



CSIR-CENTRAL DRUG RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)

B10/1, Sector 10, Jankipuram Extension Sitapur Road, Lucknow



No. CSIR-CDRI/Security/2018-19/Genl.

Date: 18.02.2018

NOTICE INVITING E-TENDER

Name of Work : Providing of Security Services at CDRI and its premises.

Please Read all tender documents before filing online tender.

e-Tenders is invited online under Two-Bid system from the registered security agencies, either by themselves or as a joint venture/Co-operative Society having capacity to provide ex-servicemen/ex-paramilitary physically fit personnel to perform the security duties of the premises of Central Drug Research Institute located at B10/1, Sector 10, Jankipuram Extension Sitapur Road, Lucknow on contract basis. For complete tender details please visit CDRI website www.cdri.res.in or CPP Portal <https://etenders.gov.in/eprocure/app>

1.	Estimated cost of the work	Rs. 12250400.00
2.	NIT publishing date on news paper	18.02.2018
3.	Cost of the Tender Document	Rs.1000/- (Non Refundable)
4.	Document downloading start date on https://etenders.gov.in/eprocure/app	19.02.2018 at 10:00 A.M.
5.	Document downloading/Tender submission end date	06.03.2018 at 3:00 P.M.
6.	Bid (Technical Bid) opening date	07.03.2018 at 3:30 P.M.
7.	EMD	Rs 245008.00

Note- All self attested Credentials have to be submitted before the online opening of tender in the office of COA, CDRI Lucknow up to 12 PM of 06.03.2018. **Only online price bid will be accepted.** If any Holiday declared on above date the action will be taken on next working day.

Controller of Administration



सं . CSIR-CDRI/Security/2018-19/Genl.

Date: 18.02.2018

ई-निविदा आमंत्रण सूचना-

निदेशक, सीएसआईआर-सीडीआरआई, लखनऊ की ओर से पंजीकृत सुरक्षा एजेंसियों से जो स्वयं या ज्याइंट वेंचर/सहकारी समिति के रूप में कार्य करती हो और केंद्रीय औषधि अनुसंधान संस्थान के बीएस 10/1,सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड़, लखनऊ-226031 में स्थित परिसरों में सुरक्षा सेवाएं हेतु भूतपूर्व सैनिक/भूतपूर्व अर्ध सैनिक बल स्टाफ उपलब्ध कराने में सक्षम हो, से दो बिड सिस्टम (तकनीकी एवं बोली दर) ई-निविदा आमंत्रित की जाती है। निविदा की संपूर्ण जानकारी सीडीआरआई वेबसाइट www.cdri.res.in or CPP Portal <https://etenders.gov.in/e procure/app> पर उपलब्ध है।

1.	अनुमानित लागत	Rs. 12250400.00
2.	समाचार पत्र में प्रकाशन तिथि	18.02.2018
3.	टेंडर का मूल्य	Rs.1000/- (गैर-वापसी)
4.	ईटेंडर डाउनलोडिंग करने की प्रारंभिक- तिथि https://etenders.gov.in/e procure/app	19.02.2018 10:00 A.M.
5.	ईटेंडर डाउनलोडिंग/जमा करने की अन्तिम तिथि	06.03.2018 3:00 P.M.
6.	तकनीकी टेंडर खोलने की तिथि	07.03.2018 3:30 P.M.
7.	बयाना राशि / ईएमडी	Rs 245008.00

सूचना- सभी निविदाताओं को ऑनलाइन टेंडर खुलने से पूर्व अपने सभी स्व प्रमाणित दस्तावेज निविदा शर्तों के अनुसार नियंत्रक प्रशासन कार्यालय, सीडीआरआई, लखनऊ में दिनांक 06.03.2018 दोपहर 12.00 बजे तक जमा करना अनिवार्य है। केवल ऑनलाइन प्राइस बिड ही मान्य होगी। यदि किसी उपरोक्त तिथि को अवकाश घोषित होता है तो अगले कार्यदिवस पर वह कार्यवाही होगी।

नियंत्रक प्रशासन



CSIR-CENTRAL DRUG RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

B10/1, Sector 10, Jankipuram Extension, Sitapur Road, Lucknow-226031

No. CSIR-CDRI/Security/2018-19/Genl.

Date: 18.02.2018

Director, CSIR-Central Drug Research Institute, Lucknow invites online tenders under Two-Bid system from the registered security agencies, either by themselves or as a joint venture/consortium/partnership/Co-operative Society having capacity to provide ex-servicemen/ex-paramilitary and physically fit personnel to perform the security duties of the premises of Central Drug Research Institute located at B10/1, Sector 10, Jankipuram Extension Sitapur Road, Lucknow on contract basis. At least 70% ex-service man has to be deployed

NOTE: Security Agencies/ bidders have to quote their Service Charges in Percentage only on minimum wages, All other liabilities like Taxes, EPF, ESIC applicable which may vary from time to time as per govt. Orders, will be reimbursed to the contractor by CSIR-CDRI on production of documentary proof.

Security Agencies should have registered under Private Security Agencies (Regulation) Act 2005 and UP Private Security Abhikaran Rules 2009 and also have registered under Contract Labour (Regulation & Abolition) Act 1970, ESIC, EPF, PAN No. and GST& successfully carried out at **least (three security contracts each amounting to 40% or two security contract each amounting to 60% or a single security contract amounting to 80% of estimated cost per annum during the last five years in National Laboratories/Govt./Semi Govt./Autonomous Bodies/Public Sector Undertaking).** **Tender without EMD and cost of Tender form will be rejected without any further action**

Security Agencies fulfilling the conditions may submit **online** tender to Director, CSIR-Central Drug Research Institute, Lucknow attaching therewith copies of registration under Private Security Agencies (Regulation) Act 2005 and UP Private Security Abhikaran Rules 2009, PAN issued by Income Tax Department, Contract Labour Licence (Central), registration under ESIC, EPF and GST Act, satisfactory performance certificates issued by the organizations for providing security services in the **last five years** along with DD/Pay Order or online payment of Rs.1000/- towards cost of tender & EMD **Rs 2,45,008.00** etc. in favour of Director, CSIR-Central Drug Research Institute, Lucknow, A/c No. SB-30269374557 Document can be downloaded from CSIR-Central Drug Research Institute website: <http://www.cdri.res.in> or CPP Portal <https://eprocure.gov.in/epublish/app> and in that case, tender cost should be attached with the tender as per procedure mentioned above, failing which the tender shall be rejected. Tenders received up to the time and date mentioned above will be opened by a duly constituted Tender Opening Committee. Tenders received after due date & time and without tender form cost/EMD shall not be considered.

Director, CSIR-CDRI reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof. In case of holiday on any particular day, the tender will be opened on next working day at same time.

Controller of Administration

GENERAL INSTRUCTIONS TO THE BIDDERS:

1. The Security Agencies for providing Security Services at the premises of CSIR-CDRI under which the bidder shall engage ex-servicemen/ex-paramilitary personnel and shall use its best endeavor's to provide security to the buildings, guest houses, AC Plants, Electric Sub-Station, Tube-wells, equipments, R&D area, materials and the staff working in the premises of CSIR-Central Drug Research Institute including monitoring and one guard having technically sound enough to monitor surveillance of the premises etc.
2. Wages rate for Security Supervisor & Security Guard will be payable as per DG resettlement minimum wages @ Rs 868.49 & Rs 653/- (as applicable from time to time only for ex-Serviceman deployed), In case of deployment of non ex-serviceman the rates of Skilled & Semiskilled worker will be paid as per Chief labour commissioner (central). In this case the Security Guard will be considered under the Semi-skilled and Security Supervisor under the skilled category. The Bidder must quote only his Service Charge online in %. All statutory liabilities/taxes & EPF, ESIC, and GST etc will be reimbursed by CSIR-CDRI on production of proof. At least 70% ex-service man has to be deployed.

3. ELIGIBILITY OF THE BIDDERS

- 3.1 The security agency should be in the contract security & intelligence business for at least 5 (five) years consecutively.
The security agency should have registration under Company's Act.
- 3.2 The security agency should submit up-to-date Income Tax Clearance Certificate.
- 3.3 The Agency should have minimum 100 guards on its payrolls.
- 3.4 The Agency has to produce Satisfactory Performance certificate from organizations where the contractor has provided Security service during the last five years.
- 3.5 **Tender without EMD and cost of form will be rejected without any further action**
- 3.6 Security Agency should be registered from Private Security Agency Regulation Act, 2005.

4 QUALIFICATION OF THE BIDDERS

- 4.1 The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- 4.2 Memorandum of Understanding has to be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.
- 4.3 The bidder shall submit full details of his ownership and control and shall submit the certificate of incorporation along with its Memorandum of Articles of Association, if it is a Company or Society etc.
- 4.4 Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the CSIR subsequently finds to the contrary, the Director, CSIR-CDRI reserves the right to declare the Bidder as non-compliant and declare rejection of his bid and treat the contract if already awarded to the Bidder to be null and void.
- 4.5 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4.6 ONE BID FOR BIDDER

4.7 Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. VISIT TO CSIR-CDRI

5.1 The bidder is required to provide security services at the premises CSIR-CDRI and is advised to visit and acquaint himself/them with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the CSIR-CDRI and is aware of the operational conditions prior to the submission of the tender documents. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

6.1 CLARIFICATION FOR TENDER DOCUMENT

In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the COA, CSIR-CDRI before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the CSIR-CDRI shall be carried out in writing.

6.2 Except for any such written clarification issued by the Controller of Administration, CSIR-CDRI which is expressly stated to be an addendum to the tender document issued by the CSIR-CDRI, no written or oral communication, presentation or explanation by any other employee of the CSIR-CDRI shall be taken to bind or fetter the CSIR-CDRI under the contract.

7. PREPARATION OF BIDS

7.1 The Bidder has to quote service charge (Contractor's profit) on minimum wages (excluding Taxes, EPF, ESIC, GST & bonus etc) online only as mentioned in price bid.

7.2 Conditional bids/offers shall be summarily rejected.

8.7 BID SECURITY:

8.7.1. **The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. Rs.245008.00/- through DD/Fixed Deposite/online transfer of money in favour of Director, Central Drug Research Institute, Lucknow. The Bid Security should remain valid for a period of ninety days beyond the final bid validity period.**

8.7.2. Bid securities/ EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8.7.3. Bid security (Earnest money deposit of Rs. 245008.00 /-) of the successful bidder shall be returned after submission of Performance Guarantee (10% of work award) issued by a scheduled bank.

8.7.4. Bid Security (EMD) shall be forfeited if the bidder withdraws his bid during the period of validity of the tender or if the successful bidder refuses or neglects to execute the Contract

or fails to provide the required number of security personnel or fails to furnish the **required Performance Guarantee within the time frame specified by the CSIR-CDRI.**

09. ACCEPTANCE OF BIDS:

9.1. CSIR-CDRI reserves the right to accept any tender and to reject any or all the tenders and not bound to accept the lowest or any tender and may at any time by notice in writing to the bidders terminate the tendering process. **Tender without EMD and cost of Tender form will be rejected without any further action**

9.2. Tender will be rejected if it is found that the contractor is black listed on previous occasions by any of the Govt. Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc.

10. AWARD OF CONTRACT:

10.1. CSIR-CDRI will award the contract who will quote lowest service Charge, bidder whose tender has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.

10.2. The successful bidder will be required to execute an agreement in the form appended hereto within a period of 10 days from the date of issue of Award Letter.

10.3. The successful bidder shall be required to furnish a Performance Guarantee **within 15 days** of receipt of Award Letter for an appropriate amount in the form of Bank Guarantee/FDR from a bank in favour of Director, Central Drug Research Institute, Lucknow. The Performance Guarantee shall remain valid for a period of **sixty days** beyond the date of completion of all contractual obligations. In case, the contract period is **extended** further, the validity of Performance Guarantee shall also be extended by the contractor accordingly.

TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES

1. The Contractor will maintain a duty register and shall record daily deployment of security personnel at the designated duty point. This will be countersigned by the Security Officer/authorized official of the CSIR-CDRI. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.
2. Adequate supervision shall be provided by the contractor to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the security personnel of the Contractor deployed, the supervisory staff will supervise in their areas of responsibility.
3. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the CSIR-CDRI.
4. Contractor and its security personnel shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the CSIR-CDRI and shall not knowingly lend to any person or company any of the effects of the CSIR-CDRI under its control.
5. The security staff shall not accept any gratitude or reward in any shape.
6. The contractor shall have at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
7. Under the terms of their engagement agreement with the Contractor, the Security personnel shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.

8. The personnel engaged by the contractor shall be in proper dress neat and clean bearing proper name badges failing which invites a penalty of Rs.100/- in each occasions and habitual offenders should be removed from the security duty of CSIR-CDRI. The penalty on this account shall be deducted from the Contractor's bills.

9. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff of CSIR-CDRI and visitors and should project an image of utmost discipline. The CSIR-CDRI shall have right to have any person removed in case of staff / visitors complaints or as decided by representative of the CSIR-CDRI if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

10. The eight hours shift generally starts from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shifts are changeable and shall be fixed by the CSIR-CDRI from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the CSIR-CDRI for double duty, if any.

11. The payment to the contractor would be made on monthly basis based on the actual shift manned/operated by the personnel engaged by the contractor and based on the documentary proof jointly signed by Security Officer/representative of the CSIR-CDRI and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the CSIR-CDRI.

12. Any damage or loss caused by contractor's persons to CSIR-CDRI in whatever form shall be recovered from the contractor.

13. The CSIR-CDRI will allow familiarization of the security arrangements required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.

14. In case (a) any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the CSIR-CDRI and the same shall be deducted from the contractor's bills.

(b) In case, if the personnel deployed by the contractor under the contract fails to report for duty in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in agreement shall be levied.

15. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The contractor's personnel shall attend the court as and when required.

16. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure effective and satisfactory performance of his liabilities and responsibilities under the contract.

17. The contractor shall bear all the expenses incurred on torches and cells, lathis/ballams etc. and other implements such as stationary for writing duty charts and registers at security check points and records keeping as per requirements.

18. The CSIR-CDRI shall not be responsible for providing residential accommodation to any of the security personnel engaged by the contractor.

19. The contractor shall disburse the wages to its security personnel deployed in the CSIR-CDRI every month online / through ECS / through bank account of security personnel.

20. प्राइस बिड ऑनलाइन ही मान्य होंगी, यदि किसी तकनीकी खराबी की वजह से ऑनलाइन प्राइस बिड कार्य नहीं करती है, तो ऑफलाइन प्राइस बिड को खोला जायेगा, किन्तु यदि किसी एक निविदादाता द्वारा ऑनलाइन प्राइस बिड भर देने से यह मान लिया जायेगा कि ऑनलाइन प्राइस बिड में कोई गड़बड़ी नहीं है और ऑफलाइन प्राइस बिड नहीं खोली जाएगी।

SCOPE OF WORK FOR PROVIDING SECURITY SERVICES

1. The Security Supervisor of the contractor shall be responsible for making overall security arrangements in the CSIR-CDRI campuses located at Lucknow.
2. Security Supervisor will ensure that the instructions issued related to security arrangement by CSIR-CDRI, Lucknow are strictly followed and there should be no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer/Person of the CSIR-CDRI, Lucknow at the main gate.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be made available to the contract or his Security Personnel.
5. The officers and staff of the CSIR-CDRI, Lucknow will keep the Identity cards with them for checking and allowing entry by the security personnel.
6. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the CSIR-CDRI, Lucknow and the same will be monitored personally by the concerned authorities from time to time for its optimum utilization.
7. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the CSIR-CDRI, Lucknow.
8. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the CSIR-CDRI, Lucknow.
9. Entry of the street-dogs and stray animals into the premises is to be prevented. They should be at once driven out
10. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open space all over the premises.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray animals.
12. The Security Supervisor/Guards are required to display mature behavior, especially towards staff and visitors.
13. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
14. Any other provisions as advised by the CSIR-CDRI, Lucknow may be incorporated in the agreement. The same shall also be binding on the contractor.

ANNEXURE-III

DETAILS OF DUTY POINTS AND DEPLOYMENT OF MANPOWER FOR PROVIDING SECURITY SERVICES

(A) CSIR-CDRI main campus at Jankipuram Extension, Lucknow

(B) This strength is for reference, actual strength may change/vary.

Sl. No.	Jankipuram Extension	Manpower
1	Shift In-charge per shift	03
2	Main Gate(01 guard in A- shift, 01 guard in B-shift, 02 guard in Night-shift & 01 guard in General-shift	08
3	Admn. Key issue 01 per shift	03
4	Lab. area patrolling 01 per shift	03
5	Colony Gate 01 per shift	03
6.	Gate No.2 (01 guard in Gen. Shift, 01 guard in night shift)	02
7.	Reception Duty 01 lady guard in Genl. shift	01
8.	Entry material, pass section Gen.shift	01
	Total A	03 Security Supervisors, 21 Security Guard

(B). Old campuses of CSIR-CDRI Lucknow

Sl.No	CSIR Dispensary, Guest House at Aliganj, Animal House Gate at ChattarManzil Palace and Chemistry Block At M.G. Marg, Lucknow	Manpower
	Duty Points	Security Guards
1.	CSIR Dispensary, Nirala Nagar 01 per shift	03
2.	Old Chemistry Block 01 per shift	03
3.	Animal House (Old Campus) 01 per shift	03
4.	Guest House at sector 'K', Aliganj, Lucknow 01 per shift	03
5.	Total B	12 Security Guard

Total (A+B) 03 Security Supervisors and (21+ 12) =33 Security Guards (including one lead guard).

10.1.5 During the technical evaluation stage, each bidder shall be assigned different marks, out of a total of 100 marks, as per the criteria specified below: and contractor has to fill Performa Annexure -'X'

No. of Years in Security Operations	Max. 25 Marks
(a) Upto 05 years	10 Marks
(b) More than 05 years and upto 10 years	15 Marks
(c) More than 10 years and upto 15 years	20 Marks
(d) More than 15 years	25 Marks
(ii) Security Operation turnover(Last Financial year)	Max.25 Marks
(a) Upto 01 Crore	10 Marks
(b) More than 01 crore and upto 05 crores	15 Marks
(c) More than 05 crores and upto 50 crores	20 Marks
(d) More than 50 crores	25 Marks
(iii) Number of manpower on muster-roll	Max.25 Marks
(a) Upto 200	10 Marks
(b) More than 200 and upto 500	15 Marks
(c) More than 500 and upto 1000	20 Marks
(d) More than 1000	25 Marks
(iv) Quality Related Marks	Max. 25 Marks
(a) ISO (Less than 5 years)	10 Marks
(b) ISO (5-10 Years)	20 Marks
(c) ISO (10-15 Years)	25 Marks
d) SA 8000 or Any other International Accreditation Certificate	05 Marks

The bidder should mandatorily secure 35% marks (i.e. 35 marks out of total 100 marks in Technical Evaluation in order to be qualified bidder for being eligible for opening of financial bids. If any information provided by the contractor is found wrong/forged at any stage, will liable for cancellation/blacklisting/forfeited of EMD & Performance Security money and legal action against him.

Agreement to be signed on award of Tender

(No. 14(6)1/86-E.II(Vol.II/Pt.1, dated 23-4-1993)

This AGREEMENT made on this _____ day of One Thousand Nine Hundred and Ninety Three Between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at Anusandhan Bhawan, Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART _____ and M/S _____ at _____ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the security/house-keeping and cleaning arrangement at _____ (name of the Lab./Instt.) which is a constituent unit of CSIR (hereinafter referred to as the Lab./Instt.) and whereas the contractor has offered to provide the security/house-keeping and cleaning arrangement at on the terms and conditions hereinafter stated. AND WHEREAS Contractor has represented that he is registered as Contractor under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. NOW, THEREFORE, BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed as follows :-

I. Contractor's Obligations

A.I. That the contractor shall provide the following services :-

- a) i) Security at _____ points (round the clock) as per Annexure - I (a) to this agreement.
 - ii) Security at _____ Points (between _____ AM to _____ PM as per Annexure- 1 (b) to this agreement.
 - iii) Security at _____ Points (between _____ AM to _____ PM as per Annexure- 1 (c) to this agreement.
2. That for providing satisfactory services as per para 1 above under this contract, the Contractor has agreed to deploy a total of _____ persons on different points, the details of which are given in Annexure-1 (a), (b),(c), 11 and III respectively.
 3. That for performing security duties, the Contractor shall deploy persons round the clock in 8 hours shifts only. That the Contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duty. It is further agreed that the Contractor shall engage physically fit persons and below the age of 50 years for security duties. Persons so engaged may preferably be ex-servicemen.
 4. That the Contractor shall communicate the names, parentage. residential address, age, etc. of the persons deployed at each point.
 5. That for purpose of proper identification of these employees of the Contractor deployed at various points, the Labs./Instts. shall issue identity Cards/Identification document of these security guards/cleaners, etc. and they shall be duty bound to display the identity cards at the time of duty.
 6. That the Director of the Lab./Instt. or any other person authorised by the Director shall be at liberty to carry out surprise check on the persons so deployed by the Contractor in order to ensure that required number of persons are deployed and that they are doing their duties.
 7. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated official. The Lab./Instt. will intimate to the Contractor the specimen signatures of the officials designated and authorised to sign the Gate Pass. Any change will be intimated in writing. The COA/AO of the Lab./Instt. Shall make _____ suitable arrangements to ensure compliance.

8. That it shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets moveable and immovable of the Lab./Instt. and if there is any loss to the Lab./Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the loss to the Lab./Instt. the contractor shall report promptly to the Lab./Instt. any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the Contractor.

9. That on taking over the responsibility of providing security/house-keeping and cleaning arrangements, the Contractor shall formulate the mechanism and duty assignment of Security/House-Keeping and cleaning personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the Security/ House-Keeping and cleaning arrangement from time to time and advise the Director of the Lab. in writing about additional measures for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab./Instt. or the officer designated by the Director in this respect from time to time.

B. 1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the work as per para _____ above shall be the employees of the Contractor for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue simpliciter or explicitly.

2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.

3. That the Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour laws. The Contractor shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

4. That the Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under Law, namely, under the Minimum Wages Act, P.P.Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time.

5. That the Contractor shall conform to the provisions of Central/State Act (s) or the Regulations on the subject as well as terms and conditions of this Agreement.

6. That the Contractor shall make the payment of wages etc. to the persons so deployed online in their bank account/ in the presence of representative of the Lab./Instt. and shall on demand furnish copies of wages register/muster roll etc. to the Lab./Instt. for having paid all the dues to the persons deployed by the Contractor for the work under the Agreement. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the CSIR in this respect as per the provisions of Contract Labour (Regulation & Abolition) Act, 1970. The Contractor shall comply with or cause to be complied, with the contractor's Labour Regulations made by CSIR from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage book, wage slip publications of scale of wages and terms of employment inspection and submission of periodical returns.

7. That the Contractor has represented that he is already registered under the Contract Labour (Regulation & Abolition) Act, 1970, as amended. Any obligations and/or formalities which are required to be fulfilled under the said Act or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR. The Contractor shall be solely liable for any violation of provisions of the said Act or any other Act.

8. That the Uniforms supplied by the Contractor at his own cost. to the persons deployed for this work, shall include khaki bush- shirt, army cut pant, anklets, ankle boots, web belt (with baton strap), baton, beret with ceremonial heckle

and line yeard, whistle, loaded torches, etc. The seasonal equipment such as Jerseys. great coats in winters and rain-coats in monsoon shall also be provided by the Contractor at his cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab/Instt.

9. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservations of peace and protection of persons and property of CSIR.

10. That in case any of the persons so deployed by the Contractor does not come upto the mark or performs his duties properly or indulges in any unlawful riots or disorderly conduct, the Contractor shall take suitable action against such employee on the report of Lab./Instt. and CSIR in this respect.

11. The Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Instt. CSIR in case of any of the aforesaid act on the part of the person so deployed or otherwise.

12. That the Contractor shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognised festivals, days of rest and religious or other customs.. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contractor Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of Lab./Instt., a sum not exceeding Rs _____ for every defaults, breach or furnishing, making, submitting, filing such materially incorrect statement and in the event of the Contractor defaulting continuously in this respect, he shall be liable to pay Rs. _____ per day for breach of default.

C 1. That the Contractor shall keep the CSIR indemnified against all claims whatever in respect of the employees deployed by the Contractor at various points. In case any employee of the Contractor so deployed enters in dispute of any nature whatever , it will be the prior responsibility of the Contractor to contest the same. In case CSIR in made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

2. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets i.e. moveable and immovable as mentioned in para A-8 above

3. The CSIR shall have further right to adjust and/or deduct any of the amounts as a fore said from the payments made to the Contractor under this Contract for providing security/cleaning services.

4. That the Contractor shall furnish an indemnity bond from the General Insurance Corporating at its own cost to indemnify CSIR against any claim arising out of or connected with this agreement.

II. CSIR Obligations

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid a lumpsum of Rs. _____ on _____ basis. Such payment shall we made on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Instt. In this regard.

2. That the aforesaid lumpsum amount has been agreed to be paid by CSIR to the Contractor. The Contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

III. Commencement and Termination

1. That this agreement will come into force with effect from _____ and shall remain in force for a period of one year. The agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingency:-

- (a) On the expiry of the contract period as stated above.
- (b) By giving one month's notice by CSIR on account of
 - (i) Losses suffered by CSIR due to lapse of security
 - (ii) For committing breach by the Contractor of any of the terms & conditions of this agreement;
 - (iii) On assigning the contract or any part thereof or any benefit or interest therein or thereunder by the Contractor to any third person for sub-letting whole or part of the contract to any third person.
- (c) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption/hindrancerance/problem of any nature to CSIR.

IV. Arbitration

1. In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be referred to the sole Arbitration to DG,CSIR or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as Arbitrator*in place of the out-going Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Director-General, CSIR shall mean and include an acting/officiating Director-General.
4. The Arbitrator may from time to time, with the consent of all the parties enlarge the time for making (and publishing) the award.
5. The Arbitrator may give interim award(s) and/or directions, as may be required.
6. Subject to the aforesaid provisions, the Arbitration Act, 1940 and the rules made hereunder and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
7. The venue of the arbitration shall be Delhi.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of
 The Contractor _____
 Witness

Council of Scientific and Industrial Research
 Anusandhan Bhavan
 Rafi Marg, New Delhi-110001

1. _____
 2. _____

.
 Witness

1. _____
 2. _____

8. The Pre-qualification Technical Bid should consist of the following documents, which are to be submitted in self attested hard copy to the office of COA, CDRI Lucknow, before the opening of the tender & should also be attached as PDF file online. Tenders without any below

mentioned documents will be rejected without any further action. All documents must be self attested and must have signature of issuing authorities with clear name & designation and address of issuing authority

(a) Bid Security for an amount of **Rs. 2,45,008.00** & cost of tender form in favour of Director, Central Drug Research Institute payable at Lucknow.

(b) Details of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

(c) Self attested copy of PAN card of Company/ proprietor;

(d) Self attested copy of GST Registration Number;

(e) Self attested copy of Registration No. of the Agency/Firm as required.

(f) Self attested copy of Employees Provident Fund Registration Number;

(g) Self attested copy of ESIC Registration Number;

(h) Self attested copy of Contract Labour Licence issued under CL(R&A) Act,1970 issued by Labour Department, Ministry of Labour, Govt. of India;

(i) Proof of **Annual financial turnover** duly supported by audited Balance Sheet;

(k) Documentary proof in support of continuous five years experience for providing security services issued by the concerned organizations; and

(l) Duly filled and signed all Annexure.

(m) Registration Certificate issued under the Private Security Agencies (Regulation) Act, 2005 and UP Private Security Abhikaran Rules 2009 (Copy of relevant certificate to be attached)

(n) Self attested copy of Latest Challans of ESI & EPF of any month of last six month along with the details of employees deployed in statement

(o) Self attested copy of Electronic Challan cum Returns (ECR) of any month of last six month.

(p) Self-attested Copy of valid **CHARACTER AND ANTECEDENT CERTIFICATE** of Contractor issued by District Magistrate.

(q) In case of partnership firm, photocopy of Partnership Deed.

9.1.1. The Bid shall remain valid for acceptance for a period of 90 days from the last date of submission of tender.

10.1 OPENING AND EVALUATION OF TENDERS:

10.1.1. The Tender Opening Committee duly constituted by CSIR-CDRI will open the Pre-qualification Technical Bids online.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions of the tender prescribed in the terms and conditions will be summarily rejected.

10.1.3. Conditional tender will also be summarily rejected.

10.1.4. Subsequently, the selected technical bids will be evaluated by the Committee constituted by CSIR-CDRI.

CHECK LIST OF DOCUMENTS REQUIRED FOR PRE-QUALIFICATION BID PROVIDING SECURITY SERVICES

Sl. No	Documents to be Attached	
1.	Cost of tender document of Rs.1000/-	
2.	EMD details	
3.	Name, address of firm/Agency with Telephone/Mobile Numbers and e-mail to inform them regarding opening of price bid etc.	
4.	Self attested copies of registration under Private Security Agencies(Regulation) Act 2005 and UP Private Security Abhikaran Rules 2009	
5.	Authorized person of the firm/agency etc. with name & designation and office telephone/Mobile Number	
6.	Private Security Agencies (Regulation) Act 2005	
7.	In case of joint venture/consortium/Co-operative Society, Photo copy of Memorandum of Understanding/Bye Laws etc.	
8.	Self-attested Copy of valid CHARACTER AND ANTECEDENT CERTIFICATE of Contractor issued by District Magistrate (D.M).	
9.	Photocopy of previous three financial years Income Tax Returns	
10.	Self attested photocopy of GST Registration Number	
11.	Self attested photocopy of valid EPF Registration number	
12.	Self attested photocopy of valid ESIC Registration Number	
13.	Self attested copy of Electronic Challan cum Returns (ECR)	
14.	Self attested photocopy of valid Contract Labour Licence under Contract Labour (R&A) Act, 1970.	
15.	Self attested copies of proof of experience for providing security services in the last five years with satisfactory performance certificates issued by the organization where the agency has provided/ providing security services	
16.	Self attested documentary proof of Annual Turnover in the last three financial years.	
17.	Self attested copy of PAN card of Company/Proprietor	

Signature of the Bidder/ Authorized Person
(Name and Address of the Bidder)

Annexure - 'X'
(Should be signed & hard copy & PDF copy has to be attached.)

Sl.No	Number of Years in Security Operations. "A"	Max Marks "B"	Marks Claimed by Contractor "C"	Experience / successful completion certificates has to be attached separately. "D"	Marks given by Technical valuation committee of CSIR-CDRI (not to be filled by bidders) "E"
1	Up to 05 years	10			
2	More than 05 years and upto 10 years	15			
3	More than 10 years and upto 15 years	20			
4	More than 15 years	25			
Security Operation turnover(Last Financial year) Max.25 Marks					
1	Upto 01 Crore	10			
2	More than 01 crore and upto 05 crores	15			
3	More than 05 crores and upto 50 crores	20			
4	More than 50 crores	25			
Quality Related Marks Max. 25 Marks					
1	ISO (Less than 5 years)	5			
2	ISO (5-10 Years)	10			
3	SA 8000 or Any other	5			
4	International Accreditation Certificate				
Number of manpower on muster-roll Max.25 Marks					
1	Up to 200	10			
2	More than 200 and up to 500	15			
3	More than 500 and up to 1000	20			
4	More than 1000	25			

Bidder has to fill above information mandatorily and attach as PDF document.

**ANNEXURE-II
WORK EXPERIENCE**

The bidder must attach self attested copies of experience certificates online/offline i.e Work award letter and successful completion certificate in respect of Security Services provided by them in Govt./Semi-Govt./Autonomous Bodies/PSU/CSIR/Govt. funded organizations, preferably in PDF format and details should also be filled in below format. (unnecessary/ un relevant certificates should be avoided)

Sl. No	Name & Address of the organization where the Security Agency has provided Security Services (Name & Designation of Issuing authority should clearly be mentioned)	Work Award letter number and date.& Value of the work	Duration of the work.	No. of security personnel deployed	Reason if award value & duration not mentioned in Award letter & Experience certificate.	Remark If any.

(Signature of the Authorized Person)
Name :
Seal

PRICE BID FOR PROVIDING SECURITY SERVICES

(Percentage BOQ)/ Price Bid

(To be quoted by the Bidder online and this Performa (duly filled) has also to be submitted in separate sealed cover along with all credentials) ,This price bid will be opened only, if online BOQ/Price bid does not work. Rates of the Online & offline price bid must be same; otherwise tender will be rejected, without any further correspondence.

प्राइस बिड ऑनलाइन ही मान्य होंगी , यदि किसी तकनीकी खराबी की वजह से ऑनलाइन प्राइस बिड कार्य नहीं करती है तो ऑफलाइन प्राइस बिड को खोला जायेगा , किन्तु यदि किसी एक निविदादाता द्वारा ऑनलाइन प्राइस बिड भर देने से यह मान लिया जायेगा कि ऑनलाइन प्राइस बिड में कोई गड़बड़ी नहीं है और ऑफलाइन प्राइस बिड नहीं खोली जाएगी | दोनों प्राइस बिड में दर सामान होनी चाहिए अन्यथा टेंडर बिना किसी पत्राचार के निरस्त कर दिया जायेगा |

Name of the Bidder/Bidding Firm /Company:						
<u>I NO.</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Estimated rate in Rs</u>	<u>Total Amount As per day in Rs.</u>	Wages for Ex Service man will be payable as per DG resettlement minimum wages @ Rs 868.49 & Rs 653/- , In case of deployment of non ex-serviceman the rates of Skilled & Semiskilled worker will be paid as per Chief labour commissioner (central).
1	2	4	5	6	53	
1	Security Persons Required					Wages of Security Guard & Supervisor are indicative Only.
1.01	Security Guards	33.00	Nos	653	21549.00	
1.02	Security Supervisors	3.000	Nos	868.49	2605.47	
Total in Figures					24154.47	
3.	Quoted service charge in % only Figures on basic wages only					
Quoted rate in words						

Note:-

(Lowest (L1) will be decided on Service charge quoted online)

1 . The number of manpower required shown above is indicative and the actual quantity may vary depending upon the requirement from time to time.

Service charges quoted will be applicable on basic wages only, exclusive of all taxes etc.

Wherein case service charges quoted by two or more agencies are same, L1 will be decided by considering the highest amount. of valid works as described in the annexure II of technical bid which is submitted by the bidders in a separate sheet.

Signature of the bidder
Name & Address of the bidder