



भा.कृ.अनु.प.—उत्तरी शीतोष्ण क्षेत्रीय केन्द्र  
भा.कृ.अनु.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान  
गड़सा, जिला—कुल्लू (हिमाचल प्रदेश) – 175141  
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No. 7(6)M/84/Vol.VII/

Dated 02.09.2019

## NOTICE INVITING TENDER THROUGH E-PROCUREMENT

From:

Head,  
ICAR-North Temperate Regional Station,  
(Central Sheep & Wool Research Institute),  
Garsa Distt. Kullu (H.P.) - 175141

Dear Sir(s),

Online Tenders are hereby invited under two-bid system through e-procurement system by the Head, ICAR-NTRS (CSWRI), Garsa on behalf of Secretary, Indian Council of Agricultural Research (ICAR), New Delhi for Outsourcing /Hiring of Security Manpower (Choukidar) for security of Farm premises i.e. main gate, office building, residential colony and shed, feed godwn fencing/boundaries and farm pasture area including Hurla-Amru Thatidhar Sector at NTRS on Job Contract Basis at ICAR-North Temperate Regional Station (Central Sheep & Wool Research Institute), Garsa. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and [www.cswri.res.in](http://www.cswri.res.in) as per the schedule as give in CRITICAL DATE SHEET as under:

### CRITICAL DATE SHEET

Tender No.	F.No. 7(6)M/84/Vol.VII/
Date and Time for issue/Publishing	02-9-2019 at 6.00 PM
Document Download/Sale start date and time	03-9-2019 at 3.00 PM
Bid Submission Start Date and Time	03-9-2019 at 3.00 PM
Bid Submission End Date and Time	25-9-2019 at 3.00 PM
Date and Time for Opening of Bids	26-9-2019 at 3.00 PM
Tender fee and Earnest money Security money	Tender fee – Rs.500/- Earnest money Rs.40,000/- Security money – 10 % of contract amount
Bank detail	CSWRI UNIT NTRS, Garsa payable at State Bank of India Branch – Bhuntar (Himachal Pradesh)
Address for Communication	Head, ICAR-North Temperate Regional Station (C.S.W.R.I.), Garsa, Distt. Kullu, H.P.- 175141

## Chapter I- Instruction to bidders

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required bidder may contact the helpdesk at 01902-272231.
5. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
7. Tender Cost: Applicant contractor must submit the demand draft for Rs 500/- (Rupees Five Hundred only) in favour of "CSWRI Unit NTRS, Garsa, payable at SBI, Bhuntar", obtained from any Nationalized/scheduled Bank valid for three months as tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim whatsoever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable. The demand drafts for tender fees must be delivered to ICAR-NTRS, Garsa on or before last date/time of Bid Submission.
8. EMD Payment: The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs 40,000/- (Rupees Forty Thousand only) by way of demand drafts only. The demand drafts shall be drawn in favour of "CSWRI Unit NTRS, Garsa, payable at SBI, Bhuntar". The EMD of the successful bidder will be returned after deposit Security Money and for unsuccessful bidder(s) it would be returned after award of the contract. The demand drafts for EMD must be delivered to ICAR-NTRS, Garsa on or before last date / time of Bid Submission.
  - a) No request for transfer of any previous deposit of earnest money or security deposit on payment of any pending bill held by the institute in respect of any previous work will be entertained.
  - b) Tenderer shall not be permitted to withdraw his offer or modify the terms and condition thereof. In case the tenderer fails to observe and comply with stipulation made herein or back out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
  - c) The Tenders without Earnest Money will be summarily rejected.
  - d) The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provided along with technical bid)
  - e) No Claim shall lie against the ICAR-NTRS (CSWRI), Garsa in respect of erosion in the value or interest on the amount of EMD.
9. The Hard Copy of original document in respect of Tender Fee, earnest money deposit must be delivered to the ICAR-NTRS (CSWRI), Garsa on or before last date/time of Bid Submission as mentioned above. The bid without tender fee and EMD will be summarily rejected.
10. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contract placed by the CSWRI-NTRS as detailed in the tender forms and its schedules. Please submit your rates in the tenders form (BOQ) if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.
11. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting the Tenders, he will not resale 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 of EMD will be forfeited by the CSWRI-NTRS. 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 CSWRI-NTRS.
12. The schedules of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, 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.

13. 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 are not fully filled in.
14. If a tenderer does not accept the offer, after issue of letter of award by CSWRI-NTRS within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
15. 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 tenders 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 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.
16. The Institute is not bound to accept the lowest or any other tenders and also reserve 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.
17. An amount of 10% of the amount of work awarded 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.
18. No interest on security deposit and earnest money deposit shall be paid by the CSWRI-NTRS to the tenderer.
19. Successful Bidder/tenderer will have to enter into a detailed contract agreement with CSWRI-NTRS on non- judicial stamp paper of Rs. 100/- (One hundred only) for work.
20. The Service Provider shall abide by all the laws of land including labour laws (EPF, Income Tax, GST or any other extra taxes levied by Govt.) Companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve CSWRI-NTRS in anyway whatsoever. Compliance of these provisions shall be ensured at all the times of making monthly payments. Documents regarding the same have to be produced by the firm as and when asked by the office.
21. Director, CSWRI 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.
22. Decision of Director, CSWRI 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 in settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR/Representative. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
23. The Firm has to quote the Service Charges per month in Rupee to be levied by them for providing the services. Service Charge shall be the primary criteria for selecting the firm. No change/revision whatsoever in service charges once quoted shall be admissible during the tenure of tender under any circumstances.
24. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
25. In case of similar rates, the following criteria will be followed(Overall evaluation)
 

1) Experience	3-5 years	15 marks
	5-7 years	20 marks
	7-10 years	25 marks
2) Turn over	.5-1 cr	15 mark
	1-1.5 cr	20
	1.5-2 cr	25
	> 2cr	30
3) Manpower on Role	Min. 50	2 marks
	50-75	5
	>75	10

26. Submission of Tender: The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/Email shall not be considered. No correspondence will be entertained in this matter.

27. **REQUIREMENT OF DOCUMENTSWITH THE TECHNICAL BID** : The following scanned documents are to be furnished by the bidders along with Technical Bid as per the tender document:

- a) Scan copy of relevant firm Registration certificate/Licence to run the business of private security agency of the firm of the Central Govt./State govt..
- b) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act and submit to office immediately after award of contract.
- c) Scan copy of Minimum turnover of the firm during the last three year. Certified Balance Sheet of the firm for last three year of the service contract by the chartered accountant.
- d) Scan copy of Last three years continuous experience or more of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.
- e) Scan copy of duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Scan copy of Employee EPF registration certificate
- g) Scan copy of Employee ESI registration certificate.
- h) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers (ECR) required and must be attached.
- i) Scan copy of PAN card and GST registration certificate issued by Govt.
- j) Scanned copy of D.D. of Tender Fee and E.M.D.
- k) Tender acceptance letter (Annexure I)
- l) Scanned copy non blacklisting certificate(Annexure II)
- m) Scanned copy of no deviation (Annexure III)
- n) Scanned copy of Schedule I
- o) Scanned copy of Schedule II
- p) Scanned copy of solvency certificate by the bank for turnover amount i.e. 50 Lacs.
- q) Information regarding any litigation, current or during the last Three years, in which the Bidder is involved, the parties concerned and disputed amount (Annexure-IV).

All necessary documents in support of the details for S.No. a to q must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

Yours faithfully,

Head,  
For and on behalf of the Director

## Scope of Work

भा.कृ.अनु.प.–उत्तरी शीतोष्ण क्षेत्रीय केन्द्र (केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान), गड़सा, जिला–कुल्लू (हिमाचल प्रदेश) हेतु जोब कान्ट्रैक्ट के आधार पर फार्म एरिया की जमीन जैसे मुख्य द्वार, कार्यालय भवन, आवासिय भवन, षेड, दाना गौदाम, तारबन्दी/चारदिवारी एवं हुरला–अमरू–ढाटीदार प्रक्षेत्र सहित चरागाह भूमि की सुरक्षा हेतु सुरक्षा मेनपावर (चौकीदार) उपलब्ध करवाने बाबत

Outsourcing /Hiring of Security Manpower(Chokidar) for security of Farm premises i.e. main gate, office building, residential colony and shed, feed godwn fencing/boundaries and farm pasture area including Hurla-Amru Thatidhar Sector at NTRS On Job Contract Basis at ICAR-North Temperate Regional Station (Central Sheep & Wool Research Institute), Garsa, Distt. Kullu (Himachal Pradesh)

## Chapter III- General Terms & Conditions

1. The Security services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to: Head, ICAR-NTRS (CSWRI), Garsa.
3. The Director, CSWRI, Avikanagar reserves the right to reject any or all quotations/tenders in whole or in part without assigning any reason therefore. The decision of Director shall be final and binding on the Contractor/Security Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of as **per mentioned in tender documents and enclosed part –A.**
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NTRS for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by NTRS should be supplied by the contractor to the workers at his own cost and it should 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 shall not sublet the work without prior written permission of the NTRS.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The selected agency shall provide the necessary security personnel's for at ICAR-NTRS (CSWRI), Garsa as per labour acts prevalent in Centre/state. The agency shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the NTRS, the NTRS shall have the right to ask for his replacement without giving any reason there of and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. 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 Council and the person so engaged by the contractor in the aforesaid services.
13. Payment for service contract will be made monthly upon submission of pre-receipted bill.
14. It is advisable to visit the site, and after consultation with concern person (if necessary) tender document may be filed.
15. Further it is agreed that the security agency will ensure that no theft or damages to the one part/ first party property should be take place during the agency of the service contract of the security agency. In case any theft or damage to the one part/ first party / first party property occurs during the service contract period with the security agency due to the negligence of the security staff/ employees of the security agency shall held responsible for such losses and damages if after a property constituted enquiry (consisting of two members or the one part/ first party and one member of the security agency ) come to the conclusion that loss is attributable to the negligence on part of security personal of the security agency. The security agency shall attend all the police cases from time to time during the contract period if required.
16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CSWRI-NTRS shall not bear any extra charge on any account whatsoever i.e. Uniform, Liveries, OTA, Torch, Lath etc.
17. The contractor will 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 ICAR-NTRS (CSWRI) 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, CSWRI, Avikanagar 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. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at Security Section. Changing of Supervisor/Staff should be intimated to the concerned officer.
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 condition 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. Security Guard to be deployed shall be preferably Ex-Servicemen with robust health and clean record preferably with in age group on below 45. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the one part/first party from time to time, in case there is any change in employment of the security guard. Such change shall be intimated to the security agency in writing well in advance.
23. The security agency will provide the security service at the rate mentioned in the forgoing paragraph round the clock in the three shifts running from 08.00AM to 04.00PM to 4.00PM to 12.00PM and 12.00PM to 8.00AM. The security supervision of the security agency should be present to supervise the security work invariable between the shifts from 08.00AM to 04.00PM to 4.00PM to 12.00PM and 12.00PM to 8.00AM.
24. Penalty clause:
  - (1) The security supervisors and security guards on duty must possess cap, proper uniform, lathi, whistle, name badge, shoes and identity card etc, in case if they are not found in proper uniform as above a penalty of Rs. 200/- per day per guard shall be recovered.
  - (2) No security supervisor / security guards perform double duty in case if they are found performing double duty or remain absent from the duty, a penalty of Rs. 1000/- per day per security guard shall be recovered from the security bill.
  - (3) A daily list of security supervisor and security guards on duty should be provided to this office,
  - (4) A detail list of security supervisor and security guards along with their photographs attested by the agency including permanent address should be provided to the office for record before taking the charge of security. In case of the above contingencies the one / first party will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and or loss which may be suffered by the security agency on account of termination of this agreement.
25. Risk Clause: CSWRI-NTRS reserves the right to discontinue the service at any time, if 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 Money Deposit. or pending bills or by rising a separate claim.
- 23- Service charge quoted in the financial bid will be same for all job categories as mention in the tender document. Hence the firm should quote service charge **per labour** applicable.

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

## Part-A (भाग-अ)

**भा0कू0अनु0न0- उत्तरी शीताषण क्षेत्रीय केन्द्र (केन्द्रीय भेड एवं ऊन अनुसंधान संस्थान), गडसा हेतु जोब कॉन्ट्रैक्ट के आधार पर सुरक्षा**  
**मेनपावर(चौकीदार) उपलब्ध करवाने की नियम एवं शर्तें**  
भारतीय कृषि अनुसंधान परिषद के परिपत्र क्रमांक 17(1)/2010 स्थापना-11 दिनांक 11-06-2010 (Economy circular 4/2010) की निम्नलिखित शर्तें लागू होगी

1. अनुबन्ध कार्य आदेश जारी होने की तिथि से 1 वर्ष के लिए होगा। अनुबन्धकर्ता का कार्य संतोषजनक रहने की स्थिति में आपसी सहमति से अनुबन्ध को वर्तमान दर, नियम एवं शर्तों पर एक से दो वर्ष तक बढ़ाया जा सकता है।
2. कार्यालय समय के दौरान निविदादाता ठेकेदार/फर्म/एजेन्सी/ कम्पनी का अधिकृत व्यक्ति/प्रतिनिधि स्वयं उपस्थित होकर कार्य स्थल का जायजा कर सकते हैं।
3. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी के पास भारत सरकार/राज्य सरकार के अधिकृत विभाग द्वारा निर्गत सुरक्षा एजेन्सी का पंजीयन नम्बर प्रमाण पत्र व श्रम विभाग द्वारा निर्गत पंजीयन नम्बर प्रमाण पत्र होना चाहिये।
4. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी को सम्बन्धित अधिनियम के अन्तर्गत पंजीकृत होना आवश्यक है।
5. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी के खिलाफ ई.पी.एफ./ई.एस.आई./न्यूनतम मजदूरी एक्ट के अर्गत किसी भी प्रकार का लीगलसूट/आपराधिक मामला लम्बित नहीं होना चाहिये।
6. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी के पास कम से कम तीन वर्ष का सरकारी विभाग में कार्य करने का अनुभव व संतोषजनक कार्य का प्रमाण पत्र होना चाहिए(प्रति संलग्न करें) साथ ही तीन वर्ष की चार्टर्ड अकाउण्टेंट द्वारा सत्यापित बैलेन्स शीट प्रस्तुत करनी है।
7. निविदादाता को पिछले एक वर्ष का जीएसटी/ईएसआई/ईपीएफ जमा कराये गये चालानों की प्रति लगानी होगी जिससे श्रमिकों की संख्या का विवरण ज्ञात हो सके।
8. कार्य का विवरण एवं योग्यता:

अर्धकुशल श्रेणी में चौकीदार (सुरक्षा रक्षक)	साक्षर तथा शारीरिक एवं मानसिकरूप से स्वस्थ व्यक्ति-हिन्दी एवं अंग्रेजी के लेखन का सामान्य ज्ञान होना चाहिये
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9. सफल निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी द्वारा ठेके में लगाये गये/लगाये जाने वाले श्रमिक (सुरक्षा रक्षक)/प्रतिनिधि शारीरिक एवं मानसिकरूप से स्वस्थ तथा उनका चरित्र अच्छा होना चाहिये। सफल निविदादाता की पूर्ण जिम्मेदारी होगी कि केन्द्र को उपलब्ध करवाये जा रहे श्रमिकों का चरित्र प्रमाण पत्र अपने स्तर पर पुलिस सत्यापन करवाये। साथ ही निविदा में दर्शाये गये सम्बन्धित कार्यों का पूर्ण ज्ञान तथा कार्य करने में दक्ष होने चाहिये। सभी प्रतिनिधियों की योग्यताएँ निविदा में दर्शाये गये कार्य के अनुरूप होनी चाहिये। भूतपूर्व सैनिक (यदि कोई हो) तो वे इस अनुबन्ध के यथावत नियम एवं शर्तों के तहत ही स्वीकर होंगे (18-45 वर्ष आयु)। अवयस्क श्रमिकों को सुरक्षा कार्य पर लगाना स्वीकार नहीं होगा।
10. सफल निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी को अनुबन्ध दिये जाने के पत्र प्राप्ति के 15 दिवस में कुल अनुबन्ध राशि का 10 प्रतिशत तबत धरोहर राशि जमा करवानी होगी जिसमें अमानत राशि भी समायोजित की जा सकती है। धरोहर राशि बैंक ड्राफ्ट जो सी. एस. डब्ल्यू. आर. आई. यूनिट एन. टी. आर. एस. गडसा, के नाम भारतीय स्टेट बैंक बाखा भूतूर पर देय हो अथवा एफ.डी.आर. जिसकी अवधि ठेका समाप्त होने के 60 दिन पश्चात तक वैध हो तथा जो अधोहस्ताक्षरी के नाम गिरवी रखा गया हो, द्वारा भी जमा करवा सकते हैं। धरोहर राशि जमा नहीं करवाये जाने पर बिना किसी सूचना के आवंटित होने वाला अनुबन्ध निरस्त माना जावेगा तथा इस सम्बन्ध में अन्य कोई पत्र व्यवहार नहीं किया जावेगा व अमानत राशि जब्त कर ली जावेगी।
11. निविदादाता ठेकेदार/फर्म/एजेन्सी/कम्पनी का पिछले 3 वर्षों का वार्षिक टर्नओवर कम से कम 0.50 लाख का होना चाहिए जिसकी सत्यापित प्रति निविदा के साथ अपलोड करनी होगी।
12. अनुबन्धकर्ता एवं उनके द्वारा लगाये गये चौकीदारों (सुरक्षा रक्षक) को संस्थान/केन्द्र के सभी कर्मचारियों के साथ शिष्टता का व्यवहार रखना होगा। यदि अनुबन्धकर्ता एवं उनके सुरक्षा रक्षकों द्वारा सामाजिक सिद्धान्तों के विरुद्ध या केन्द्र के विरुद्ध अव्यवहारिक ;anti station activities) पाया गया तो अनुबन्ध निरस्त/समाप्त कर दिया जावेगा।
13. अनुबन्ध कार्य पर जी0एफ0आर0 2017, मेनुअल फॉर प्रोक्यारमेण्ट ऑफ गुड्स एवं सर्विसेज 2017 एवं समय-समय पर भारत सरकार द्वारा जारी आदेश एवं संशोधन लागू होंगे।
14. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को अनुबन्ध की अवधि में भारत सरकार के प्रचलित श्रमिक कानूनों का पालन करना होगा। भारत सरकार द्वारा न्यूनतम मजदूरी अधिनियम के तहत समय-2 पर निर्धारित दर से भुगतान करना होगा। श्रमिक को भुगतान करने की जिम्मेदारी स्वयं अनुबन्धकर्ता की होगी। यदि भुगतान से सम्बन्धित किसी भी श्रमिक द्वारा कोई वाद/क्लेम प्रस्तुत करने पर माननीय न्यायालय द्वारा निर्धारित की गई राशि का पूर्ण भुगतान करने की जिम्मेदारी भी स्वयं अनुबन्धकर्ता की होगी साथ ही बाल श्रमिक कानून का पूर्ण पालन करना होगा।
15. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को केन्द्र में लगाये गये प्रतिनिधियों/श्रमिकों को मजदूरी का भुगतान करने संबंधी उचित रिकार्ड रखना होगा।
16. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को श्रमिक नियमों के अनुसार समस्त अभिलेख तैयार करना होगा तथा जिसे सम्बन्धित प्रभारी से हर माह प्रमाणित करवाना होगा तथा किसी भी अधिकृत अधिकारी द्वारा माँगने पर प्रस्तुत करना होगा।
17. सफल अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को केन्द्र की आवश्यकतानुसार पर्याप्त मात्रा में निर्धारित योग्यताधारी प्रतिनिधियों की व्यवस्था करनी होगी। साथ ही प्रतिनिधियों को प्रभारी सुरक्षा अनुभाग के निर्देशानुसार कार्य करना होगा।
18. अनुबन्धकर्ता को प्रत्येक माह की पहली तिथि को सुरक्षाकर्मियों (चौकीदारों) का ड्यूटी रोस्टर प्रभारी, सुरक्षा अनुभाग को प्रस्तुत करना होगा तथा सुरक्षाकर्मियों (चौकीदारों) की उपस्थिति पंजिका रखनी होगी। किसी भी सुरक्षाकर्मी को बदलने अथवा अवकाश अवधि के समय की वैकल्पिक व्यवस्था किये जाने की पूर्व सूचना प्रभारी सुरक्षा अनुभाग को देनी होगी। किसी सुरक्षाकर्मी की सेवा से प्रभारी, सुरक्षा अनुभाग संतुष्ट नहीं होने पर उसे तुरन्त बदलना होगा।
19. केन्द्र के तीन स्थानों (i) मुख्य द्वार एवं कार्यालय परिसर, (ii) आवासीय भवन, पशुओं के शैड आहार भण्डार, तारबन्दी/बाऊन्डरी एवं चारागाह क्षेत्र इत्यादि (iii) हुरला, अमरु-थाटीधार सेक्टर की सम्पूर्ण सुरक्षा सहित 24 घण्टे के सुरक्षा कार्य को निश्पादन करने हेतु नौ सुरक्षा रक्षक (चौकीदार) (प्रति शिफ्ट-3) होंगे।
20. अनुबन्धकर्ता द्वारा उचित चौकीदारों(सुरक्षा रक्षकों) को नहीं लगाये जाने पर, नियमों का पालन न करने पर तथा कार्य संतोषजनक न पाये जाने पर या लापरवाही महसूस होने पर सक्षम अधिकारी द्वारा अनुबन्धकर्ता की जमानत राशि तथा बकाया भुगतान जब्त कर अनुबन्ध निरस्त कर दिया जायेगा। चौकीदार प्रतिदिन एक ही पारी पर कार्य करेगा। दो पारियों की ड्यूटी की अनुमति नहीं दी जायेगी। कोई भी चौकीदार तब तक ड्यूटी नहीं छोड़ेगा जब तक दूसरा चौकीदार ड्यूटी पर नहीं आ जाता है। चौकीदार को नषे की हालत में ड्यूटी देने की अनुमति नहीं होगी। यदि फर्म द्वारा कार्यदेश में वणित नियमों के अनुसार चौकीदार उपलब्ध नहीं कराये जाते हैं या सुरक्षाकर्मी अनुपस्थित पाया जाता है तो उस अवस्था में रु. 1000/- प्रति दिन प्रति चौकीदार के हिसाब से कटौती की जायेगी।
21. सक्षम अधिकारी द्वारा किसी भी समय (रात्रि अथवा दिन में) जाँच पर जाते समय माँगे गये चौकीदार साथ भोजना अनिवार्य होगा तथा अनुशासन बनाये रखना होगा। यदि कहीं पर अनुशासनहीनता परिलक्षित होती है तो सम्बन्धित अधिकारी किसी भी प्रकार का दण्ड/अनुबन्ध समाप्ति/कटौती के लिये स्वतंत्र होंगे। अनुबन्धकर्ता की किसी भी सफाई पर विचार नहीं किया जायेगा।

22. जिस अनुबन्धकर्ता के पक्ष में अनुबन्ध होता है, वह किसी अन्य व्यक्ति/फर्म के नाम अनुबन्ध हस्तान्तरित नहीं कर सकता है।
23. अनुबन्ध के दौरान अनुबन्धकर्ता का कार्य किसी भी प्रकार से असन्तोषजनक पाया गया तो जमानत राशि को जब्त करते हुये अनुबन्ध निरस्त कर दिया जावेगा।
24. फार्म प्रक्षेत्र के अन्दर बाहरी व्यक्तियों को मुख्य गेट से प्रवेश सुनिश्चित करना होगा, अन्य किसी स्थान से प्रवेश रोकना होगा। गेट पर तैनात सुरक्षा गार्ड को गेट के अन्दर आने वाले सभी व्यक्तियों के नाम व पते तथा गाड़ियों के नम्बर मय चालक के नाम व उनमें रखे सामान का विवरण रजिस्टर में दर्ज करने होंगे। फार्म के अन्दर उगाई जाने वाली सभी फसलों से उत्पन्न फल, चारा इत्यादि को सम्बन्धित द्वारा मुख्य गेट से ही लेकर जाये, सुनिश्चित करना होगा। फार्म प्रक्षेत्र से बिना गेट पास के किसी भी प्रकार का सामान बाहर नहीं जाने दिया जावेगा तथा उसका इन्द्राज निर्धारित रजिस्टर में करना होगा तथा प्रभारी, सुरक्षा को प्रति दिन चैक करवा कर उस पर हस्ताक्षर करवाने होंगे।
25. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी के उपलब्ध करवाये गये श्रमिकों/प्रतिनिधियों का प्रत्येक माह काटे जाने वाले EPF/ESI इत्यादि संबंधित कार्यालय में जमा करवाने के उपरान्त चालान की प्रतियाँ (पिछले माह का अगले माह के बिल के साथ संलग्न करना होगा जैसे माह अक्टूबर से अनुबन्ध जारी होता है तो माह नवम्बर के बिल के साथ प्रस्तुत करना होगा) हर माह प्रस्तुत किये जाने वाले बिल के साथ संलग्न कर प्रस्तुत करना होगा। साथ ही अनुबन्धकर्ता द्वारा जमा करवाये जाने वाले जी.एस.टी. की सत्यापित प्रतिलिपि संलग्न करनी होगी।
26. सुरक्षा कार्य में अनुबन्धकर्ता की लापरवाही से यदि केन्द्र की सम्पत्ति को कोई नुकसान होता है या फार्म प्रक्षेत्र में आवारा/जंगली जानवरों द्वारा नुकसान पहुंचाया जाता है तो सम्बन्धित प्रभारी की संस्तुति के अनुसार उस राशि का हर्जाना नकद भरना होगा। हर्जाना नहीं भरने पर उक्त राशि की भरपाई देय बिल से कर ली जावेगी।
27. उक्त कार्य/जॉब कोन्ट्रैक्ट हेतु केन्द्र द्वारा किसी प्रकार की अग्रिम राशि देय नहीं होगी। अनुबन्ध कार्य आदेशानुसार पूर्ण होने पर प्रत्येक माह अनुबन्धकर्ता द्वारा बिल तीन प्रतियों में पूर्व प्राप्ति रसीद के साथ प्रस्तुत करने पर प्रभारी, सुरक्षा अनुभाग की कार्य संतोषजनक पूर्ण होने की सिफारिश करने पर निश्चित समय अवधि 30-45 दिन में किया जावेगा। बिना प्रभारी, सुरक्षा अनुभाग की सिफारिश के बिल अग्रिम कार्यवाही हेतु नहीं भेजा जायगा तथा भुगतान में किसी भी प्रकार का विलम्ब होता है तो उसकी जिम्मेदारी स्वयं अनुबन्धकर्ता की होगी।
28. अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी को उनके द्वारा लगाये गये सभी प्रतिनिधियों को भुगतान प्रत्येक माह की 7 तारीख तक केवल एकाउण्ट पेयी चैक(मल्टीसीटी)/एन.ई.एफ.टी. द्वारा करना होगा। यदि अनुबन्धकर्ता की लापरवाही अथवा उसके द्वारा आवश्यक दस्तावेज प्रस्तुत न करने पर उसके बिल के भुगतान में विलम्ब होता है तो उस स्थिति में भी लगाये गये सभी प्रतिनिधियों को भुगतान प्रत्येक माह की 7 तारीख तक निश्चित रूप से करना होगा। बिलों का भुगतान केवल पुर्नभरण (Reimbursement) आधार पर ही किया जावेगा। भुगतान निर्धारित तिथि तक बिना किसी विशेष कारण के नहीं करने पर सक्षम अधिकारी महोदय पेनल्टी लगा सकते हैं।
29. सम्बन्धित वित्तीय वर्ष में या समय-समय पर होने वाले संशोधन के अनुसार अनुबन्धकर्ता के देय मासिक बिल में से नियमानुसार आयकर/जी.एस.टी. पर लगने वाले सरचार्ज आदि राशि की भी कटौती की जावेगी।
30. कार्य अवधि में अनुबन्धकर्ता/फर्म/एजेन्सी/कम्पनी द्वारा लगाये गये सभी प्रतिनिधियों/श्रमिकों इत्यादि को सॉप,बिच्छु, या किसी जहरीले जानवर के काटे जाने या किसी भी प्रकार की दुर्घटनाग्रस्त होने पर संस्थान/केन्द्र की कोई जिम्मेदारी नहीं होगी एवं पूरा खर्चा स्वयं अनुबन्धकर्ता को वहन करना होगा तथा संस्थान/केन्द्र द्वारा किसी भी प्रकार की राशि/क्षतिपूर्ति राशि देय नहीं होगी।
31. अनुबन्धकर्ता द्वारा जिन सुरक्षा रक्षकों (चौकीदारों) को अनुबन्ध कार्य हेतु नियुक्त किया जावेगा उनको ड्रेस, विसल, लाठी व टार्च आदि स्वयं देना होगा तथा फोटोयुक्त परिचय-पत्र अनुबन्धकर्ता द्वारा स्वयं बनाकर अधिकृत कार्यालय में प्रस्तुत करना होगा। परिचय-पत्र का व्यय स्वयं अनुबन्धकर्ता को वहन करना होगा। सुरक्षा रक्षकों (चौकीदारों) का फोटो पहचान-पत्र आवश्यक होगा साथ ही सुरक्षा रक्षकों (चौकीदारों) का नाम, पता व मोबाईल नम्बर इत्यादि प्रभारी अनुभाग को उपलब्ध कराना होगा।
32. यह अनुबन्ध कार्य कार्य-आधार (Work Contract Basis) पद्धति पर आवंटित किया जावेगा।
- 33- सभी विवादों को निपटाने का क्षेत्राधिकार गड़सा, कुल्लू (हिमाचल प्रदेश) होगा। Decision of Director, 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 Secretary, ICAR/Representative. 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.
34. अनुबन्ध की अवधि व उसके उपरान्त अनुबन्धकर्ता अथवा उसके प्रतिनिधि का जॉब कान्ट्रैक्ट कार्य के अतिरिक्त केन्द्र/संस्थान से अन्य कोई सम्बन्ध नहीं रहेगा।
35. संस्थान के सक्षम अधिकारी महोदय को बिना कोई कारण बताये किसी भी समय अनुबन्ध को निरस्त करने का पूर्ण अधिकार सुरक्षित है।
36. एम0 एस0 एम0 ई0 को नियमानुसार प्राथमिकता दी जायेगी।

कृते-निर्देशक





भा.कृ.अनु.प.—उत्तरी शीतोष्ण क्षेत्रीय केन्द्र  
भा.कृ.अनु.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान  
गड़सा, जिला—कुल्लू (हिमाचल प्रदेश) – 175141  
Email: [garsa\\_ntrs@yahoo.com](mailto:garsa_ntrs@yahoo.com) दूरभाष : 01902&272231 फ़ैक्स नं. +272222

Annexure - I



No.7(70)M/2018/

Dated: 02.09.2019

निविदा स्वीकारोक्ति पत्र (Tender Acceptance letter)

From

.....  
.....  
.....

To

The Head  
ICAR- North Temperate Regional Station  
(Central Sheep & Wool Research Institute)  
Garsa, Tehsil-Bhuntar, Distt.-Kullu (H.P.)-175 141

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for Outsourcing /Hiring The Security Manpower(Chokidar) On Job Contract Basis at ICAR-North Temperate Regional Station (Central Sheep & Wool Research Institute), Garsa, and agree to provide the security 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 Schedule-I to this Tender and I/we agree to hold this offer open till 120 days. The rates quoted will be valid for a period of one year in the event of award of the contract which may be extended by competent authority on mutual consent. 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 Tender 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 CSWRI UNIT NTRS, Garsa and payable at State Bank of India, Bhuntar Distt. Kullu (H.P.) is enclosed as earnest money required.

Yours faithfully

Witness

.....

Address .....

.....

Occupation.....

.....

Signature of witness to contractor's signature.....

Name & address of Witness.....

Occupation.....Mobile no.....

Telephone No.Office/Resi/Mobile .....

Signature & Seal of the Tenderer

Telephone No. Office

Residence No.

Mobile No.

**SCHEDULE-I****PART-I**

1.	Name of the Firm/Agency	
2.	Full address with Telephone	
3.	Constitution of the Firm/ Agency (Attached 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.	
	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.	Name and Full Address of your Banker's Along with Bank A/c No. & IFC code No.	
6.	Your Permanent Income Tax No. /Circle/Ward	
7.	Any other relevant information	
<b>PART – II</b>		
8.	Earnest Money Deposited	Yes/No
<b>PART - III</b>		
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 visiting NTRS(CSWRI), Garsa, regarding the contract	

Date : ..... Place:.....

***AUTHORISED SIGNATORY***

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



भा.कृ.अनु.प.–उत्तरी शीतोष्ण क्षेत्रीय केन्द्र  
भा.कृ.अनु.प.–केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान  
गड़सा, जिला–कुल्लू (हिमाचल प्रदेश) – 175141  
Email: [garsa\\_ntrs@yahoo.com](mailto:garsa_ntrs@yahoo.com) दूरभाष : 01902 272231 फ़ैक्स नं- +272222



निविदा के साथ निम्नलिखित दस्तावेज/सूचनायें प्रस्तुत करें  
THE FOLLOWING DOCUMENTS/INFORMATION MAY BE FURNISHED

S.No.	Information required	To be filled/attached by the Tenderer			
1.	Registration certificate of the firm under the work contract of the Govt. of India/State Govt.	Copy of the certificate enclosed			
2.	Turnover the firm during the last three financial year (not less than 1.5 cr.)	Rs. _____	Rs. _____	Rs. _____	
3.	Last three years continuous experience of the firm in the OFFICE of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/ required public or private organizations”				
	Name of the Deptt./Organisation & Name of contract Person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		
	i)				
	ii)				
iii)					
4.	Certified Balance Sheet of the firm of last three years of the service contract by the chartered accountant				
5.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.				
6.	Employee EPF registration certificate				
7.	Employee ESI registration certificate				
8.	The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act 1970. The contractor shall obtain the labour licence under this Act				
9.	Nos. Of staff/Supervisors registered under ESI/EPF separately. Minimum 20 No. (Staff Supervisor) required with their ESI & EPF contribution. Documentary proof of vouchers to be required and may be attached.				
10.	GST registration certificate issued by Govt. etc.				
11.	Any other relevant information.				

(Authorised Signatory)

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

**NON BLACKLISTING CERTIFICATE**

*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/ debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will supply the item as per the specification given by ICAR-NTRS (CSWRI), Garsa and also abide all the terms and conditions stipulated in Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and ICAR-NTRS (CSWRI), Garsa may imposed any action as per NIT rules.

Date :  
Place :

Name :  
Business Address :  
Signature of Bidder :  
Seal of the Bidder :

**CERTIFICATE OF NO DEVIATION**

*[To be given on letter head]*

**NIT No.:**

I/We, M/s\_\_\_\_\_ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of ICAR-NTRS (CSWRI), Garsa tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in NTRS, Garsa tender specification with associated amendments & clarification.

*[Signatures of the Bidder with Name, Designation & Company's Seal]*

## Annexure-IV

### Information on litigation

S.No.	Aggrieved parties	Court which is handling the case	Amount involved	Year of litigation	Current status (Resolved/pending)

Signature of bidder with seal and date

DRAFT SPECIMEN AGREEMENT

This agreement is made at \_\_\_\_\_ (place) \_\_\_\_\_ on \_\_\_\_\_ (month/year) \_\_\_\_\_ day of \_\_\_\_\_ (Institute) \_\_\_\_\_ (here in after called Institute) through \_\_\_\_\_ (designation of the competent authority in the Instt.) \_\_\_\_\_ which term shall include its successors, assignees etc. on the first part and \_\_\_\_\_ (name & address of the firm) \_\_\_\_\_ (hereinafter called the Firm) which term shall include its authorized representatives, successors, assignees etc on the other part.

Whereas the .....(Institute)..... has decided to assign the annual job work contract for providing .....(nature of job)..... at ..... (Name of the Institute).....(location)..... to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f.....(date).....and will remain in force for a period for one year but can be terminated by .....(name of the Institute) .....by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing ..... (name of job)..... at .....(location).....
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purposes be deemed to be employee of the firm and the .....(name of the Institute)..... shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at..... (name of the Instt.)..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The .....(name of the Instt.)..... Shall have the right to ask for the removal from the .....(name of the Instt.)..... premises any personnel considered by the .....(name of Instt.) .....to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the .....(name of the Instt.)
7. The manpower deployed by the Agency should work as per the working days and timings of the .....(name of Institute) ..... No extra wages will be paid for attending office on weekends, holidays and late sitting.
8. Monthly consolidated charges for job/work contract for providing .....services at.....(name of the Instt.)..... is as per terms and conditions. Specified and scope of work as per Schedule-I in the tender document including all the taxes viz. Service Tax and other taxes as applicable will be paid to the firm by the Council. The firm will raise a bill of this amount on 1<sup>st</sup> working day to every month and the payment released by the Council in the form of crossed cheque payment to the firm subject to satisfactory performance/delivery of contracted job/work services. Copies of documents such as deposit challan along with list of persons showing deposit of ESIC,EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the .....(name of the Instt.)..... The decision of the sole Arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty (optional)

12. That the firm shall issue identity card to each of the workers engaged for entry into.....(name of the institute).....premises.
13. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
14. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the ..... (name of the Institute)..... may cancel the contract.
15. That the firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services 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 obligations under Contract Labour (Regulation & Abolition) Act, 1970, workmen's Compension Act 1943, E.P.F., E.S.I. & M.P. Act 1947 etc. Firm agrees to indemnify and keep indemnified.....(name of the Institute)..... on account of any failure to comply with the obligations under various laws or damage to ..... (Name of the Institute).....due to act/omission of Firm.
16. It is also agreed that under no circumstances the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the .....(name of the Institute)..... and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the .....(name of the Instt)..... Against any claim that it may have to meet towards the employees/workmen of the Firm. Firm employees/workmen shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employees in the office of .....(name of the Instt.).....
17. The contract is subject to the conditions that the firm shall complot with all the laws and by laws of Central Govt./ State Govt as applicable relating to this contract.
18. In case of any loss or damages to the property of the Council at which is attributable to the firm, the full damages will be recovered from the firm.
19. The Firm shall no transfer its right or sub-contract to any one else.
20. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
21. The Firm shall devote its full attention in service to ensure highest quality in all aspect and discharge its obligations under the contract with trust, diligently and honestly.
22. In case of any accident/loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne the Firm.
23. There will be surprise checking by an Officer, Shortcomings. If any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
24. The firm shall provide a Co-ordinator for immediate interaction with the organization.
25. The terns and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE LIQUIDATED DAMAGES CLAUSE

1. Any misconduct /misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
2. If the required number of workers/supervisor are less than the minimum required as penalty of Rs. 1000/- per worker per day will be deducted from the bill.
3. The security supervisors and security guards on duty must possess cap, proper uniform, lathi, whistle, name badge, shoes and identity card etc, in case if they are not found in proper uniform as above a penalty of Rs. 200/- per day per guard shall be recovered.



The decision of .....(competent authority in the Institute)..... shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS where of the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(For the Institute)

Witness:-

1\_\_\_\_\_

2\_\_\_\_\_

**Shedule Job – Semi-skilled Chokidar for ICAR-NTRS (CSWRI), Garsa (HP)**

S. No.	Description	Application wages and other Social Obligation etc. for each Chokidar
		<b>JOB -2</b>
A	a. Monthly Rate	<b>Rs.10800.00</b>
B	b. ESI Contribution Employee @ 1.75%	Rs.189.00
C	c. EPF Contribution Employee@ 12%	Rs.1296.00
D	Net Payable to Labour	<b>Rs.9315.00</b>
E	*Services charges Including Social Security Obligation of Contractor i)EPF Contribution of Employer (Contractor) @13.00% (12% + 1.00 % departmental charges) ii) ESI Contribution of Employer (Contractor) @3.75% <b>iii) Service Charges of Contractor</b> (To be quoted by the contractors/bidders in BOQ sheet)	Rs.1404.00  Rs. 405.00  Rs.-----
GST/ Income Tax if any (to be paid by the contractor)	As per Govt. of India norms charge extra.	As per Govt. of India norms charge extra.

ii. Income tax will be deducted as per govt. rule per month from the contractor's bill.

iii. Rates may be revised as per instructions of GOI

Signature -----

Name & Address of the firm-----

Telephone NO./Mobile No. -----

-----



भा.कृ.अनु.प.—उत्तरी शीतोष्ण क्षेत्रीय केन्द्र  
भा.कृ.अनु.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान  
गड़सा, जिला—कुल्लू (हिमाचल प्रदेश) - 175141  
Email: [garsa\\_ntrs@yahoo.com](mailto:garsa_ntrs@yahoo.com) दूरभाष : 01902 272231 फ़ैक्स नं- +272222



### SAMPLE FORMAT OF FINANCIAL BID

(For ICAR- North Temperate Regional Station (CSWRI), Garsa (HP))

To

The Head,  
ICAR-North Temperate Regional Station,  
(Central Sheep & Wool Research Institute)  
Garsa Distt. Kullu (Himachal Pradesh)

Sir,

I/We wish to submit our Tenders for Outsourcing /Hiring the security manpower on Job Contract Basis at ICAR- North Temperate Regional Station (Central Sheep & Wool Research Institute), Garsa as per detailed mentioned in the table on the following rates.

No.	Particulars	Service Charges for semi-skilled Chokidar mention as per tender documents (in rupees per person)
1	2	4
1.	Monthly service charge (per candidate per month) offered for Outsourcing /Hiring The Security Manpower(Chokidar) On Job Contract Basis at ICAR-North Temperate Regional Station (Central Sheep & Wool Research Institute) Garsa, in accordance with the highest Standards of Allied Services and as per the terms and Conditions specified in the Tender.	Service charge to be quoted in <b>BOQ sheet separately</b> in rupees per person only

I/We agree to forfeit the earnest money and security money deposited by me/us in connection with this tender if I/We fail to comply with any of the terms and conditions in whole or in part lay 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.\_\_\_\_\_