



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
क्षेत्रीय अनुसंधान स्थान, भुज 370105 / Regional Research Station, Bhuj 370105
Website: www.cazri.res.in, Phone No 02832-271238 & 271070



F. No. RSB/ Tender//20/ 43

Dated: 30.5.2020

**Engagement of firm/agency for providing Chowkidar(semi-skilled) at ICAR – CAZRI's
Regional Research Station, Kukma, Bhuj under Annual Rate Contract**

Date of start of downloading of the tender document : 01.06.2020 from 3.00 PM
Last date and time of downloading of the tender form : 21.06.2020 upto 3.30 PM
Last date and time for submission : 22.06.2020 at 3.30 PM
Date and time for opening of Technical bid : 23.06.2020 at 3.30 PM

Note: The tender form and other details are available on CAZRI's website www.cazri.res.in & CPPP also. The interested Agency/Contractor/firm of repute may download the tender document from above website and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.

From:-

HEAD,
ICAR-Central Arid Zone Research Institute,
Regional Research Station, Bhuj

To

M/s _____

**Sub: E-Tender for Annual Rate Contract for Engagement of Agency for providing
Chowkidar(semi-skilled) at ICAR –CAZRI's- RRS, Bhuj on outsourcing basis – regd.**

Sir,

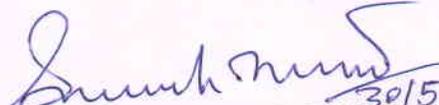
On behalf of the Director, ICAR-CAZRI, Jodhpur E-tenders(s) are invited from interested Agency/Contractor/firm of repute for **providing Chowkidar(semi-skilled) at on outsourcing basis at ICAR-CAZRI's RRS, Bhuj under Annual Rate Contract (ARC)**. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.

2. The bid along with necessary document is to be uploaded in the E-procure.gov.in portal as per guidelines mentioned in the portal by or before **Due Date i.e. 21.06.2020 up to 3.30 P.M.**

3. The bid is to be opened on **Due Date i.e. 23.6.2020 at 3.30 P.M.** at ICAR- CAZRI's RRS, Bhuj by the Committee members in presence of the representative of Contractors/Agency/firm those submitted/uploaded their bids.

4. Aspiring Bidders: Who have not enrolled/registered in e-procurement should enrol/register before participating in the tender through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Yours faithfully,


30/5/2020
HEAD, ICAR-CAZRI's RRS, BHUJ

Encl:Annexure-I i.e. Technical bids(Part I to VII)&Annexure-II Financial bids.

Technical bids

Part – I

Details of the Agency/Firm/Contractor

1. Name of proprietor of contractor/Firm/Agency:
2. Name & Address of Tenderer/ Firm/ Agency:
M/s
3. (A) Telephone No. – Office: Res.: Mobile No.....
(B) E-Mail ID:
4. Particular of Firm/ Agency/Company:
(Partnership Deed/ Constitution in case of Society).....
5. Authorized Dealership/ Certificate No.:
6. Income Tax PAN Number:
7. GST/Service Tax Number (Allotted by CED) :
8. Bank name's& address :
IFS Code : Account Number:
(For information attach a photo copy of cancelled cheque)
9. Cost of Tender documents: Rs. 500/- CR/D.D. Number: Date:
If D.D. / Banker cheque in favour of ICAR Unit-CAZRI, Jodhpur.
10. Earnest Money Deposit Rs. - 50,000/- (In favour of ICAR Unit-CAZRI, Jodhpur). D.D./
Banker Cheque No. Date..... Name of
Bank,
11. Visit us our website: www.cazri.res.in & CPPP.

Technical bid

Part - II

General Terms and conditions of the notice inviting tender of Annual Rate Contract for Engagement of Agency for providing Chowkidar(semi-skilled) at ICAR-CAZRI's, RRS, Bhuj on outsourcing basis.

1. On behalf of the Director, Central Arid Zone Research Institute, Jodhpur online tenders are invited for Annual Job Contract for engagement of agency for providing of chowkidar(semi-skilled) on outsourcing basis for a period of one year depending upon the requirements of the **ICAR –CAZRI's- RRS, Bhuj -370105** from time to time as per the terms and conditions set forth in the following paragraphs. The Services of the manpower agency would be required initially for a period of one year. The contract can be extended further *subject to satisfactory compliance of terms and conditions of the contract.*
2. Tender form and terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in> and www.cazri.res.in 21.6.2020 upto 3.30 hours of On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in/eprocure/app>. Only by or before the last date and time i.e. 22.6.2020 upto 3.30 PM.
3. Tenders/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app>. Regularly. Any changes/modification in tender enquiry will be intimated by corrigendum through this website only.
4. 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 Director ICAR-CAZRI reserves right to accepts or reject any or all the tenders.
5. The interested firm {**except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)**} are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) and Tender fee Rs.500/- (Rupees five hundred only) in the form of Demand Draft from any of the Commercial Bank in India, in favour of **ICAR Unit-CAZRI, Jodhpur**. The bidder must have current Income tax/service tax and statutory registration(s).
6. The aforesaid DDs/Banker Cheques towards cost for Tender Document/Tender fee and EMD should be submitted off-line to tender inviting authority i.e. ICAR-CAZRI, RRS, Kukma, Bhuj by or before 3.30 pm on 22.6.2020 and scanned copy to be uploaded online by or before 3.30 pm on 22.6.2020. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after of date of tender/bid.
7. In no case Tender fee and Earnest Money will be accepted after opening of tender.
8. **Submission of Tenders:** The bid along with the necessary documents should be uploaded in the eprocure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online <http://eprocure.gov.in/eprocure/app>. in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid is detailed in part V of the technical bid.
9. Decision of the desire so of Director, ICAR-CAZRI, Jodhpur shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation.

10. Bidders/ tenderers shall undertake to the apply with allow statutory provisions are required for such man power to be provided including Minimum Wages Act, EPF, ESI, GST/Service Tax etc. as required under law and shall indemnify CAZRI from all libels/suits/litigations etc.
11. The Contractual Agency shall take all responsibility and obligation for providing man power engaged by him for the purpose at ICAR-CAZRI. ICAR-CAZRI will not be responsible for any libels/suits/litigation or otherwise/obligation/commitment/liability to any party (ies) or persons(s) whatsoever.
12. **SECURITY OF CONTRACT:** The Contractual Agency shall provide chowkidar(semi-skilled) in the form of DD/Bank Guarantee/FDRin favour of ICAR Unit, CAZRI, payable at Jodhpur-342 003 for contract period as would be specified in the work order to be awarded to the successful bidder for a lump sum amount as decided by this Institute or an amount equivalent to 10% of contract value and execute an agreement before starting the contract. The Security money will be released only after the termination/expiry of the contract. The Security money deposit should be valid up-to 3 months beyond the date of expiry of the contract.
13. No interest on Security deposit and earnest Money deposit shall be paid by the ICAR-CAZRI to the bidder.
14. GST or any other tax applicable for made applicable after awarding the contract in respect of this contract shall be payable by Contractual Agency. ICAR-CAZRI will not entertained any claim whatsoever in this respect. However, the Service Tax or any other Tax which is as per the rules of the Govt. of India/Govt. Of Gujarat shall be deducted at source from monthly bills as per rules/instruction made applicable from time to time by Government.
15. Acceptance by the ICAR-CAZRI will be communicated by Fax, Express letter or any other form of communication. Formal letter of acceptance and work order of the bidder will be forwarded as soon as possible but the earlier instructions in the Fax: Express letter etc. should be acted upon immediately.
16. **ELIGIBILITY CONDITIONS** The following documents/vouchers are required to be accompanied with the Technical Bid from which are the terms and conditions of the bid document. If required documents are not attached the bid can be rejected.

i.	Tender fee: C.R./D.D for Rs. 500/- in favour of ICAR Unit-CAZRI, Jodhpur
ii.	Earnest Money: D.D for Rs. 50,000/- in favour of ICAR Unit-CAZRI, Jodhpur
iii.	Registration certificate of the firm
iv.	EPF Number certificate of the firm issued by appropriate authority if applicable
v.	GST//Service Tax Registration of the firm issued by Central Excise Deptt.
vi.	PAN Number Certificate of the firm
vii.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970. The contractor shall obtain the labour licence under this act.
viii.	Experience of the firm in the field of providing such services in Central/ State Govt. Establishments/Autonomous bodies/ Corporation of Central/State Govt. or private organizations. <i>(Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner)</i>
ix.	Latest EPF Challan for ascertaining the 25 Nos. of chowkidar(semi-skilled) registered with the EPF.
x.	Copy of Income Tax Return for last (2017-2018 and 2018-2019) 2 years.
xi.	Minimum turnover of the firm not less than Rs. 10.00 Lakh in each of the last(2017-2018 and 2018-2019) 2 years. Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.
xii.	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt.) with all other statutory provisions

17. Successful bidder will have to enter into a detailed contract agreement with ICAR-CAZRI's RRS, Bhuj on non-judicial stamp paper of Rs. 1000/- (Rupees one thousand only) for this contract.
18. The services staff should follow strict attendance and alternative arrangements are to be made by the contractual agency whenever anyone of staff is to go on leave under intimation to this office.
19. Changing of staff should be intimated to office.
20. The Director, ICAR-CAZRI, Jodhpur reserve the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR-CAZRI shall be final and binding on the contractor /agency in respect of clauses covered on the contract.
21. The staff provided should maintain secrecy and discipline in the premises of ICAR-CAZRI, RRS, Bhuj.
22. The guards provided should be capable of reading and writing Hindi and English with a minimum qualification with experience in nature of work.
23. The agreement is terminable with one month notice on either side.
24. The contractor shall not sublet the work without prior written permission of the ICAR-CAZRI's RRS, Bhuj.
25. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
26. The contractor shall provide the necessary personnel at ICAR-CAZRI as per Labour Acts prevalent. The Contractor shall employ good and reliable persons with robust health of age group of **21 to 65** years. In case any of the personnel so provided is not found suitable by the ICAR-CAZRI, the ICAR-CAZRI shall have the right to ask for his replacement without giving any reason thereof and the contractor shall on receipt of a written communication with have to replace such persons immediately.
27. The persons so provided by the contractor under this contract will not be the employee of the ICAR-CAZRI and there will be no employer-employee relationship between the ICAR-CAZRI and the persons so engaged by the contractor in the aforesaid services.
28. **MODE OF PAYMENT:** The agency shall submit monthly pre-receipted bill in triplicate by the 4th working day for the job performed during the preceding month along with proof of payment and contribution made for EPF and GST paid for the Manpower provided to the Institute. The Institute shall made payment by means of crossed cheque drawn in favour of the agency/contractor. The agency must be submitted an authorized letter of Banker for E-Payment system to this office.
29. **WAGES TO WORKERS:** The Contractor/Agency shall make payment of remuneration/wages to its personnel **before/on 7th of every month** by cheque in presence of Nodal Officer/E-Payment system (copy of payment depositing document is to be submitted). After making the payment, the Contractor shall raise the bill on the ICAR-CAZRI for payment of the settled amount. They will submit to the ICAR-CAZRI a copy of the payment vouchers duly signed by the workers for each month.
30. No request for alteration in the rates once quoted will be permitted within one year.
31. Income Tax will be deducted from monthly bills as per rule.
32. The contract is subject to the condition that the bidder will comply with all the laws and acts of Central Govt., and Gujarat Govt. relating to this contract made applicable from time to time.

33. The contractor/Agency will furnish list of his workers with the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number etc. and they will also ensure the verification of the antecedents of such personnel and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the ICAR-CAZRI.
34. The engaged person must report for duty at ICAR-CAZRI's RRS, Bhuj or any other duty so assigned in proper uniform.
35. The normal office hours of the ICAR-CAZRI is from 10.00 AM to 5.00 PM Monday to Saturday. However, ICAR-CAZRI reserves the right to depute the contractual personnel on Holiday/beyond office hours. The contracting agency will be compensated as per the rates for Overtime Allowance (OTA) for working of Holiday/beyond office hours. Maximum overtime is permitted up to 50 hrs.
36. In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty.
37. The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis by the Officer(s) authorized by the ICAR-CAZRI Hqrs. from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the ICAR-CAZRI.
38. **TERMS OF THE CONTRACT:** Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to *renew the contract on monthly/yearly basis on the terms and conditions* that may then be mutually agreed upon. However, initially contract will award only for 3 months and it will be extended for further period on service provided satisfactorily by the agency.
39. **TERMINATION:** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The ICAR-CAZRI will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
40. **RISK CLAUSES:** ICAR-CAZRI reserves the right to discontinue the services at any time, if the services are found unsatisfactorily by giving a show-case to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
41. **LOSS AND/OR DAMAGES:** In case of any loss or damage done to the property of the ICAR-CAZRI's, RRS, Bhuj by the personnel provided by the agency for security duties, full damages will be recovered from the Agency and decision of the competent authority of ICAR-CAZRI shall be a binding on agency.
42. **LIQUIDATED DAMAGES CLAUSE:**
 - (I) An amount equivalent to two days of contract amount, subject to a minimum of Rs.2000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the agency/firm by ICAR-CAZRI, and if no action is taken within stipulated period liquidated clause will be invoked.
 - (II) Any misconduct/misbehaviour on the part of the manpower by the agency will not be tolerated and such person(s) will have to be replaced immediately.

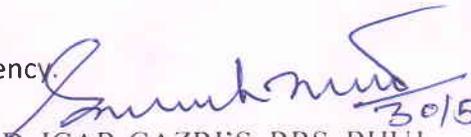
- (III) Theft cases during the contract period in the Institute premises, the recovery of such loss (es) will be recovered from the contracting agency.
- (IV) Contracting agency will ensure that no theft or damages to the ICAR-CAZRI's RRS, Bhuj property by his personnel. In case any theft or damage to the ICAR-CAZRI's RRS, Bhuj property occurs due to the negligence of the personnel/workers of the Contracting Agency, the contracting agency shall be held responsible for such losses and damages, if after an enquiry, the ICAR-CAZRI comes to the conclusion that the loss is attributable to the negligence on part of workers of the Contracting Agency.

43. DISPUTES:

- (i) If any disputes arises the Decision of Director, ICAR-CAZRI, Jodhpur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CAZRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Constitution Act. 1996.
- (ii) In case any dispute arises the jurisdiction area will be only Jodhpur.

44. In case rates of one or more bidders are found similar, the criteria of finalizing the successful bidder will be as under.

- i) Experience in the field.
- ii) Annual Turnover of the firm/Agency.
- iii) Profile of the employees deployed by the firm/Agency.


30/5/2020
HEAD, ICAR-CAZRI'S, RRS, BHUJ

Technical bid

Part-III

Details of the services to be availed under the ARC

1. **OFFICE AND THEIR LOCATION:**

ICAR-Central Arid Zone Research Institute, Regional Research Station, Kukma Bhuj
370105 (C Class Area): Situated Bhuj-Anjar Highway 13 Km from Bhuj.

2. **MANPOWER REQUIRED :**

Chowkidar (semi-skilled) personnel as per details below are to be provided for ROUND THE CLOCK (Twenty Four Hours) security:

Point	Place	Security Guard Without Armed
1.	Main gate, tubewell and narmada pipeline	03 Nos.
2.	Water pond and farm complex	03 Nos.
3.	Reliever	01 Nos.
	Grand Total	07 Nos.

Note: The number of Chowkidar(semi-skilled) may be increased / decreased, time to time, as per actual need

Duties of Chowkidar(semi-skilled):

- a) Security guards posted at main gate will screen the visitors, employees and students and will allow entry only after ascertaining the identity and purpose of the visit (other than duty)
- b) The material and goods will be allowed to be taken outside the institute only after verifying the gate pass issued by AAO / Security Office/ Farm Supdt./ or authorized officer of the Institute.
- c) Patrolling during night wherever is essential.
- d) The watch and ward duties will be for 24 hours of all the 7 days of the week.
- e) The duties will be subject to change as per requirement of the Institute.

Technical bid
Part - IV
Schedule to tender

1.	Name of Agency/Firm	
2.	Full address with Post box No. and Telephone No.	
3.	Constitution of the Firm/Agency. a. Indian Companies Act 1956 b. Indian Partnership Act, 1932: (Please give names of partners)	
4.	a. For partnership firm whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender: b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. c. If answer to point (a) or point (b) is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5.	Name and Full Address of your Bankers :	
6.	EMD: Rs. 50,000/- in favour of ICAR Unit-CAZRI, Jodhpur. Draft No.....Date.....Issuing Bank:.....	
7.	Registration certificate of the firm under work contract of the Govt.	
8.	EPF Number certificate of the firm issued by appropriate authority, if applicable.	
9.	GST Registration certificate of the firm issued by appropriate authority.	
10.	PAN Number /Circle/Ward	

11.	The Agency/firm must have a registration with the Contract Labour Regulation and Abolition) Act.1970. (The contractor shall obtain the labourlicence under this act.)	
12.	Experience of the firm of last (2017-2018 and 2018-2019) 2 years in the field of providing such services in Central Govt. Establishments/ Autonomous bodies of Govt./Corporation of Govt. of India/reputed public or private organizations may be indicate in chronological order and supporting document may be attached.	
13.	Latest EPF Challan for ascertaining the number of workers has to be attached.	
14.	Minimum turnover of the firm not less than Rs. 10.00 Lakh in each of the last two years(2017-2018 and 2018-2019). Certified Balance Sheet of the firm/agency for last year of the service contract by the chartered accountant.	
15.	Whether agency profile is attached?	
16.	List of other clients	

Note: The information required at Sl. No. 1 to 16 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected.

Name and address of the firm's representatives
And whether the firm would be represented at the Time of opening of the tenders

Dated: - _____

Place: - _____

Technical bid

(Part - V)

Full Name and address of the tenderer in
Addition to address and other relevant
Information needed for the complete Address:-

Telephone No.
Telegraphic Address

To,
Head,
ICAR-CAZRI's Regional Research Station,
Kukma, Bhuj-370105

Sir,

1. I/we have carefully read all the particulars regarding the general information and other terms and conditions of the contract for the annual Manpower Contract of ICAR-CAZRI. RRS, Kukma, Bhuj and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached I and II to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the 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 from a part of this Tender. The schedules to accompany this tender are at page Nos. _____.
4. Every page so attached with this tender bears signature and the official seal.
5. Demand Draft No. _____ dated _____ of **Rs. 50,000/-** in favour of ICAR Unit, CAZRI and payable at Jodhpur is enclosed as earnest money.

Address _____

Name & Signature of witness _____

Address _____

Technical bid

Part-VI

Undertaking

1. I.....son/
daughter/wife of Shri.....
Proprietor/Director/authorized signatory of the Company/Firm mentioned above, is
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide to them.
3. The Information/documents furnished along with the above tender form are true and
authentic to the best of my knowledge and belief. I am well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Place:

Date:

Signature & Name of the authorized
Signatory with seal of the Firm

Technical bid

Part-VII

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT
FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:**

Sl. No.	Documents required	Yes/No	Page No.
1	Tender fee: C.R./D.D. for Rs. 500/-		
2	Earnest Money: Demand Draft for Rs. 50,000/-		
3	Copy of Registration certificate of the firm under work contract of the Govt.		
4	The copy of valid licence issued by the appropriate authority (PSARA, 2005) for operating required Services.		
5	EPF Number certificate of the firm issued by appropriate authority. If applicable.		
6	GST/Service Tax Registration certificate of the firm issued by appropriate authority.		
7	PAN Number Certificate of the firm		
8	The Agency/firm must have a registration with the Contract Labour (Regulation and Abolition) Act. 1970 / CL (R&A) Central Rules. The contractor shall obtain the labour license under this act.		
9	Experience of the firm of last 2 years(2017-2018 and 2018-2019) in the field of providing such services in Central Govt./state Govt.		
10	Copy of Income Tax Return for last 2 years along with last 2 years(2017-2018 and 2018-2019) audited statement from CA		
	Copy if EPF Challan for the current financial year 2019-2020 for ascertaining the number of workers has to be attached		
11	Minimum turnover of the firm not less than Rs. 10.00 Lakh during the last 2 years(2017-2018 and 2018-2019).		
12	Rate quoted complies with the Minimum Wages Act. of Govt. of India (Central Govt./Gujarat Govt. whichever is higher.) with all other statutory provisions	-	-

Detail of the Minimum 02 years experience/ work done.

Sl. No.	Name of Client Deptt. / Organization & Name of Contact person with Ph. No.	Period		No. of staff	Remarks
		From	To		

Full name of Bidder with Address

M/s.

Date:

Place: