

TENDER NOTICE NO. 8 /2018-2019

Public Tender No. : NCRA:WF107:PUB 376:2018

The National Centre for Radio Astrophysics ([NCRA](#)) of the Tata Institute of Fundamental Research ([TIFR](#)) is a leading Centre for research in a wide range of areas in astronomy and astrophysics.

1. **NCRA-TIFR**, Pune, India invites sealed bids in Two parts, Part– I: Techno-commercial Bid & Part – II: Price Bid for the following:

Description	Earnest Money Deposit (EMD)
Providing Security Services at NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune 411007. Estimated Cost : ~ Rs. 85 Lakhs.	Rs. 1,70,000/- Full amount in the Form of Demand Draft. OR (Rupees 85,000/- in the form of Demand Draft drawn in favour of “TIFR” payable at Pune or Fixed Deposit Receipt (FDR) in the name of “TIFR” and balance can be in the form of Bank Guarantee from a Scheduled Bank or Nationalized Bank valid for a minimum period of Six months). Tender Fee : Rs. 1,000/- (Rupees One Thousand by way of Demand Draft in favour of “TIFR” payable at Pune).
EMD and Tender Fee must be submitted with Technical Bid and No Exemption will be given.	
Date and Time for submission of Bids	02.01.2019, upto 18.00 hrs.
Date and time of opening of Techno Commercial Bid (Part- I).	03.01.2019, at 15.00 hrs.

2. **Eligibility Criteria:** Bidder must meet the eligibility criteria specified below and must submit documents in support of the same.

a) Bidder must have their daily functional office in Pune for the past Three years (with documentary evidence) before the date of this advertisement. The office should have responsible person to attend all our queries, concerns etc.

b) Bidder must have valid PASARA Licence issued by the Police Department for providing Security services.

c) Bidder must have an average turnover of atleast **Rs. 25.50 Lacs** for the past Five Years. Bidder must submit only Chartered Accountant's Certificate showing their turnover and Profit & Loss for the past 5 years i.e. for 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and must have made profit atleast for three years out of these five years.

Do not enclose IT returns and Profit and Loss statements and Balance Sheets.

d) Bidder must have executed for similar services in the past seven years meeting the criteria stated below prior to 31.03.2018 i.e. between 01.04.2011 to 31.03.2018. Similar Services means providing security services to any larger organization.

- One single job costing not less than 80% of Estimated cost OR
- Two jobs each costing not less than 60% of Estimated cost OR
- Three jobs each costing not less than 40% of Estimated cost

The value of executed works shall be brought to current costing level by enhancing the actual value of work at the simple rate of **7% per annum**; calculated from the date of completion to due date for submission of bid

Copies of work orders and completion certificates to be submitted evidencing the above without fail.

- e) Bidders must have valid Shop Act / Certificate of Incorporation, PF, ESI Registration No. GST registration Number and Labour Licence and other registration which are mandatory.
- f) Bid must be valid for a minimum period of **120 days** from the due date for submission of bid.
- g) Successful bidder must be able to submit :-
 - (i) Performance Guarantee as specified in the tender document.

Bidders who have not accepted our order awarded to them or who have withdrawn from the tender process OR whose EMD/Security deposit has been forfeited by us in the past one year are not eligible to bid.

3. General Information about Bidding :

Bidding document can be downloaded from our website
<http://www.ncra.tifr.res.in/ncra/ncra1/public-tenders-1> and also on
<http://eprocure.gov.in/epublish/app> by any interested bidder meeting the
 above eligibility criteria from **28.11.2018**.

Bidders after downloading the tender document are requested to please send an email to purchase@ncra.tifr.res.in giving their Full address, so that we can intimate you regarding the corrigendum / addendum to the tender document, if any.

The **bids Part 1 – Techno-commercial Bid & Part 2 – Price Bid** with all documents sought in eligibility criteria with charges in a sealed envelopes duly superscribed with tender no. & due date must reach Purchase Officer, NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune-411007, India. The Techno Commercial bid will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time alongwith authority letter from their company. In the event of the date specified for bid receipt and opening being declared as a closed holiday for NCRA's office, the due date for submission of bids and opening of bids will be the following working day at the same time.

Price bids will be opened at a later date which will be intimated to only techno-commercially qualified bidders.

RIGHT TO REJECT ANY OR ALL BIDS : NCRA reserves the right to accept or reject any or all bids without assigning any reasons there for. NCRA also reserves right to reject bids during technical evaluation based on performance, experience etc.

Technical Bids must be accompanied by **Demand Draft / Fixed Deposit Receipt (FDR)** towards **Earnest Money Deposit** and **Demand Draft** towards the **Tender Fee** specified above without fail. **No Exemption will be given even if bidder is registered with NSIC or as MSME.**

NCRA is not responsible for delay or loss of tender document / bids in transit.

Bidders are requested to visit our website www.ncra.tifr.res.in regularly to check for addendum /updates if any pertaining to this tender.

Both Technical Bid (Part I) and Price Bid (Part II) to be submitted within the due date and time in a separate sealed envelopes and marked on top as Part I and Part II superscribed with the Tender No., due Date in Bold Letters.

Please see attached sheet for conditions of tender.

PURCHASE OFFICER



NATIONAL CENTRE FOR RADIO ASTROPHYSICS
Tata Institute of Fundamental Research
Pune

Public Tender No.

NCRA:WF107:PUB 376:2018

**Providing Security Services at
NCRA-TIFR, Pune University
Campus, Ganeshkhind, Pune
411007.**

CHECK LIST

To be enclosed with Techno-Commercial Bid (Part-I)

Page 1 of 2

Sr. No.	Particulars	Provide Details	Enclosed
1	Whether EMD enclosed.	D.D.No. Dtd..... Rs. FDR No. ... Dtd..... Rs.	Yes / No
2	Demand Draft towards Tender Fee enclosed	D.D.No. Dtd.....	Yes / No
3	Copies of partnership registration & or Certificate of incorporation enclosed		Yes / No
4	Copies of Shop & establishment registration & or Certificate of incorporation enclosed		Yes / No
5	Copy of orders executed in the last 7 years prior to the date of this tender notice enclosed		Yes / No
6	Company Profile – as per Annexure-VII		Yes / No
7	Eligibility Criteria Statement duly filled in by bidder Annexure-VIII		Yes / No
8	Annexure IX-1 showing details of works completed in the past 7 years together with copies of orders submitted.		Yes / No
9	Annexure –IX-2 showing details of works on hand submitted.		Yes / No
10	Bid Form enclosed – Annexure – X		Yes / No
11	Format for furnishing Bank Details for refund of EMD/ making payment – Annexure-XI		Yes / No
12	Amalgamation/Acquisition - Annexure-XII		Yes / No
13	CA Certificate indicating Turnover and Profit or Loss for 5 years prior to 01.03.2017 enclosed as per Annexure XIV		Yes / No

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

CHECK LIST TO BE ENCLOSED WITH TECHNO COMMERCIAL BID

To be enclosed with Techno-Commercial Bid (Part-I)

Page 2 of 2

Sr. No.	Particulars	Provide Details	Enclosed
14	Format of Bank Guarantee for EMD Annexure – XV		Yes / No
15	Schedule of Deviation from General Conditions. – Annexure XVI		Yes / No
16	Certificate of Visit of the Site – Annexure XVII		Yes / No
17	Details of GST Annexure – XVIII		Yes / No
18	Undertaking for Acceptance of Terms and Conditions as per Annexure-XIX enclosed:		Yes / No
19	PAN Card Photo Copy enclosed		Yes / No
20	Copy of power of attorney to sign the bid enclosed(Applicable for LLP / partnership company / PVT LTD / LTD Company)		Yes / No

21	Price bid (Schedule showing the service Charges as per Chapter 4 of tender document) submitted in separate sealed envelope	Yes / No
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Date : Signature of Bidder :

Name & Designation :

Place : Company Name & Address :

Company Seal & Phone No. :

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CHAPTER - 1

ANNEXURE – I

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CONDITIONS OF TENDER

THE BIDDERS SHOULD CAREFULLY READ THE FOLLOWING GENERAL CONDITIONS PRIOR TO PREPARING THE BID DOCUMENTS. NON COMPLIANCE OF ANY AND/OR ALL CONDITIONS MAY LEAD TO REJECTION OF THE BID.

1. Manner and method of submission of bids: The Bid shall be made in English only.
2. Each page of the tender should bear the signature, date, name and designation of the person authorised to sign the offer, with a rubber stamp indicating full name, address, phone No. Fax No., Email, of the firm.
3. The tender document is not transferable. Only the party to whom the tender document has been issued shall be entitled to quote.
4. Bid containing erasures or alternations will not be considered, unless authorised signatory attests these.
5. All unit rates and total amount should be written both in figures and words and if there is any discrepancy between the two, the lowest amount only will be taken for consideration.
6. Institute reserves the right to place the order for part/full/reduced quantity / reduced period than what is specified in the tender and also reserves the right to split the order on more than one bidder.
7. All bids in response to this invitation of tender should be submitted in the manner and method specified above. Tenders, which do not comply with the above conditions, are liable to be rejected.
8. Late and delayed tender will NOT be considered at all. Therefore, it is in the interest of the Bidders to ensure that their Bid reaches the Institute before the due date and time.
9. **SUBMISSION & REFUND OF EARNEST MONEY DEPOSIT (EMD):**

The Earnest Money Deposit is required to safeguard the interest of NCRA against the risk of bidders conduct which may warrant the forfeiture of the same. To ensure this, it is obligatory to submit the EMD of **Rs. 1,70,000/- (Rupees One Lacs Seventy Thousand Only)** by the bidder (whether registered / non-registered / small / medium / large scale) **(Rupees 85,000/-** in the form of Demand Draft drawn in favour of “TIFR” payable at Pune or Fixed Deposit Receipt (FDR) in the name of “TIFR” and balance can be in the form of Bank Guarantee from a Scheduled Bank or Nationalized Bank valid for a minimum period of Six months).

EMD of all the unsuccessful bidders will be refunded without any interest, once the order is released on the successful bidder. EMD of the successful bidder will be released on acknowledging of our order without any interest.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

CONDITIONS OF TENDER

a. EMD will be forfeited –

- I. if a bidder withdraws or amends or impairs or derogates his bid during the period of bid validity, **OR**
- II. in case of a successful bidder, if the bidder fails to furnish order acceptance and security deposit within **15 days** from the date of contract / order.

10. PERFORMANCE GUARANTEE :

- a. **The bidder on whom order will be placed**, shall deposit an amount equal to **5% (five percent)** of the value of the work including taxes as Performance Guarantee within 21 days of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract. It shall be in the form of bank guarantee (from any Scheduled Bank) as per our prescribed format or Demand Draft in favour of “TIFR”, payable at Pune.
 - b. This shall not bear any interest. All compensation or other sums of money payable by the Contractor under the terms of this contract will be deducted from his Performance Guarantee or from any sums which may be due or may become due by the Bidder on any account whatsoever, and in the event of his Performance Guarantee being reduced by reason of any such deduction as aforesaid, the Contractor shall within ten days thereafter, make good as aforesaid any sum or sums which may have been deducted from the Performance Guarantee or any part thereof.
 - c. If the amount of the Performance Guarantee to be paid in lumpsum within the period specified above is not paid, the contract can be cancelled without any further notice.
 - d. This shall be forfeited / invoked if you fail to comply with any of the conditions of contract.
 - e. This will be released after the satisfactory completion of work without any interest.
11. **INCOME TAX:** Institute shall recover the Income Tax as applicable from all your bills and the amount so deducted will be credited to Income-Tax Department.
 12. **GST :** Will be paid Extra. Please note NCRA-TIFR Pune do not have any GST registration Number being a non commercial Government funded Research and Educational Institute.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

CONDITIONS OF TENDER

13. **CLARIFICATION:** After opening of the bids, if it becomes necessary for the Institute to seek any technical/general clarifications of the tender, the same will be sought from the bidder. In such an event the tenderer will furnish all technical information / clarifications to the Purchaser (TIFR) so as to reach on or before the due date fixed for that purpose, indicating the purchaser's tender reference.

If the reply to the clarifications sought for does not reach on or before the due date fixed, the tender shall be summarily rejected without any further notice. Price variation, if any, due to the clarification sought shall be submitted in a separate sealed cover.

If the bidder requires any clarification on the tender prior to submission of their bid they may contact the Purchase Officer either in person or in writing on any working day between 10.00 a.m. and 5.00 p.m.

14. **SUBMISSION OF BID :** Bids complete in all respects to be submitted in a sealed envelope duly superscribing our Tender no. & due date so as to reach, Purchase officer, NCRA-TIFR, Post Box No. 3, Ganeshkhind, Pune -411007 before the due date and time.

Part I and Part II bids must be sealed in two separate envelope.

Centre may at its discretion, extend the due date for submission of bid by intimating the parties well in advance.

15. Centre will not be responsible for non-receipt / delay / loss of our tender documents and bids sent by post / courier etc.
16. **LATE BIDS:** Any bid received after the due date & time will be rejected and such bids will be returned to the bidder without opening.
17. **ACCEPTANCE OF BID :** NCRA shall be under no obligation to accept the lowest or any other quotations received in response to this enquiry and shall be entitled to reject any or all quotations without assuring any reason whatsoever.
18. **Purchaser reserves the right to place order on (a) for reduced duration and / or (b) on multiple vendors, if required.**
19. The contactor shall be responsible for compliance of all legal provisions under the contract labour (R&A) Act, Minimum Wages Act, ID Act, EPF Act etc.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

**ANNEXURE - II
DEFINITION OF TERMS**

- 1 `Centre' means the National Centre for Radio Astrophysics (NCRA), TIFR, at Pune University Campus, Pune – 411 007.
- 2 `Contractor' means the company or firm or party or a person, on whom the contract/order is placed to provide services along with allied duties and shall be deemed to include his successors, heirs, executors, administrators and authorised assignees, as the case may be.
- 3 `Centre Director' means the Centre Director of NCRA, who will be the overall in-charge of all activities of the Centre and whose decisions in all administrative and other matters related to maintenance will be final and binding on all concerned parties under this contract.
- 4 `Work order' means a written order, conveying acceptance of tender/offer of the party containing general & special conditions of the order. Also includes a letter, fax, email conveying acceptance of tender of the party with specified (or necessarily implied) conditions to be followed by a written order/an agreement, and includes any further amendment made to the order on the basis of mutual agreement of the parties.
- 5 `Month' shall mean the calendar month.
- 6 `Person' shall include firm/s, companies, association of persons on other bodies, whether incorporated or not.
- 7 `Parties to the order' means the Contractor and the Centre.
- 8 `Other authorised officer/officials or designated officials of NCRA/TIFR/GMRT means duly authorised official or officials, who will give instructions (in the absence of the Administrative Officer) to the Contractor or his authorised representative, for performing his duties as Contractor as per **clause 2 above**.

Date :	Signature of Bidder :	
	Name & Designation :	
Place :	Company Name & Address :	
	Company Seal & Phone No. :	

SCOPE OF WORK – Part I

- 1 The scope of work includes day to day Security of NCRA Centre by providing security services including watch and ward, patrolling, handling material checks and controls, handling reception during absence of regular staff, handling guest house matters, along with other duties. It would cover the entire area of the NCRA including other infrastructures. Services should be provided to the entire satisfaction of the Centre. The areas to be maintained will be instructed by our authorised officer.
- 2 Services are to be provided round the clock on all days of the week in shift duties by providing appropriate manpower. Accordingly, the Contractor should arrange weekly offs of his employees. The working hours shall be 8 hours per day excluding lunch/tea break of 30 minutes. The timings shall be as determined by the Centre. The Contractor should ensure that any one of Security Staff provided by him should not work in continuous shifts on any single working day.
- 3 The contractor shall be permitted to stock/store the items required for the purpose of carrying out the work, in a place specifically allotted by the Centre.
- 4 This Store shall be under the contractor's custody. Items removed from this Store for day-to-day use shall not be left behind or scattered in the area of the Centre after the work is over. There should not be any claim for loss, damage etc. of any item or material. On termination or discontinuation of the work, the contractor will have to vacate the place allotted to stock/store his materials and hand over the vacant possession to the authorised official of the Centre forthwith in good condition and withdraw his manpower from the Centre premises.
- 5 (A) The Contractor himself shall report to our Administrative Officer or a staff authorised and deputed by him daily, to receive instructions on the works to be carried out in the NCRA Centre and submit a daily work report.

(B) If needed, the contractor will arrange the Exemption Certificate from "Pune District Security Guard Board" or any other organization to continue the Security Services at NCRA-TIFR, Pune.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part I

- 6 In brief this contract involves handling of the following affairs by the contractor through their deployed manpower : -
- 6.1 Providing fool-proof round the clock security in the Centre including on all the gates, NCRA East campus and the residential area, as instructed by the administration.
- 6.2 Carrying out necessary Security check at the Entry and Exit Gates and also at the Reception of both campuses (Main and East Campus).
- 6.3 Handling two reception desk one at NCRA Main building and another at East Campus including the visitor management, phone calls and movement of documents and materials both inward and outward with proper documentation and check at the counter.
- 6.4 Record keeping and the monitoring the movement of Centre vehicles including the regular GMRT shuttle and those allotted for different purposes by the Administration.
- 6.5 Maintaining proper traffic and parking discipline inside the Centre premises, as directed by Administration of NCRA.
- 6.6 Handling Guest House/Hostel Keys, Guest assistance and the billing for Guest House/Hostel stay as per instruction by the Administration.
- 6.7 Handling room keys of all rooms in the main building of the Centre and extending assistance to staff members in opening and closing their rooms on demand, with due authorisation.
- 6.8 Maintenance of occurrence register with details of various security related assignments, activities and important occurrences round the clock.
- 6.9 Ensuring closing of all office rooms and extra entry points on the corridors after office hours and on holidays.
- 6.10 Informing the police/lodging complaints (with the permission of the Centre) in case of any theft, offence or any other warranting circumstances.
- 6.11 In case of necessity, with due authorization, the security shall allow outside workers to carry out work inside the premises beyond office hours or on holidays.
- 7 Apart from main security functions, some of the other important duties of security supervisor and security guards are narrated in **page Nos. 3 to 11 of this Annexure, Part –II.**
- 8 **ASSIGNING & SUBLETTING:** Assignment or subletting of this contract is strictly prohibited and shall result in termination of the contract with immediate effect without any compensation.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

- 9 East campus and main campus of NCRA-TIFR, Pune.
- 9.1 Overall Safety and Security arrangement: Including watch and Ward, Patrolling, checks and controls, safety matters, material checking, handling gate pass matters, keys, custody of Centre properties, vehicles, and material, reporting and intimating essential matters on priority to the Administrative Officer or other Senior Officers, etc.
- 10 Handling of Telephones and Reception during and after office hours:
- A. Procedure for transferring of telephone calls:
- As and when you get outside call and if he/she requests to connect to any staff member in the Centre premises including residential area, first ascertain the callers identity (ask who is calling and from where in short), check the particular extension number from the list. Then
- a) Press flash button, dial the required extension number. After talking to concerned person informing about the call, put the receiver down. e.g. Extension 9222, press flash button, dial 9222.
 - b) If no one is available on the required extension, then get the message of the caller and write it in the diary/note-book with telephone number. Pass on this message to the concerned person as soon as you find him/her available.
- B. The Security Supervisor and Security Guard should mutually ensure that during lunch and tea time either one of them is always available in his place to attend telephone and receive and guide guests/visitors.
- C. The reception charge is to be taken or handed over by entering into the register particularly kept for this purpose.
- D. Security Supervisor should receive visitors and request them to enter their details in the Visitors Book and then guide them to the concerned official after confirming his/her availability on phone. Otherwise Visitor can be asked to sit in the lounge and check up the availability of concerned official after some time and then send the visitor to him. In case the concerned official is not available, proper information must be given to visitors. His details must be entered in the register and message should be given to the concerned official on his arrival.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

- 11 Handling of Vehicle related activities during outside office hours and on holidays:
- A. Pune-Khodad Bus: Every day there is an office vehicle, which goes to Khodad. This vehicle has to leave NCRA-TIFR, Pune at 7.00 a.m. sharp. For this purpose a list/register is maintained so that staff members can enter their names with their signature, for their Khodad duty on respective dates. Security Supervisor/Guards have to ensure the following:
- On request, present the list/register to the staff members for entering their names with signature, on respective dates of their official Khodad trip. In the evening at 5.30 pm, Security Supervisor must report to the administrative section along with the list, for getting further instructions. For visitors/guests/students, prior approval from the competent authority must be obtained on the separate form and accordingly, their names must be entered in the daily occurrence register.
 - Only authorised staff members, officially invited astronomical Observers, visitors are supposed to go in the bus. If there is problem of seats in the vehicle, Security should contact the Administrative Officer.
- B. If any staff member wants to send any office material to GMRT Khodad through this vehicle and if such material is given to Security for sending to GMRT Khodad on next day's trip, the Security Supervisor should ensure that proper gate pass duly authorised is given along with material. This material has to be sent to GMRT without fail. In case of any problems, the same has to be reported to the Administrative Officer and the concerned staff member, well before the departure of the vehicle. Similarly, material received from Khodad must be delivered to the concerned staff on the next day after obtaining signature on the gate pass. The Security Supervisor on duty shall ensure that sending and receiving office material is done as per the Gate Pass procedure, issued by the competent person.
- C. The official letters given by the Dispatch section and Account Section, for sending to GMRT Khodad, those letters/bag, files, gate passes if any, etc. have to be sent to GMRT on the next day, as these are very important. Security Supervisor must enter these details in the daily dispatch list, which is forwarded to GMRT Security. Security Supervisor/Guards must ensure that these letters are sent as per the list and should not misplace/misuse such letters, for any reason
- D. In regards to hired vehicle, Security Supervisor should note the Kilometre reading, vehicle number and the same has to be entered in the Vehicle Hiring Register. Security Supervisor should intimate the arrival of hired car to the office.
- E. The Centre has authorised a Petrol Pump from where the office vehicles fill the petrol/diesel/oil etc. The Petrol Pump has given a requisition slip book, which is kept with security. Security on duty is to ensure that the driver taking the fuel requisition slip completes the required details such as logbook number, kilometre reading and his signature in the slip book. These details have to be entered in the Fuel Control Register kept with security.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

F. Tender Boxes are kept in the custody of Security Supervisor on duty. Security Supervisor is to receive tenders, quotations; enter the same in the relevant register and then drop the same in the Tender Box. Quotations, tenders received by Dispatch Section through post, courier, etc. and given to Security Supervisor, are to be entered in the relevant register and then dropped in the appropriate Tender Box. Vendors or their representatives or staff should not be allowed to drop the quotations / bids directly into the box without entering details in the concerned registers kept for this purpose.

12 Handling security matters at various Gates of NCRA-TIFR, Pune Centre:

A. NCRA-IUCAA-UNIVERSITY (Aundh Road) GATE:

Security Supervisor must deploy security guards at the above gate, one in each shift. This gate is to be opened every day at 05.00 hrs in the morning and to be closed at 0030 hrs at night. Only authorised staff in the prescribed timing, having I Card, Vehicle Pass are allowed to pass through this gate. Security Guards with the help of IUCAA Security Guard should ensure that only such members are passed through this gate. They should ensure that there is no chaos at the gate. Any untoward incident must be reported to the NCRA Administration immediately. Relievers must be provided according to lunch / tea breaks.

B. NCRA East Campus main gate:-

Security Supervisor must deploy security guard at the above gate, one in each shift. During third shift, one guard from park and garden gate may join main gate security. Security Guards on duty at this gate, have to ensure that they allow the visitors only after getting their details entered in the register. They should not allow any beggars and hawkers inside the campus. Any vehicle bringing or taking out any material should be checked and details are to be entered in the visitors register with details of material and Sl. No. of gate pass if any. Security Supervisor/Guard should report to the NCRA Office about any incident causing disturbance to office functioning.

C. NCRA parks and garden gate east campus:-

Security Supervisor must deploy security guards at the above gate, except third shift. Guard in the third shift, may be join Security East campus on the main gate. Security Guards on duty at this gate, have to ensure that they allow only authorized person and vehicle. They should not allow any beggars and hawkers inside the campus. Any vehicle bringing or taking out any material should be checked and details are to be entered in the visitors register with details of material and Sl. No. of gate pass if any. Security Supervisor/Guard should report to the NCRA Office about any incident causing disturbance to office functioning.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

D. NCRA ENTRANCE GATE:

Security Supervisor must deploy one guard in each shift to man this gate. He has to ensure that in any condition, this gate should not be left without security guard. Security Guards on duty at this gate, have to ensure that they allow the visitors only after getting their details entered in the register. They should not allow any beggars and hawkers inside the campus. Any vehicle bringing or taking out any material should be checked and details are to be entered in the visitors register with details of material and Sl. No. of gate pass if any. Security Supervisor/Guard should report to the NCRA Office about any incident causing disturbance to office functioning.

E. Office Main Door: At this entrance gate of NCRA main building and East campus building, Security Supervisor are having working desks. They are to control all activities from these places in addition to their check rounds and other duties. All the table registers, books, equipments, etc. are to be kept/checked on day-to-day basis. They can use a Security Guard to help him to carry out certain office requirements.

F. East Campus Office Entrance Gate :-

At this entrance gate, Security Supervisor shall come for duty from 9.30am to 6.00pm. Security Supervisor is given his working desk. He has to control all his activities from his duty places in addition he should take periodical rounds and carry out other duties. All the registers, books, equipment's etc. are to be kept/checked on day-to-day basis. He can use a Security Guard to help him to carry out certain office requirements. In his absence the guard deploy near the Antenna will take the charge and man the office.

G. Door near Stores/Canteen in main building: This door is to be kept closed all the time except in cases when it is required to be opened for material unloading and taking in side the office building.

12.1 Handling of Office Keys:

Office room keys, vehicle keys, master key, etc. are given to security for day-to-day use and for keeping in the Keyboard for safe custody after use. These keys are to be issued to only authorised staff members through a register kept for this purpose. Security Supervisor/Guard must ensure that the individual returns keys after use or after office hours. It is the responsibility of the Security Supervisor to intimate about non-return of non-availability of key in the keyboard. Security Supervisor should prepare the main register for details of key including key number, room number, bunch number, etc. There are some specific instructions about issue of certain keys to particular staff only, which are to be followed strictly. The use of master key has to be used very rarely under the signature of the user. Office Keys should not be issued to any Project Student, Temporary Contract staff, directly.

12.2 In case of non availability of electricity supply and water supply, it should be brought to the notice of Shri G.V. Mhetre / Shri T.M. Patil / Shri Harjinder Sing / Shri R.V. Swami, whoever is available and the Administrative Officer, NCRA.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

- 12.3 Security Guards should switch on / off the streetlights, common lights, etc. at the respective time. In case of streetlights, emergency lights, other common lights do not work, it should be entered in the Electricity Complaint Register immediately and intimation of the same has to be given to Administrative Officer.
- 12.4 Security staff should ensure that all the vehicles, motorcycles, and Bicycles are parked in the parking area only. After office hours or after the late duty hours of a driver, they should check that the vehicles parked in the parking area are in same condition as previous day when they were parked. They should not allow parking of vehicles at any place other than the parking place.
- 12.5 Heavy materials are not to be allowed for unloading through main entrance of the Centre building. Security staff should also ensure that any material is not kept near the security desk, staircase, or in front of office areas for longer period. They should also ensure that the office-building floor is not spoiled due to keeping/shifting of material. Security staff should ensure that place near their desk, reception, staircase, lounge, is kept clean with the help of cleaning staff.
- 12.6 Whenever Interviews are held, the candidates to be asked to write their names in the register and they should be asked to sit in the lounge / lecture hall after confirming from the concerned staff member.
- 12.7 Day to day security activities are to be written in the Occurrence Register by all the security staff on round the clock basis. The register should contain the basic information about the security staff on duty with their signatures, timely activities, important incidents, vehicle trips, power failure, tenders received dropped in the tender box, messages received and delivered, important instructions, etc. The Security Supervisor must present the Occurrence Register daily at 9.45 a.m. to the dealing head of Administration Section.
- 12.8 Security Supervisor/Guards should ensure that any material such as construction material, cables, machines, etc. are not unloaded by the transporters on the approach roads in the Centre premises.
- 12.9 Security Supervisor should personally open certain office rooms (except rooms which are instructed not to open) for cleaning purposes in the morning at 08.00 a.m. For this, a master key (very important) is kept with the Security Supervisor with a register in which all necessary details are filled in every day.
- 12.10 Security Supervisor / guards on duty should ensure that all the rooms are closed / locked after office hours. However, if someone is working late or has been requested to work late, they may be allowed to work and after their work is completed the room can be locked after checking with the user.
- 12.11 Security Supervisor, with proper instructions and guidance to Security Guards, will ensure that animals/dogs which do not fall under the definition of pet animal and as per the relevant law shall be kept out of the NCRA-TIFR, Pune Centre at all times.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

12.12 Security Supervisors on duty should receive newspapers in the morning from the newspaper supplier on daily basis. He should record the details in the notebook and after putting office seal and stapled, they are kept in the lounge. At night when no one is reading, all newspapers are to be kept at safe place and next day at 10.00 a.m. they are to be sent to NCRA-TIFR, Pune library.

12.13 Handling of NCRA-TIFR, Pune Guest House / Hostel:

After receiving intimation from the concern official of NCRA regarding arrival of guests / visitors for arranging guesthouse accommodation, the following duties have to be performed.

A. At the time of guests / visitors check in:

- a) On arrival of the guests, present the Guest House Occupancy Form / Slip and the Guest House register to the Guest / Visitor for filling the details such as date and time of arrival.
- b) After getting signature in the register, guesthouse room key – as allotted, should be handed over to the guest without delay.
- c) An intimation should be given to the office, the host as well as caretaker about the arrival of visitor / guest.
- d) In case of arrival of any visitor during late hours or on holidays, without intimation, Security Supervisor should contact the dealing staff or the Administrative Officer for further instructions.
- e) In the absence of caretaker, a guard should be sent with the guest for locating the guesthouse and room.
- f) Security Supervisor should give information to the guest, about timings & basic facilities available for visitor / guest, in the NCRA-TIFR, Pune Centre.

B. At the time of guests / visitors check out:

- a) Security Supervisor should ensure that details such as date and time of departure with signature of Guest / Visitor are filled in by the guest / visitor against his entry made in the Guest House Register at the time of arrival.
- b) The above information should be handed over to the dealing staff / Administrative Officer for preparing the bill. In their absence, Security Supervisor should prepare bills as per approved rates as applicable to the visitor / guest. In case of any doubts, he shall immediately contact to the concern staff of Guest House / Hostel.
- c) On working day, Security Supervisor should guide the visitor to Accounts section for paying the guesthouse bill amount. During late hours and on holiday, Security Supervisor should receive guesthouse bill amount and immediately on next working day, deposit the same to Accounts Section.
- d) Security Supervisor should ensure that key of the room is collected and kept in the keyboard.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

SCOPE OF WORK – Part II

- 12.14 In case of any theft, offence, the Security Supervisor on duty, after written permission of the Centre, should contact the Police Station for lodging any complaint or for any other help.
- 12.15 The Security Supervisor on duty shall allow the outside workers to carry out the work beyond office hours or on holidays, inside the NCRA-TIFR, Pune centre only after permission from the authorised staff.
- 12.16 Security Supervisor should ensure proper monitoring the CCTV recording and if any abnormality is found, it must be reported to Administrative Officer / Shri V. Venkatasubramnai / Shri S.R. Gole / Shri D.V. Pawar for information and corrective action.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

**SCOPE OF WORK – Part III
for NCRA East Campus, Pune.**

- 13 The scope of work includes day to day Security of NCRA East campus by providing security services including watch and ward, patrolling, handling material checks and controls, handling reception during absence of regular staff, handling guest house matters, along with other duties. It would cover the entire area of the NCRA East campus including other infrastructures. The Services should be provided to the entire satisfaction of the Centre. The areas to be maintained will be instructed by our authorised officer.
- 14 The Services are to be provided round the clock on all days of the week in shift duties. Accordingly, the Contractor should arrange weekly offs of his employees. The working hours shall be 8 hours per day excluding lunch/tea break of 30 minutes. The timings shall be as determined by the Centre. In case, a security supervisor or guard should not perform more than 4 extra duties in a particular month. The Contractor should ensure that any one of Security Staff provided by him, should not work continuously in three shifts on any single working day.
- 15 The contractor shall be permitted to stock/store the items required for the purpose of carrying out the work, in a place specifically allotted by the Centre.
- 16 This Store shall be under the contractor's custody. Items removed from this Store for day-to-day use shall not be left behind or scattered in the area of the Centre after the work is over. There should not be any claim for loss, damage etc. of any item or material. On termination or discontinuation of the work, the contractor will have to vacate the place allotted to stock/store his materials and hand over the vacant possession to the authorised official of the Centre forthwith in good condition and withdraw his manpower from the Institute premises.
- 17 The Contractor himself shall report to our Administrative Officer or a staff authorised and deputed by him daily, to receive instructions on the works to be carried out in the NCRA East Campus and submit a daily work report.
- 18 In brief this contract involves handling of the following affairs by the contractor through his deployed manpower : -
 - 18.1 Providing fool-proof round the clock security in the campus including the residential area or as instructed by the administrator.
 - 18.2 Carrying out necessary Security check at the Entry and Exit Gates and also at the Reception.

Date	:	Signature of Bidder	:	
		Name & Designation	:	
Place	:	Company Name & Address	:	
		Company Seal & Phone No.	:	

- 18.3 Handling reception desk including the visitor management, phone calls and movement of documents and materials both inward and outward with proper documentation and check at the counter.
- 18.4 Record keeping and the monitoring the movement of institute vehicles including the regular GMRT shuttle and those allotted for different purposes by the Administration.
- 18.5 Maintaining proper traffic and parking discipline in side the Centre premises.
- 18.6 Handling Guest House/Hostel Keys, Guest assistance and the billing for Guest House/Hostel stay as per instruction by the Administration.
- 18.7 Handling room keys of all rooms in the main building of the Centre and extending assistance to staff members in opening and closing their rooms on demand, with due authorisation.
- 18.8 Maintenance of occurrence register with details of various security related assignments, activities and important occurrences round the clock.
- 18.9 Ensuring closing of all office rooms and extra entry points on the corridors after office hours and on holidays.
- 18.10 Informing the police/lodging complaints (with the permission of the Centre) in case of any theft, offence or any other warranting circumstances.
- 18.11 In case of necessity, with due authorization, the security shall allow outside workers to carry out work inside the premises beyond office hours or on holidays.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

GENERAL CONDITIONS

- 1 The Centre shall not be liable for any damages, compensation or loss in respect of or in consequence of any accidents or injury to the manpower in the Contractor's employment. If any statutory authority imposes any penalty on any such account on the Centre, the contractor shall immediately reimburse to the Centre all such expenditure along with any overheads. Without prejudice to any other mode of recovery, the Centre shall be free to recover such payments from the contractor's monthly bills.
- 2 The Contractor shall be responsible for due compliance of all legal provisions under the Contract Labour (R&A) Act, Minimum Wages Act, ID Act, Provident Fund Act, ESI Act, etc, in connection with the employment of his manpower posted for duties at the premises of the Centre.
- 3 The Contractor shall obtain PF Account Numbers from the PF authority in respect of the manpower deployed at the Centre and arrange to get their PF balances updated from the PF authority from time to time. After resigning, the Contractor shall help the concerned to withdraw his PF from the PF authority. Only the Contractor is entirely responsible for settlement of PF and ESI matters related to the manpower posted at the Centre, even if they resign.
- 4 The Contractor shall provide ESI cards to the manpower posted at the Centre within 60 days from the date of his / her employment and ensure all necessary help for enrolling them with ESI authorised doctors to enable them to get medical treatment whenever required.
- 5 The Centre will make necessary arrangements to provide the contractor, the required equipments and other materials required for Security.
- 6 The Centre reserves the right to cancel the contract any time by giving one month's written notice. Similarly, if the Contractor wishes to withdraw his services he may do so by giving one month's notice in writing. Extension of the contract may be considered with mutual agreement depending on the need of the Centre and based on the past performance of the contractor.
- 7 The Contractor, shall comply with all the provisions of Shop Act and submit a copy of valid Shop Act License, issued by the competent authority.
- 8 The contractor or his authorized staff (other than the deputed Security Personnel) shall visit to the Centre minimum 2 times in a week to check the alertness of his deputed Security Staff and he will submit the work report to the Administrative Officer or other authorized staff.
- 9 In addition, the contractor or his deputed staff (other than the deputed security staff) will make atleast 04 (four) surprise checks at night in a month and same will be reported to the centre.

Date : Signature of Bidder :

Name & Designation :

Place : Company Name & Address :

Company Seal & Phone No. :

GENERAL CONDITIONS

- 10 **PENALTY CLAUSE:** The contractor shall be responsible for executing the work order in a peaceful manner and make payment to his manpower deployed as specified in the work order. The Contractor shall deposit PF and ESI contributions within stipulated time. The Contractor shall not retain any amount deducted from his manpower towards PF, ESI, Professional Tax, GST etc. and shall not misuse it for his own purpose. Any discrepancy, if found or observed, appropriate penalty, will be imposed on the contractor which will be recovered from the Contractors bill or Security Deposit. The decision of Centre Director, NCRA will be final in this regard.
- 11 **PROVISION OF CANCELLATION OF CONTRACT:** The Centre reserves the right to cancel the contract any time by giving one month's written notice. Similarly, if the Contractor wishes to withdraw his services he may do so by giving one month's notice in writing. Extension of the contract may be considered with mutual agreement depending on the need of the Centre and based on the past performance of the contractor.
- 12 **SETTLEMENT OF DISPUTE :** For any dispute arising out of the contract, it should be the intention of both the parties to settle the matter amicably without referring it to the Court of Law. In case of any untoward incident or for any other disputes, a joint enquiry under the orders of Centre Director will be held and a decision will be arrived at, after mutual consultation between the parties. The decision of the Centre Director, NCRA, Pune will be final and binding. **If any loss or damage is caused to the property of the Centre due to negligence on the part of Contractors' deployed manpower, the Centre reserves the right to impose appropriate penalty for such loss or damage on the contractor, after the decision of Centre Director.**
- 13 Any dispute or difference whatever between the parties or person(s) claiming through them arising out of or connection with this contract or regarding the rights or liabilities of the parties or regarding interpretation of this contract or any clause thereof including interpretation of this clause shall be referred to arbitration of two arbitrators. One of them to be appointed by the Contractor and other by the Centre Director and proceedings of the Arbitration shall be held in Pune, in accordance with the Indian Arbitration Act 1940 and the statutory modification or re-enactment thereof.
- 14 **JURISDICTION OF COURT :** Only the competent Courts of Law in Pune will have the jurisdiction in respect of any dispute, concerning this contract.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

CONTRACTORS' OBLIGATION WITH REFERENCE TO DEPLOYMENT OF MANPOWER

- 1 **Duration of Contract : Initially one year from the date of issue of work order.**
Contract can be extended further with mutual agreement for a period of two years, one year at a time if services provided is found satisfactory and there is no change in conditions of contract including service charges.
- 2 The manpower provided by the contractor shall be well-trained, disciplined and experienced; and while on duty, all of them will be dressed in neatly maintained uniform approved by the Centre. The Contractor shall be responsible to provide replacement for workers without any delay who are absent (within 24 hours), due to leave, sickness, transfer, and leave or for any other reason.
- 3 The manpower provided by the Contractor at the premises of the Centre, for all purposes shall be the employees of the Contractor and shall be under his exclusive control and supervision. They shall, accordingly be dealt with and subject to the following conditions;
- 4 The Contractor shall be responsible for selecting and deploying the manpower to carry out the Security Services work. In case, the Centre specifically objects to the posting of a particular person for performing duties at its premises, the contractor shall make immediate arrangement to replace such persons within 24 hours of being intimated.
- 5 The Contractor shall be at the liberty to transfer any of his workers for the reasons he feels appropriate in consultation with Administration NCRA, Pune and after making prior arrangements for the replacement.
- 6 The Contractor shall comply with all the lawful directions and instructions concerning Security Services, which will be given by the authorised representative of the Centre from time to time.
- 7 The Contractor may be required to provide additional manpower at a short notice for a specified duration at the Centre, for any exigencies. Payment for additional manpower deployed will be made at the agreed rates.
- 8 In case of replacement of any of the deployed manpower, the Contractor shall be responsible for giving necessary training/instructions to the new worker to enable him to work efficiently.
- 9 The Contractor or his Supervisor shall be available in the premises of the Centre during the working hours to meet the authorised official for taking necessary instructions and to supervise the contract workers under him.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

- 10 The Contractor shall be responsible for the regular and punctual attendance of his manpower and thus, to satisfy the contractual obligations, to the satisfaction of the Centre. The Contractor shall not employ any person who has not attained the age of eighteen, at the Centre.
- 11 Misbehavior by any of the Contractor's workers in the Centre, while on duty during the working hours or while off duty outside the working hours will be viewed seriously. If the incident involves loss to the Centre, due to theft or attempted theft, penal deduction is liable to be imposed on the Contractor, as deemed necessary to make good the loss.
- 12 The Contractor shall provide standard uniforms to all his workers and ensure that all his workers wear clean and well-maintained uniform with logo/badges of the contractor.
- 13 **SAFETY & SECURITY:** The Contractor shall be fully responsible for the safety and security of his deployed manpower, which include any injury, accident, death of his manpower and he shall exercise all possible precautions to deal with any such loss or damage. The Contractor shall also promptly report, in writing, to the Centre, all cases of accidents and damages. However, irrespective of the cause and place of mishap/ accident/ injury during the execution of the work, the Contractor shall make immediate and adequate arrangements to render all possible aid to the victim(s).
- 14 **INDEMNITY BOND :** After placement of order, the Contractor shall, by way of executing a bond **(as per format enclosed as Annexure XIII)** on a non-judicial stamp paper of appropriate value, indemnify the Centre against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Centre by Contractor's manpower or any other person or any other agency, in connection with the work or in respect of any matters, thing done or committed to be done by the contractor in the execution of, or in connection with works, notwithstanding that the contractor took all reasonable, proper and necessary precautions against any loss or damage, ensure that such event will not affect the work and the Centre in any way. The indemnity given by the Contractor as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person, resulting in death or otherwise. The format of indemnity Bond will be given alongwith our order. Original Bond is to be submitted directly to our Accounts Section with copy of the same to be given to the Administrative Officer.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

PAYMENT TERMS & PROCEDURE

- 1 The Contractor shall pay Basic Pay + Variable DA and allowances etc. to all workers on a monthly basis, as mentioned below by way of cheque. The payment is to be made in the presence of the authorized representative of the Centre. Monthly compensation is subject to change only due to variation, in accordance with the notification / Government of Maharashtra from time to time applicable to Shop and Establishment.

\$ DETAILS OF MONTHLY PAYMENT COMPONENTS

BEING AGREED BY THE CONTRACTOR FOR PAYMENT TO THE MANPOWER DEPLOYED FOR THE WORK

Sr. No.	Payment Components	Rate/Person/Month Security Supervisor (Skilled) (Amount in Rs.)	Rate/Person/Month Security Guard (Un-Skilled) (Amount in Rs.)
1	Basic Wages*	5,800.00	5,000.00
2	Variables Dearness*	3,645.00	3,645.00
3	Total (1+2)	9,445.00	8,645.00
4	LWW @ 5.75 % on 3	543.08	497.08
5	EPF + EDLS @ 12.5% on 3	1,180.62	1,080.62
6	Admin Charges on EPF @ 0.5% on 3	47.22	43.22
7	Bonus @ 8.33 % on 3	788.76	720.12
8	HRA @ 5 % on 3	472.25	432.25
9	ESIC on 4.75% on (3+8)	471.06	431.16
10	Incentives	3,000.00	1,000.00
11	Grand Total	15,946.02	12,849.48
12	No. of persons to be deployed	4 Supervisors + Relievers (16.66%)	33 Security Guard + Relievers (16.66%)

* - Subject to variation as per Govt. notification from time to time and considering clause no. 1 in **Annexure VI**.

\$ -The Monthly payment structure may be changed as per Government of India guidelines as and when the same is adopted by the Centre. However, in such case service charge will remain same.

1	Uniform Allowance (2 Sets per person per year including shoes).	Rs. 2,000.00 or at actuals whichever is less.
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2. The Contractor will be paid service charges payable to him monthly, for every manpower to be deployed (for guard and supervisor) as shown in the **Chapter 4**. No change in service charges during the currency of the contract will be entertained. The wages to the manpower deployed includes details like contributions towards ESI, PF and other statutory levies, such as Bonus payable, on a monthly basis. The contractor is required to submit the detailed bill with proof of his payment of wages to the workers and provide copies of challans for PF, ESI deposits as having deposited the employee's and employer's contributions with the respective authorities, within the stipulated period, by 10th of every month for processing the bill for payment.

Date : Signature of Bidder :
 Name & Designation :
 Place : Company Name & Address :
 Company Seal & Phone No. :

PAYMENT TERMS & PROCEDURE

3. **Short supply of manpower is not acceptable. The contractor should make arrangements to deploy replacement for any shortfall against the agreed number, on a daily basis. Any short supply will attract a penalty equivalent to the per day wages payable to the manpower at the appropriate level depending on the extent of short supply.**
4. Uniform charges should be claimed along with the bill for the second month.
5. The Contractor shall furnish a duly signed Indemnity Bond **(if order is placed)** on a stamp paper of **Rs. 500/-** as per format enclosed. (as per format enclosed as **Annexure XIII**).
6. The contractor shall inform the Centre sufficiently in advance the date and time of disbursement of salary/wages, which should be during working hours on a working day before 4.00 p.m. Monthly salary or any other disbursement to workers under the contract shall be made by **cheque** in the premises of the Centre only and in the presence of an authorized representative of the Centre.
7. The Contractor shall be fully responsible for making monthly payment to his workers on or before 7th of every calendar month for the work done in the previous calendar month, in the presence of nominated/designated representative of the Centre and then submit the bill (in printed bill book format only) to the Administrative Officer. The Centre, however, reserves the right to withhold the monthly bill amount payable to contractor, if the contractor fails to pay wages to his deployed manpower on or before the due date.
8. **PENALTY FOR FAILURE TO DISBURSE WAGES:** If the Centre Director/Administrative Officer finds that disbursement of wages have not been made by the contractor to his workers, as per the terms of the contract and the reasons given by the Contractor are bad in law or the contractor unduly delays the disbursement of wages, the Centre reserves the right to arrange disbursement of wages and to effect appropriate recovery from the Contractor along with penalty at the risk and cost of the Contractor and no service charges will be paid to the contractor. The Centre also reserves the right to terminate this contract in such events with immediate effect without notice and enter into another contract at the risk and cost of the defaulting Contractor for the balance period. No compensation, service charges will be paid to contractor in the event of such termination of the contract.
9. The Centre reserves the right to use the Security Deposit remitted by the Contractor to compensate the workers, in cases where the contractor fails to make the payment as per the above clauses and in accordance with Contract Labour (Regulation & Abolition) Act 1970, and for settling other dues payable to the Centre or to his employees, if any.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

PAYMENT TERMS & PROCEDURE

10. In case of disputes arising due to negligence or failure on the part of the Contractor to keep proper and updated documentation/license etc., the contractor shall be entirely responsible for the same and settle/resolve all such matters with his own effort and cost.
11. **INCOME TAX** : The Centre shall deduct Income Tax as applicable from the monthly amount due and payable to the contractor as per the relevant provisions of the Income-Tax Act and the rules framed there under.
12. Contractor shall submit the monthly bill to NCRA after payment of wages to the manpower deployed by him at the Centre **(as per clause no. 1)**, with the details of the various components of bill.
13. To enable the Centre to process monthly bill(s), it is essential that the Contractor encloses the Certificate of Compliance confirming that the contractor is complying with all the labour and statutory regulations requirements, and self attested copies of PF and ESI challan/receipt showing that the contractor has deposited the previous month's contributions, which includes shares of both the employer and employee to respective authorities. Original challans of PF, ESI deposits, etc should be produced for verification at the time of submission of the monthly bills.
Payment will be made by cheque to contractor within 10 working days after receipt of monthly bills complete in all respects.
- 14 **PENALTY IN CASE OF LOSS OF PROPERTY OF THE INSTITUTE :**

In case any loss of Centre's property due to negligence in duty of deputed staff, the contractor shall adequately compensate to the Institute for such loss(es). In case of failure of payment of such loss, the same will be recovered from the monthly bill or from the Security Deposit of the contractor.

Date	:	Signature of Bidder	:
		Name & Designation	:
Place	:	Company Name & Address	:
		Company Seal & Phone No.	:

CHAPTER - 3

Standard forms (To be enclosed by bidders with Part – I, Techno-commercial bid)

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**** To be used by vendor on whom order will be placed.***

COMPANY PROFILE
(To be filled in by the Bidder)

Sl.No.	Question	Response
1.1	Company Name	
1.2	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
1.3	Date of Incorporation	
1.4	Company Head Office address	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.5	Address of Pune office	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.6	Number of Employees.	
1.7	Shop and Establishment Registration No. and date	
1.8	Registration No. and date with PF Authorities	
1.9	Registration No. and ate with EST Authorities.	
1.10	GST Registration.	
1.11	Registration No. and date with Registrar of Companies.	
1.12	Permanent Account No.	
1.13	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
1.14	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
1.15	Date of Establishment of firm in Pune.	

Signature of the Bidder
Name & Designation

Company Seal
Date:

ELIGIBILITY CRITERIA

Sr.No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.					
1	Bidder must have their daily functional office in Pune for the past Three years (with documentary evidence) before the date of this advertisement. The office should have responsible person to attend all our queries, concerns etc.						
2	Bidder must have valid PASARA Licence issued by the Police Department for providing Security services.						
3	Bidder must have executed for similar services in the past seven years meeting the criteria stated below prior to 31.03.2018 i.e. between 01.04.2011 to 31.03.2018. Similar Services means providing security services to any larger organization.						
	- One single job costing not less than 80% of Estimated cost OR						
	- Two jobs each costing not less than 60% of Estimated cost OR						
	- Three jobs each costing not less than 40% of Estimated cost						
	Copies of work orders and completion certificates to be submitted evidencing the above without fail.						
4	Bidders must have valid Shop Act / Certificate of Incorporation						
	Bidders must have PF registration Number.						
	Bidders must have ESI registration Number.						
	Bidders must have GST registration Number.						
	Labour Licence and other registration which are mandatory.						
5	Bid must be valid for a minimum period of 120 days from the due date for submission of bid.						
6	Bidder must have an average turnover of atleast Rs. 25.50 Lacs for the past Five Years. Bidder must submit only Chartered Accountant's Certificate showing their turnover and Profit & Loss for the past 5 years i.e. for 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and must have made profit atleast for three years out of these five years. Do not enclose IT returns and Profit and Loss statements and Balance Sheets.	Period	Turnover	Profit	Loss		
		2012-13					
		2013-14					
		2014-15					
		2015-16					
		2016-17					
7	Successful bidder must be able to submit :-						
	Performance Guarantee as specified in the tender document.						

NOTE : KINDLY FILL UP THE ABOVE DETAILS AND ENCLOSE ALONGWITH YOUR TECHNICAL BID – PART I, OTHERWISE YOUR BID WILL BE REJECTED.

Signature of the Bidder
Name & Designation

Company Seal

Date:

Annexure: “IX-1”

SCHEDULE OF EXPERIENCE SHOWING WORKS COMPLETED

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completi on of work as per contract	Date of actual comple tion of work	Remarks indicating reasons for late completi on of work, if any	Has the Work been completed Satisfactory? (Attach a copy of order and completion certificates from the purchaser)	Contact person Along with Telephone No., FAX No. and email address

Signature of the Bidder

Name & Designation

Company Seal

Date:

Annexure: “IX-2”

SCHEDULE OF EXPERIENCE SHOWING WORKS ON HAND

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for complet ion of work as per contract	Date of actual comple tion of work	Remarks indicating reasons for late completion of work, if any	Has the work been completed Satisfactory? (Attach a copy of order and completion certificates from the purchaser)	Contact person Along with Telephone No., FAX No. and email address	% of work completed as on 31.03.2018

Signature of the Bidder

Name & Designation

Company Seal

Date:

Annexure -X

BID FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

[insert date (as day, month and year) of Bid Submission]

Tender No.:

[insert number from Tender Notice]

To:

[insert complete name of Owner]

We, the undersigned, declare that:

(a) We have read & understand the bidding document and have no reservations,

(b) We offer to execute the order in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;

(c) Our bid shall be valid for a period of **120 days**, from the date of opening techno commercial bid (Part– I), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our bid is accepted, we agree to submit security deposit and performance guarantee as per mentioned the tender document;

(e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(f) We have seen the site and have understood the site conditions.

(g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

h) Name: *[insert complete name of person signing the Bid Submission Form]* Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

i) Dated on _____ day of _____, _____ *[insert date of signing]*

Annexure – XI

BANK DETAILS FOR REFUND OF EMD / MAKING PAYMENT

(Information to be submitted on Vendors Company Letter head)

To,

The Accounts Officer,

NCRA-TIFR ,Pune University Campus,

Post Bag No-3, Ganeshkhind,

Pune-411007

Sub:- Bank Details for payment through Electronic Mode i.e. NEFT/RTGS

Sir,

It is requested that settlement of all our bill/s from now onwards may please be made through Electronic Mode (NEFT/RTGS). The details of My/our bank account are as under :-

1. Beneficiary
Name

2. Full Address

3. IFSC Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Bank
Account
No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Full Account Number to be furnished for making payment to be made through Electronic Mode)

5. Type of Account viz Saving A/C / Current A/C / Cash Credit A/C /
Overdraft

6. MICR No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Note: 1st three

digit & last of 3 digit of MICR

No. Should not be zero.

7. Name of the Bank:

.....

8. Full Address of the Bank:

.....

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reasons, We will not hold NCRA TIFR Pune responsible and agree to discharge the responsibility expected of us as a participant under the scheme.

Yours Faithfully

()

Signature of authorized Officer of the company

Name

Designation

Company's seal

Date

Annexure - XII

FORMAT OF DECLARATION REGARDING AMALGAMATION / ACQUISITION

No. ----- Date:-----

1) Amalgamation/Acquisition

In the event of M/s. -----proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- ----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, National Centre for Radio Astrophysics, TIFR, Pune to fulfill the contractual obligations as per the terms of NCRA Tender and bids of M/s. -----No. ----- - dated-----and National Centre for Radio Astrophysics P.O. -----dated -----.

The contractual obligations are **Providing Security Services at NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune 411007**, as per the above mentioned Order.

Company Seal & Phone No.:

Name & Signature of Bidder :

Designation :

Date :

Annexure - XIII
Format of Indemnity Bond

(to be executed on **Rs. 500** Non-Judicial Stamp Paper by the successful bidder before commencement of work at site)

Work Order No. _____ Dt. _____

In consideration of National Centre for Radio Astrophysics, Tata Institute of Fundamental Research (NCRA/TIFR) having office at Pune University Campus, Ganeshkhind, Pune 411 007, hereinafter referred to as “ The Institute”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s. _____ having registered office at _____, a firm carrying in such name and style the business of _____ (hereinafter referred to as “The Contractor “ which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s) / proprietor(s) for the time being or its surviving partner(s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for _____ and in compliance with the terms and conditions of the said contract.

We M/s. _____ being the contractor shall save harmless and indemnify the Institute in respect of:

- a. Any expenses arising from any injury or accident or death of workers hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Institute by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Institute whether under the Workman's Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any worker of the contractor/or their family member(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

For and on behalf of M/s. _____

Date:

S E A L

Accepted By

for and behalf of NCRA (TIFR) Pune

Annexure - XIV

Page 1 of 1

CA Certificate

(ON CA's Letter Head)

- l. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

[DO NOT SUBMIT PROFIT AND LOSS ACCOUNT STATEMENTS AND IT RETURNS COPIES]

Financial Year	Turnover	Net Profit	Net Loss
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

For _____

Chartered Accountants

Name & Signature :

Company Seal & Phone No .:

Date :

FORMAT BANK GUARANTEE FOR EMD

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

1. Whereas
(hereinafter called the “tenderer”) has submitted their offer dated.....for the
supply / Work of
(hereinafter called the “tender”) against the Purchaser’s tender enquiry No.
.....

2. KNOW ALL MEN by these presents that WE.....o f
..... having our registered office at
.....
..... are bound unto (hereinafter called the “Purchaser”) in the sum of
..... for which payment will and truly to
be made to the said
Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with
the Common Seal of the said Bank this..... day of20.....

3. CONDITIONS OF THIS OBLIGATION ARE :

(i) If the tenderer withdraws or amends , impairs or derogates from the tender in any
respect within the period of validity of this tender.
(ii) If the tenderer having been notified of the acceptance of his tender by the Purchaser
during the period of its validity:

- a. If the tenderer fails to furnish the Performance Security for the due performance of the contract.
- b. Fails or refuses to accept/ execute the contract.

4. WE undertake to pay the Purchaser up to the above amount upon receipt of its first
written demand, without the Purchaser having to substantiate its demand , provided that in
its demand the Purchaser will note that the amount claimed by it is due to it owing to the
occurrence of one or both the two conditions, specifying the occurred condition or
conditions.

5. This guarantee will remain in force up to and including 45 days after the period of
tender validity and any demand in respect thereof should reach the Bank not later than the
above date.

.....
(Signature of the authorized officer of the Bank)

.....
Name of the officer

.....
Designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Annexure – XVI

Page 1 of 1

SCHEDULE OF DEVIATION FROM GENERAL CONDITIONS

- 1) The following are the particulars of deviations from the requirements of the tender specifications:**

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

Signature and seal of the
Manufacturer/Bidder

NOTE:

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”.

CERTIFICATE OF VISIT TO THE SITE

Tender No.: NCRA:WF107:PUB 376:2018 Date : November 28, 2018

To,
Centre Director,
NCRA-TIFR,
Pune 411007, India.

Dear Sir,

With reference to your tender mentioned above, we have visited and have understood the scope of work and conditions of the site

**National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Pune University Campus, Ganeshkhind,
Pune - 411007, Maharashtra, India**

where the tendered work is to be carried out.

Name & Signature of Bidder :

Name & Signature of Centre's Representative:

Designation :

Date :

Company Seal & Phone No .:

Annexure – XVIII

DETAILS OF GST

(PLEASE PROVIDE FULL INFORMATION WITHOUT WHICH YOUR QUOTATION MAY BE LIABLE FOR REJECTION. THIS MUST BE SUBMITTED WITH TECHNICAL BID)

(a) GST payable : _____ % extra

Your GST Tax Registration No. :

(b) Payment terms : Yes / No
specified in our enquiry acceptable

(c) Whether you will submit Indemnity Bond : Yes / No
as per our format.

(d) Your PAN No. : _____

Company Seal

Signature of the Bidder :

Name :

Designation :

Date :

UNDERTAKING

1. We have studied the complete tender document and accept all the terms and conditions.
2. We have studied the complete tender document and accept all the terms and conditions except those specified in **Annexure XVI**.
3. It is certified that my firm/agency/company has never been black listed by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency as on **date of bidding**. .

Date :

Place :

Company Seal :

Signature of the Bidder :

Name of the Bidder :

Designation :

Phone/Fax No. :

E-mail address :

CHAPTER – 4

Price Bid (Part II of the tender) **(To be submitted in a separate sealed envelope)**

Page 1 of 1

SCHEDULE SHOWING SERVICE CHARGES PAYABLE

1.	Service Charges (Not linked to payment of wages)	Lump sum Rs. _____/ person (Amount in Rs.
----	--	--

{NO CHANGE IN SERVICE CHARGES WILL BE ALLOWED DURING THE CONTRACT PERIOD, EVEN IF CHANGE IN PAYMENT STRUCTURE FROM MAHARASHTRA GOVT. RATE TO CENTRAL GOVERNMENT RATE, DURING THE CURRENCY OF CONTRACT IS ADOPTED}.

Company Seal (Rubber Stamp)

Signature of Bidder

Date:

Name

Designation