated above in the form of Demand draft should have been purchased on or before the last date for sale of tender forms which shall be appended to the filled form while submission of technical bid.

NOTE:

1. The Director, ICAR- NATIONAL INSTITUTE OF VETERINARY EPIDEMIOLOGY AND DISEASE INFORMATICS), Ramagondanahalli, Yelahanka, Bengaluru-560 064 may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date upto which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

ICAR- NATIONAL INSTITUTE OF VETERINARY EPIDEMIOLOGY & DISEASE INFORMATICS, RAMAGONDANAHALLI, YELAHANKA, BENGALURU-560 064.

Note:- All Communications must be addressed to the DIRECTOR, ICAR-NATIONAL INSTITUTE OF VETERINARY EPIDEMIOLOGY AND DISEASE INFORMATICS, RAMAGONDANAHALLI, YELAHANKA, BENGALURU-560 064.

From:

The Assistant Administrative Officer,
ICAR-NIVIEDI,
Ramagondanahalli,
Yelahanka, Bengaluru-560 064.

To,

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, ICAR- NIVEDI, Ramagondanahalli, Yelahanka, Bengaluru-64 **for JOB WORK CONTRACT FOR PROVIDING WATCH & WARD SERVICES AT ICAR-NIVEDI, RAMAGONDANAHALLI, YELAHANKA, BENGALURU-560 064.**

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 contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please quote your rates (**Service charges only**) if you are in a position to provide the required services in accordance with the requirements stated in the attached schedules.

1. An earnest money of **Rs.50,000/- (Rupees Fifty thousand only)** must be deposited in the form of demand draft/pay order drawn on "ICAR UNIT-NIVEDI A/c" payable at Bengaluru which should be put in the Technical bid. The

tenders will not be considered if earnest money is not deposited with the tenders.

2. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by 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.
3. 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. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule 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 be allowed otherwise the tenders may be rejected.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular 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 or constituted attorney of such sole proprietor, of (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.
5. 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 & earnest money will be forfeited.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, 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/Institute shall without prejudice to another 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.

7. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed **“THE JOB/WORK CONTRACT FOR PROVIDING WATCH & WARD SERVICES AT ICAR-NIVEDI, RAMAGONDANAHALLI, YELAHANKA CAMPUS”** with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. Tenders may be sent by Registered Post or may be dropped in the tender box which will be kept in the office the A.A.O., NIVEDI not later than **15-4-2016** UPTO 4.00 p.m. Tenders received after the scheduled date and time will not be considered.
8. The rates quoted by each firm for job/work contract in tenders are given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a 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 tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.
9. The Institute is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. 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.
10. An amount of **Rs.2,00,000/-(Rupees Two lakh only) or 10% of the annual contract value whichever is higher** as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the service tax or any other tax which 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.
13. The Director, ICAR-NIVEDI 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.

14. Decision of the Director, 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 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, NIVEDI. 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.
15. Acceptance by the Institute will be communicated by FAX/Email, Express letter 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/Express letter etc. should be acted upon immediately.
16. The following documents/vouchers are required to be enclosed and kept in the technical bid with the tenders form which are in terms and conditions of the tender's document:-
 - a) Registration certificate of the firm obtained specifically for providing Watch & Ward/Security services from the Department of Labour of the Govt. of Karnataka.
 - b) Licence obtained from the Police Department.
 - c) Minimum turnover of the firm not less than **(Rs. 50.00 lakhs) (Rupees Fifty lakhs)** during the last three financial years. The agency should attach financial documents to corroborate their claim of turnover.
 - d) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/State Govt./Corporations of Govt. of India/reputed public or private organizations. Provide details in enclosed tabular form.
 - e) Certified balance sheet of the firm for last three year of the service contract by the chartered accountant.
 - f) Duly certified copies of the satisfactory services in Central Govt./State Govt establishments where the tenderer has provided/is providing the services for the last three years.
 - g) EPF registration certificate issued by local govt. etc.
 - h) ESI registration certificate issued by govt. etc.
 - i) Licence obtained under Contract Labour (Regulation and Abolition) Act, 1970.
 - j) Number of Security Guards/Security Supervisors registered under ESI & EPF shall be indicated separately. Details of Minimum of 50 Nos. (Security Guards/Security Supervisors) with their ESI & EPF contributions along with documentary proof of vouchers is required to be attached.
 - k) Copy of Service tax registration certificate
 - l) Copy of Permanent account number Card

17. Successful tenderer will have to enter into a detailed contract agreement with ICAR/NIVEDI on non-judicial stamp paper of Rs.100/-(Rupees one hundred only).
18. Only those firms will be considered for financial bid who will qualify in the technical bid.
19. **In the event of lowest service charge quoted by more than one firm are equal/similar, it will be decided by drawing Lottery system.**
20. **The bidder shall assign a serial numbers for all the pages in the bidding documents and the same shall be indicated in the check list (Schedule – IV)**

Note: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,

For and on behalf of the Director
ICAR-NIVEDI, Ramagondanahalli, Bengaluru.

TENDER FOR JOB/WORK CONTRACT FOR PROVIDING WATCH & WARD SERVICES AT ICAR-NIVEDI, RAMAGONDANAHALLI, BENGALURU-560 064.

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

Telephone/Mobile No : _____

Telegraphic Address/Fax/Cellular No : _____

E.Mail address : _____

To,

The Director,
ICAR-NIVEDI,
Ramagondanahalli,
Yelahanka,
Bengaluru-64.

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **THE JOB/WORK CONTRACT FOR PROVIDING WATCH & WARD SERVICES AT ICAR-NIVEDI, RAMAGONDANAHALLI, YELAHANKA, BENGALURU-560 064** and agree to provide the services as detailed in the schedule or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to 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 with 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 Tender are at pages _____ .

3. Every page so attached with this Tender is serially numbered and bears my signature and the office seal.

4. Pay order/DD No. _____ of Rs. _____ drawn in favour ICAR UNIT-NIVEDI A/c and payable at Bengaluru is enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer

Telephone No. Office : _____

Residence : _____

Mobile : _____

Signature of witnesses to Contractor's signature

Address:

Occupation:

SCHEDULE – I
SCHEDULE TO TENDERS:

Part-I

1.	Name of the Firm/Agency	:	
2.	Full address with Post Box No. & Telephone No./Mobile No. if any	:	
3.	Constitution of the Firm/Agency (attach copy) Indian Companies Act, 1956, Indian Partnership Act, 1932 (Please give names of partners) 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	:	
5.	(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	:	
6.	(ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement of 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 partners.	:	
7.	Name and Full Address of your Banker's	:	

8.	Your Permanent Income Tax No./Circle/Ward	:	
9.	Registration certificate with labour department No & valid upto (Copy to be enclosed)	:	
10.	Registration certificate with Police department No. & valid upto (copy to be enclosed)		
11.	Service tax registration certificate (Copy to be enclosed)	:	
12.	P.F. Registration No. (Copy to be enclosed)	:	
13.	ESI Registration No. (Copy to be enclosed)	:	
14.	Copies of licence issued by the Central Labour Commissioner		
15.	Any other relevant information	:	

PART – II

16.	Earnest Money deposited	:	Yes/No
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PART-III

17.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders.	:	Yes/No
18.	Name of the Permanent Representative to be visiting NIVEDI regarding the contract.	:	

Date: _____

Place : _____

AUTHORISED SIGNATORY

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

SCHEDULE – II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE JOB/ WORK CONTRACT FOR PROVIDING WATCH & WARD SERVICES AT ICAR-NIVEDI, RAMAGONDANAHALLI, YELAHANKA, BENGALURU-560 064.

SCOPE OF WORK

TO PROVIDE WATCH & WARD SERVICES ROUND THE CLOCK TO THE PROPERTY AND INSTALLATIONS OF ICAR-NIVEDI AT YELAHANKA CAMPUS AS DETAILED IN THE APPENDIX TO SCHEDULE II.

Terms & Conditions:

1. The Watch & Ward staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any of Security Guards/Supervisor is to go on leave under intimation to this office.
2. Changing of Security Guards/Security Supervisor should be intimated to Incharge Security.
3. The Director, ICAR-NIVEDI reserves the right to reject any or all quotation in whole or in part without assigning any reason therefore. The decision of Director, ICAR-NIVEDI shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The Security Guards/Security Supervisor employed shall maintain secrecy and discipline in the premises of Institute.
5. The Security Guards/Security Supervisor deployed shall be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR-NIVEDI for the purpose. All complaints shall be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by the ICAR-NIVEDI shall be supplied by the contractor to the workers at his own cost and it shall be ensured that the working staff etc are in proper uniform while on duty.
8. The agreement is terminable with one month notice on either side.

9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The selected agency shall provide the necessary personnel for ICAR-NIVEDI as per labour acts. The agency shall employ good and reliable persons with robust health and clean record whose antecedents are duly verified by the Police Department and properly trained in handling firefighting equipments preferably in the age group of 21 to 50 years. The Supervisors engaged by the Agency may be only Ex-Servicemen with proven record of service. In case any of the personnel so provided by the agency is not found suitable by ICAR-NIVEDI, the ICAR-NIVEDI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the NIVEDI and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill along with the proof of all statutory payment to the concerned authorities from the previous months payment to the personnel employed by the agency along with acquittance of payment to the worker.
13. Payment to the employees deployed by the contractor shall be made by 7th of every month through cheque/electronic transfer to their bank account only in the presence of Nodal officer nominated by this Institute. No cash payment under any circumstances will be allowed.
14. After physical inspection of the site, very details assessment/requirements of personnel for providing security services at NIVEDI shall have to be furnished along with the tender.
15. The rates (**SERVICE CHARGE ONLY**) quoted shall include all administrative expenses including uniform, Lathi, whistle, Torch light, batons, identity cards, Rain coats etc. The ICAR-NIVEDI shall not bear any extra charge on any account what so ever. **The bids will be rejected if the service charge quoted is nil or less than the Income tax liability.**
16. This Institute shall fix basic wage + VDA for full month per Security Guard/Security Supervisor as per the latest minimum wages approved by the Ministry of Labour and Employment, Govt. of India with a provision to modify the minimum wages as and when revised by the Ministry of Labour and Employment, Govt. of India. This Institute will also pay Employer contribution of EPF & ESI at the applicable rates.
17. The contractor shall discharge all his legal obligations in respect of the workers/supervisors to be employed /deployed by him for the execution of

the 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, ICAR-NIVEDI shall be final and binding on the contractor.

18. Income tax will be deducted from the payments due for the work done as per rule.
19. The Security Guards/Security Supervisor shall not leave their points unless and until reliever comes for shift duties. Supervisor will maintain all the registers, which are kept at concerned section.
20. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
21. The contract is subject to the conditions that the tenderer will comply with all the laws and acts of Central Govt./State Govt relating to this contract made applicable from time to time.
22. The contractor shall have sole discretion to decide on employing, rewarding or terminating the services etc., of his employees. However, his employees must possess such qualifications, experience, age requirement and medical and physical standards as required for the work awarded to the contractor.
23. The contractor shall provide to each of his employee an identification card which shall have his photograph verified by the contractor, his name, place of work and name of the contractor.
24. The contractor shall provide full particulars of each employee including their antecedents verification etc. employed by him along with photograph duly attested before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the labour department under the contract labour (Regulation and Abolition) Act 1970.
25. Theft cases during the period of the contract in the premises due to the negligence of any or staff deployed by the agency, the recovery of such loss(s) will be recovered from the agency.
26. **The security agency shall provide security services at the rate agreed upon round the clock in 3 shifts running from 6.00 AM to 2.00 PM, 2.00 PM to 10.00 PM and 10.00 PM to 6.00 A.M.** The Security Supervisor of the agency should be present to supervise the security work invariably between the shifts from 6.00 AM to 2.00PM, 2.00 PM to 10.00 PM and 10.00 PM to 6.00 AM.

27. The Security Supervisor/Security Guard deployed shall work only for one shift of 8 hours duty only. At any cost no Security Supervisor/Guard shall be allowed to do overtime duties.

28. Risk clause: Director, ICAR-NIVEDI reserves the right to discontinue the service at any time, for the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not upto the mark. it will be brought to the notice of the supervisory staff of the firm by NIVEDI and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

The Director, ICAR-NIVEDI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-NIVEDI will be final and binding on the contractor/agency in respect of any clause covered under the Contract.

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SCHEDULE -II

Details of turnover for the last three financial years

Sl.No.	Financial year	Turnover
1	2013-14	
2	2014-15	
3	2015-16	

SCHEDULE -III

List of jobs to be carried out by the security agency under the security job work/service contract.

1. The Registered agency under Central /State Government act having proper licence shall be required to safeguard the materials and properties of the Institute by posting its men including reliever in such a manner or and at such points as it considers necessary. **Desired points : Main Gate, Admin block, Laboratory block, back yard, near residential quarters (Five points – 15 shifts)** in consultation with the Director in this regard. This would include patrolling of the Institute at all times during the day and night on 24 hrs basis, checking of cars, vans, Lorries and other vehicles, personal search of employees and other at the gate of the Institute or as instructed by the Management and also maintenance of inward/outward movement register of materials etc. The agency shall ensure that no damage or loss to the Institute will arise out of the theft, pilferage or by any other means.
2. The supervisors and guards should be healthy of desirable physique preferably with in the age group of 21-50 years with proper experience and well trained in handling firefighting equipments and may be shuffled from time to time.
3. The Guards should be able to communicate in Kannada, Hindi and also in English if possible.
17. **The Guards should perform one shift per day only and double/multiple duties are not allowed.**
18. The Guards should not develop social relationship with NIVEDI staff.
19. The Guards should be provided with uniform, whistle, torch, lathis etc.
20. The Guards should wear neat uniform while on duty along with identity cards.
21. The security supervisor will maintain all the registers which are kept at main gate and other points.
22. Guards have to verify all the office building rooms after 4.30 PM to ensure as to whether all room are locked properly.

23. Guards should not give lenient or causal impressions in the duties and they should be alert and attentive.
24. They should observe movement of all the staff, labourers and visitors etc.
25. They should not allow anybody with vehicles to office or inside or inside the campus without proper entry in the visitors register.
26. All the vehicles are to be parked in the parking place only. The vehicles should be checked by the security guard on duty while coming and while going out also.
27. Proper entries are to be made while handing over keys to any staff of NIVEDI and while taking over also.
28. Changing of security supervisor/security guards should be intimated to the Security Incharge or any other authorized officer.
29. Patrolling to the identified points should be carried out every hour in the night.
30. The security staff should follow all codal formalities of security system while on duty.
31. They should maintain all required registers etc, to be kept at the main gate under security watch & ward services system.
32. The security personnel should ensure that proper gate pass has been issued by the competent officers for the materials/items taken out of the campus. In case of any doubts, they should immediately contact the Security Incharge or any other authorized officer.
33. The guards should report and help in extinguishing of fire and other mishaps.
34. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor/security guards goes on leave under intimation to NIVEDI office.

Signature of the Tenderer

SCHEDULE - IV

CHECK LIST

Sl. no.	Requirements	Page number in the bid documents
1	Copy of Registration certificate of the firm obtained for providing Watch and Ward/Security services by the Department of Labour, Govt. of Karnataka.	
2.	Copy of Licence obtained from the Police Department	
3.	Copies of financial documents corroborating the minimum turnover of the firm not less than (Rs. 50.00 lakhs) (Rupees Fifty lakhs) during the last three financial years.	
4.	Details of last three years continuous experience of the firm in providing watch & ward/Security services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations in tabular form.	
5.	Certified balance sheet of the firm for last three years of the service contract by the chartered accountant.	
6.	Certified copies of the satisfactory services in Central/State Govt. organizations where the tenderer has provided/is providing the services for the last three years.	
7.	Copy of Employee EPF registration certificate	
8.	Copy of Employee ESI registration certificate	
9.	Copies of licence obtained from the Central Labour Department under Contract Labour (Regulation and Abolition) Act, 1970.	
10.	List of existing Security Guards/Security Supervisors registered under ESI & EPF shall be indicated separately. Details of Minimum of 50 Nos. (Security Guards/Security Supervisors) with their ESI & EPF contributions along with documentary proof of vouchers is required to be attached.	
11.	Copy of Service tax registration certificate	
12.	Copy of Permanent account number Card	

SCHEDULE -V

FINANCIAL BID

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

Last date for receipt of Tender : 13-4-2016 upto 4.00 PM

Date of opening of financial Bid : 14-4-2016 at 11.00 AM

To,

The Director,
ICAR-NIVEDI,
Ramagondanahalli,
Yelahanka, Bangalore-64

Sir,

I/We wish to submit our Tenders for THE JOB WORK CONTRACT for PROVIDING WATCH & WARD SERVICES AT NIVEDI, RAMAGONDANAHALLI, YELAHANKA CAMPUS on the following rates.

Sl. No.	Particulars	%age of service charge quoted
1.	Monthly Service charges offered to THE JOB WORK CONTRACT for providing Watch & Ward services at NIVEDI, Ramagondanahalli, Yelahanka campus in accordance with the highest standards of WATCH AND WARD Services and as per the terms and conditions specified in the Tenders includes all administrative expenses including uniform, Lathis, whistle, Torch light, batons, identity cards, Rain coats etc.	in figures
		in words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____