

**^CENTRAL AYURVEDA RESEARCH INSTITUTE FOR RESPIRATORY DISORDERS
(CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES),
Moti Bagh Road, Patiala-147001**

F. No. 1-20(2)/2017/CARIRD/Estt./

LIMITED TENDER NOTIFICATION NO. 01/2017

Sealed tenders in two bids (Technical Bids and Financial Bids) are invited by Assistant Director Incharge, CARIRD, Patiala from reputed, registered & approved manpower Security Agencies/ Contractors/ Organization, holding valid license and executed the work after obtaining license as applicable under the Contract Labour (Regulation and Abolition) Act, 1970 and who have fulfilled the eligibility criteria as prescribed below under the heading of "eligibility criteria of the bidder" for following work at CENTRAL AYURVEDA RESEARCH INSTITUTE FOR RESPIRATORY DISORDERS (CARIRD) Patiala, by deploying Ex-Serviceman, retired employee of Para Military force and properly trained security personnel.

The **Technical Bid (Envelop-A)** and **Financial Bid (Envelop-B)** should be **kept separately** in sealed envelopes (Sealed envelope **marked-A: for Technical Bid** and sealed envelop **marked-B: for Financial Bid**) and both these envelopes (A & B) should be kept in one envelope superscribing **"Tender for providing services of Security Guard."**

Tender document can be downloaded from website www.ccras.nic.in and should be submitted along with tender fee of Rs.500/- (Rs. Five hundred) only through Account Payee Demand Draft in favour of **"CARIRD, PATIALA"**, payable at **PATIALA. Without the tender cost, bids shall not be considered.** For any amendment please visit the website www.ccras.nic.in. No separate notice will be published in Newspaper.

1.	Cost of Tender Documents	Rs. 500-00/- in the shape of DD in favour of CARIRD, Patiala.
2.	Earnest Money Deposit (EMD), to be submitted with Technical Bid	Rs. 12,750 /- in the shape of DD in favour of CARIRD, Patiala. (as per GFR-157)
3.	Last Date for submission of Tender	17-05-2017
4.	Date and Time of opening of Technical Bid	18-05-2017
5.	Date and time of opening of Financial Bid	19-05-2017

The number of Security Personnels are required 03 (three only) initially, which may be increased or curtailed as per the need. The prospective tenderer may satisfy themselves about the requirement by visiting CARIRD, Patiala on any working day between 10.00 A.M. and 4.00 P.M. before submitting their tender by registered post or by hand.

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THE FOLLOWING DUTIES SHALL BE PERFORMED BY THE SECURITY PERSONNELS.

1. The Security guards shall be responsible for overall security arrangements of the Institute covered in the contract and will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
2. Security guards shall inspect each person round the clock (all holidays, Sundays) and check every member of staff frequently to avoid any mishappening and report any important occurrence to authorize office of the CARIRD, Patiala.
3. The Security guards on duty will also take care of vehicles, parked in the parking sites located within the premise of the Institute. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
4. Entry of the stray dogs and cattle into the premises is to be prevented. They should be at once driven out.
5. 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.
6. The Security guards are required to display mature behavior, especially towards female staff, female visitors, children, patients and elderly.
7. Security guard should direct every visitor to the reception before they are allowed entry into respective area under their charge.
8. The Security guard on duty will not leave the premises until his reliever reports on duty.
9. The Security guards will report to the concerned authority/supervisor of any incident of theft, pilferage and occurrence of fire promptly. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises.
10. The Security guard should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
11. Security guards will check all incoming and outgoing property/goods and to ensure that they are accompanied by proper gate pass. Without duly authorized gate pass no material/article/goods will be allowed outside.
12. Security guard will ensure judicious use of electricity and water by switching off taps and switches when they are not in use and after office hours.
13. Security guard will not entertain any outsider during their duty time or permit unnecessary use of telephone.

Signature and seal of the Tenderer

14. In case any important area is left unlocked in that case temporary seal is to be affix and the area kept guarded till the arrival of the staff/incharge of the area.
15. Any other duties/responsibilities assigned by the Institute authority may be incorporated in the agreement. The same will also be binding on the contractor.

ELIGIBILITY CRITERIA OF THE BIDDER

The Contractors/Agencies have to meet following eligibility criteria for submitting their tender:

1. All security agencies registered under Indian Registration act 1908/Indian partnership Act 1932/Companies Act 1956/Possess valid Labour License issued by the Labour Commissioner and carried out similar work after obtaining license from the appropriate authority and must have license under PSA (Regulation) Act as applicable to the state of Punjab.
2. Registered with EPF, ESI, and or any tax enforced by GOI.
3. The bidder should have an office in Patiala city/Punjab State/Chandigarh.
4. This Institute is exempted to pay service tax as per clause 2 of notification no. 25/2012 dated 20th June 2012 of the Govt. of India, Ministry of Finance, New Delhi, Health care services by the clinical establishment which means a hospital, nursing home, clinic, sanatorium or any other institution by, whatever name called, that offers serves or facilities requiring diagnosis or treatment or care for illness, injury, deformity, abnormality or pregnancy in any recognized system of medicine in India or a place established as an independent entity or a part of an establishment to carryout diagnostic or investigative services of diseases, an authorized medical practice or para medics are exempted from service tax.
5. There should be no criminal case pending with the police against the proprietor/firm/partner or the Agency.
6. Minimum experience of 3 years in providing similar security guards services to Government departments/Autonomous bodies/Public sector undertaking/R&D institution/Hospitals/reputed private sectors/ other similar organization (the decision in regard to the reputed private organization will be taken by the Institute which will be final).
7. The agency must not have been blacklisted by any Government department/Autonomous bodies/ Public sector undertaking/ R & D institution/Hospitals/reputed private sectors/other similar organization etc. as on the date of submission of the bid.
8. The tenderer who fulfils the above eligibility criteria, are eligible to submit the bid.
9. The tenders received after scheduled date and time will not be considered.

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GENERAL TERMS & CONDITIONS

1. The list of staff going to be deployed shall be made available to the Institute and if any change is required on part of the Institute fresh list of staff shall be made available by the agency after each and every change.
2. The age of the deputed staff should not be more than 55 years. The Security agency shall not employee below the age of 18 years.
3. The tenderer will get guards screened for visual, hearing, gross physical defects and contagious diseases and only physically fit personnel shall be deployed for duty.
4. The Security guards whose services are provided by the agency will be the employees of the contracting agency and contractor will be responsible to provide all fringe benefits, provident funds, ESI facilities, Insurance, all liabilities arising out of accident or death while on duty etc. to its employees under relevant rules and regulations as applicable in State Govt. They will not claim or consider themselves as employees of CARIRD, Patiala at any cost or any time. The Institute shall not be responsible for providing residential accommodation to any of the employee of the contractor. Any legal notice from any quarters the contractor has to handle the same at his own risk and cost.
5. The security guards will invariably wear a uniform (Summer & Winter) which will be supplied by the contractor.
6. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. Contractor /agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the institute premises.
7. The authority reserves the right to order any staff member of the agency to leave the premises of the CARIRD, Patiala if his presence at any time felt objectionable.
8. The contractor /agency will also furnish to the office documentary proof for the medical fitness and police verification of the character and antecedents of the Security guards within a month time from execution of contract agreement otherwise the contract will be terminated immediately without any notice.
9. If any security guard is found missing without permission while checking and in case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel & is assessed as true by institute, a penalty of Rs.500/- per day per person for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the security guard is found involved in the incident shall be removed from the Institute immediately.

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10. The contractor /agency shall bear all expenses regarding uniforms, preparation of their Identity cards, torches and cells, lathis and other implements to security guards.
11. The contractor /agency will not engage any sub-contractor or transfer the contract to any other person/organization/contractor.
12. During the course of contract, if any contractor /agency's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Institute, Institute incharge shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security deposited.
13. Security staff engaged by the contractor /agency shall not take part in any staff union and association activities.
14. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor /agency after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor.
15. If as a result of post payment audit any overpayment is detected will be recovered by the Institute from the contractor /agency. If any underpayment is discovered, the amount shall be duly paid to the contractor /agency by the Institute.
16. Deployment of Security guards will be as per the instructions of the authorities of the Institute from time to time and the security agency will be responsible for their optimum utilization.
17. The tenderer should quote rates in figures as well as in words. The tenderer should take care that the rates and amounts are written in such a way that interpolation is not possible. No blank should be left which could otherwise make the tenders liable for rejection.
18. There would be no increase in rates payable to the contractor /agency during the contract period except statutory wages revised by the State/Central Government from time to time, as applicable during the contract period. As and when the wages are revised by the State/Central Government the revised wages shall be paid by this institute.
19. The contractor /agency will provide rate contract agreement on non-judicial stamp paper of Rs.100/
20. In the event of any loss (theft, pilferage etc.) taken place to the institute, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the institute, such loss will be made good from the amount payable to the tenderer. The decision of the Institute incharge in this regard will be final and binding on the agency.
21. The staff shall be available all time at the place of their duties as per the roster and they shall not leave their place of duty without prior permission. The agency shall be responsible to provide immediate replacement of any guard who is not available for duty at the place of posting .

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22. The contract can be terminated by giving one month notice by the either side.
23. The contractor /agency will submit the challans depositing ESI/EPF every month along with the monthly bill that they have deposited payment of ESI/EPF deducted from the wages of the employees employed in CARIRD, Patiala as per ESI/EPF rules. In case of any dispute contractor /agency will be responsible for the lapses. Necessary TDS will be deducted as per rules.
24. A certificate should be furnished by the contractor /agency every month that he has paid the wages to their employees deployed in CARIRD, Patiala on or before 7th of every month without waiting of payment from CARIRD, Patiala as per minimum wages act.

PROCEDURE OF SUBMISSION OF BIDS:

A. The following documents should be enclosed with the Technical Bid (as per annexure-I)

- 01 Details of registration with Labour Commissioner under provisions of contract labour Act and its validity date.
- 02 Registration certificate of Provident Fund Commissioner alongwith enclosed PF registration code allotted by Regional Provident Fund Commissioner.
- 03 ESI registration certificate.
- 04 Self attested copy of PAN No.
- 05 Income Tax return for last 2 years.
- 06 Registration certificate/Allotment letter of Service Tax No.
- 07 Bank solvency certificate.
- 08 Tender document Cost of Rs. 500/-(Five hundreds) for the tender in the shape of Account payee Demand Draft in favour of “CARIRD, PATIALA”.
- 09 Bid Security (EMD) of Rs.12,750/-(Twelve thousands seven hundred and fifty only) in the shape of Account payee Demand Draft in favour of “CARIRD, PATIALA”.
- 10 The tenderer should furnish proof of his experience of last 3 years in the line or similar other work of this type preferably in Government department/Autonomous bodies/ Public sector undertaking/R&D institution/Hospitals/reputed private sectors/other similar organization .
- 11 An undertaking (as per annexure-IV)
- 12 Resolution of board meeting authorizing the person to sign tender document (If Applicable)(as per annexure-V)
- 13 Technical Bid documents and agency’s details (as per annexure-I)

Without the above documents tender will not be considered

Signature and seal of the Tenderer

B. Financial Bid documents (as per Annexure-III)

NOTE: Signed and firm seal is to be affixed on each and every page of filled-in tender form and other documents.

OPENING OF TECHNICAL BID

- 01 Technical bids shall be opened in the presence of committee members and representatives of firms who wish to present and bids only of those firms will be considered whose tender document cost and Bid Security (EMD) are received in original.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

OPENING OF FINANCIAL BID

- 01 "Financial Bids" shall be opened for only those bidders who qualified in technical aspects, in the presence of committee members and representatives of firms who wish to present.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time.

CANCELLATION OF TENDER OR CONTRACT

- 01 The Bids shall be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
- 02 The Assistant Director Incharge, CARIRD, Patiala reserves the right to reject or accept any tender without assigning any reason and attempt to influence any body in the institute is liable to rejection of his tender.

BID SECURITY (EARNEST MONEY)

1. Only Account payee Demand Draft for Earnest Money will be accepted.
2. Bid Security (Earnest Money Deposit) of the successful tenderer will be returned after receiving Performance Security.
3. Bid Security (Earnest Money Deposit) of the unsuccessful tenderer will be returned after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
4. No interest will be paid on the Bid Security (Earnest Money Deposit).

Signature and seal of the Tenderer

PERFORMANCE SECURITY

1. The successful tenderer shall have to deposit a Performance Security by way of Account payee demand draft in favour of CARIRD, PATIALA@ of 5% of value of work/services on or before award of work.
2. No interest will be paid on the performance security and it will be retained upto the contract period.

FORFEITURE OF BID SECURITY (EARNEST MONEY)/PERFORMANCE SECURITY

The Bid Security (Earnest Money Deposit)/Performance Security will be forfeited in the following conditions:-

- 01 If at any stage, any of the information/declaration given by the bidder is found false.
- 02 If a bidder withdraws his bid during the period of bid validity (180 days).
- 03 In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- 04 In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

PENALTIES

1. For persistent breach or unsatisfactory services-termination of contract along with forfeiture of Performance Security and blacklisting the firm by the Institute.
2. Any deviation/variation or non-compliance of the conditions stipulated above, shall be considered as breach of the contract and the Assistant Director Incharge reserves the right to impose any or all the penalties as indicated above.

DISPUTE

1. CARIRD, Patiala will not be responsible for any kind of dispute between contractor /agency and their employees.
2. The Court at Patiala only will have jurisdiction over all legal disputes under the agreement.

Signature and seal of the Tenderer

TECHNICAL BID (FOLLOWING INFORMATIONS AND PROOFS/DOCUMENTS TO BE ATTACHED)

SR. NO	PARTICULARS	
1.	Name of the Firm/Agency	
2.	Address of the Firm	
3.	Mobile No./Phone No.	
4.	Name of the Tenderer	
5.	Registration No. of the Firm(Attach Proof)	
6.	Constitution of the Firm (Attach Proof)	
7.	Please specify as to whether tenderer is sole proprietor/ partnership firm/Private or Limited Company.	
8.	Name, Address and Telephone No.of partners	
9.	PAN No. Attach Proof)	
10.	Provident Fund Account No. (Attach Proof)	
11.	ESI Code No. (Attach Proof)	
12.	Bank solvency certificate.	
13.	License number under contract Labuor (R&A) Act 1970, of the employer for whom the security agency is currently undertaking the work. (Attach Proof)	
14.	Copies of Income Tax return for last 2 years. (Attach Proof)	
15.	Experience of last 3 years in the line or similar other work of this type preferably in Government department/Autonomous bodies/ Public sector undertaking/R&D institution/Hospitals/reputed private sectors/other similar organization. (Attach Proof)	
16.	Tender Document Cost of Rs. 500/- (Five hundreds)(Attach Proof)	
17.	Bid Security (Earnest Money Deposit)Rs 12,750/- (Twelve thousands seven hundred and fifty only) (Attach Proof)	
18.	An Undertaking (attach as per annexure IV)	
19.	Letter of authorization for attending bid opening(attach letter as per annexure V)	

This is to certify that I/we have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place :

Date:____/____/2017

Signature of the Tenderer_____

Name of the Signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Signature and seal of the Tenderer

CHECKLIST

Please check whether all the below mentioned documents have been furnished for participating in the tender

SR. NO	Documents	Page No.
1.	Letter of submission of tender	
2.	Tender document with all pages duly signed and with official seal	
3.	Registration No. of the Firm	
4.	Constitution of the Firm	
5.	Sole proprietor/partnership firm/Private or Limited Company detail	
6.	PAN No. (copy to be attached)	
7.	Provident Fund Account No.(copy to be attached)	
8.	ESI Code No.(copy to be attached)	
9.	Bank solvency certificate. (copy to be attached)	
10.	License number under contract Labour (R&A) Act 1970, of the employer for whom the security agency is currently undertaking the work.(copy to be attached)	
11.	Copies of Income Tax return for last 2 years. (copy to be attached)	
12.	Tender Document Cost of Rs. 500/- (Five hundreds)(Attach Proof)	
13.	Bid Security (Earnest Money Deposit) Rs 12,750/- (Twelve thousands seven hundred and fifty only) (attach Proof)	
14.	Experience of last 3 years in the line or similar other work of this type preferably in Government department/Autonomous bodies/ Public sector undertaking/R&D institution/Hospitals/reputed private sectors/other similar organization. (copy to be attached)	
15.	An Undertaking (attach as per annexure IV)	
16.	Letter of authorization for attending bid opening(attach letter as per annexure VII)	

Signature and seal of the Tenderer

Annexure-III

Financial Bid
(To be kept in a separate envelope)

Should be on the letter head of the contractor /agency

Schedule of rates to be quoted for supply of Security Personnels to the Central Ayurveda Research Institute for Respiratory Disorders, Patiala in the manner as specified in specifications and bidding documents

Sr. no.	Particular	Price
1.	Wages and taxes Per head as per current notification with breakup	
2.	Service Charges	
3.	Any Other	
	Total	

Signature and seal of the Tenderer

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY/CONTRACTOR)

UNDERTAKING

To

Subject: **Tender for providing security services**

Sir,

1. It is certified that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein.
2. It is certified that my firm/agency/company have never been blacklisted by any Government Department/Autonomous bodies/ public sector undertaking/ R & D institution/Hospitals/ reputed private sectors/ other similar organization etc. nor any criminal/police case is pending as on the date of submission of the bid.
3. It is certified that my firm/agency/company is having sufficient experience for supply of Security Personals as mentioned in the Tender Document.

	Signature of the Tenderer_____
Place :	Name of the Signatory_____
Date:____/____/2017	Name of the Firm/Agency_____
	Seal of the Firm/Agency_____

Annexure-V

LETTER OF AUTHORIZED FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of tender for supply of Security Personnel Persons (Name.....) is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____(Bidder).

Name

Specimen Signature

Signature of Bidder

Or

Officer authorized to sign the bid Document on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature and seal of the Tenderer

AGREEMENT BOND