

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-06-2023 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-06-2023 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	Icar-nihsad, Bhopal
Item Category/मद केटेगरी	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	200 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	5321830
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any

Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Excel file for tender for watch and ward - [1684150975.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Geographic Presence: Office registration certificate:Madhya Pradesh

Scope Of Work For the Service:[1684151939.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (16)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to 50 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Police verification
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Anamika Mishra	462022, ICAR-NIHSAD, Anand Nagar, Kokta Road	16	<ul style="list-style-type: none">• Number of working days in a month : 26• Basic Pay (Minimum daily wage) : 816• Bonus (INR per day) : 0• EDLI (INR per day) : 0• EPF Admin charge (INR per day) : 0• ESI (INR per day) : 26.52• Optional Allowance 1 (in Rupees) : 0• Optional Allowance 2 (in Rupees) : 0• Optional Allowance 3 (in Rupees) : 0• Provident Fund (INR per day) : 106.08• Tenure/ Duration of Employment : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar

proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

6. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

7. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

Scope of Work

1.	Buildings and their locations: ICAR -National Institute of High Security Animal Diseases, Hathaikheda Road, Anand Nagar, Bhopal -462022 .The Watch and Ward (Security) Services Job Contract is required to safe guard the properties of ICAR-NIHSAD Campus at present.		
	(Security Agencies are requested to visit and survey the Institute campus for estimating the security check places)		
2.	<u>Services Required</u>		
	Security personnel services (without arms skilled), as per detail below are to be manned as per the important Security/check posts:-		
Sr. No	Security Places	Requirement	No. of check points
1.	Main Gate entrance	Round-the-clock	1 for each shift
2.	Main Institute/Laboratory Building	Round-the-clock	1 for each shift
3.	Institute Boundaries (Patrolling)	Round-the-clock	1 for each shift
4.	Residential Gate	Round-the-clock	1 for each shift
5.	Residential Area& Guest House	Round-the-clock	1 for each shift

	<p>i.e. $5 \text{ Points} \times 3 \text{ Shift} = 15$ & <u>Supervision = 1</u></p> <p><u>Total (Points) = 16</u></p>
	<p>The entire open area and the built up area will have to be maintained from security angles. Complete security of the Campus (Laboratory and Residential Premises), Buildings and its properties shall be responsibility of the approved contractor who shall be held accountable for any loss of property/material etc. from within the building/campus as per the details given below:-</p>
a.	<p>The selected agency shall provide necessary persons for Security Services, Job Contract at the institute strictly as per the charter (given below) of duty and terms and conditions mentioned in the tender form. The general PSARA guidelines for employment of guards shall be followed. The agency shall employ good, reliable & robust persons with clean records, preferably within the age group of 21 to 50 years to carry out the job contract.</p>
i.	<p>The guard should be at least 10th class pass (High School) and able to communicate in Hindi, read and understand basic English.</p>
ii.	<p>Preference should be given to Ex-serviceman or from equivalent services.</p>
iii.	<p>Should have undergone basic training under security services.</p>
iv.	<p>He should have minimum security service experience of 1 year in Pvt./Govt./Autonomous organization.</p>
v.	<p>The guard should have sound health and perfect physical fitness.</p>
b.	<p>In case any of the personnel so engaged by the agency is not found suitable by the Institute, the Institute shall have the right to ask for its replacement without giving any reason thereof and the agency shall have to replace such persons immediately.</p>
c.	<p>Necessary enlisting/police verification of the firm and its workers is also required.</p>
d.	<p>The personnel engaged by the agency for this job contract will not be employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor.</p>

e.	The agency shall be wholly responsible for making payment of monthly wages and other admissible allowances to the personnel. Minimum wages & VDA, as prescribed by the Deputy Chief Labour Commissioner (Central), Jabalpur Division, Ministry of Labour & Employment, Government of India, from time to time shall be payable to the personnel deployed on job contract to this institute by the Selected Agency.
f.	The guard should perform one shift per day, double duties are not allowed. The maximum working hours for a guard should not exceed 12 per day and 60 hrs a week.
g.	One reliever has to be employed over 6 persons employed to permit one compulsory weekly off to the staff employed, accordingly appropriate provision of number of relievers to be included.
h.	The shift in-charge will maintain all the registers which are kept at main gate and other points.
i.	The Institute shall not directly or indirectly engage any personnel of the agency during the period of contract.
j.	The contractor will discharge all his legal obligations in respect of the workers/supervisors to be deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, NIHSAD shall be final and binding on the contractor. The security/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff is to go on leave under intimation to Security Incharge of the institute. No security guard will be replaced/changed without the consent/intimation of NIHSAD Authority.
k.	All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out.
l.	The agency shall, at its own cost, provide suitable uniforms with shoes (with additional seasonal requirement like overcoat in winters and raincoats in rainy season) to the personnel with identity cards. Logo and name of the firm should be clearly embroidered on uniform. Also, the guards should be provided with whistle, 4 cell torch, lathi, gumboots etc.
m.	The agency shall provide Communication Facilities, Metal Detector and Vehicle Mirror for smooth functioning of Security Services Job Contract.
n.	The visitors should be provided with wearable visitor cards during his visit in the campus.
o.	Additional guards have to be deployed during the important meetings/seminars/visits of dignitaries as and when required.

p.	The tenderer will also have to furnish particulars relating to Income Taxclearance certificates, turnover, infrastructure status etc.
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q.	The Contractor shall not sub-let the contract.
r.	If the number of guards /supervisor(s) are found less than the minimum required under thecontract a penalty of Rs 2000/- per guard/supervisor per shift will be deducted from the bill.
s.	The agency shall have to provide a working Telephone number which can be attendedanytime in 24 hours for contact
	<u>LOSSAND/ORDAMAGES:-</u>
	In case of any loss or damaged to the property of the Institute by the personnel provided by the agency for security duties at entire campus , full damages will be recovered from the Agency and decision of the Director, NIHSAD shall be a binding on agency.

CHARTER OF DUTIES FOR SECURITY SERVICES JOB CONTR
ACT ATICAR-NIHSAD, BHOPAL
DETAILS

(a)	Ensure Proper locking/unlocking of all rooms, labs, auditorium, doors and windows andreport to shift incharge or officer concerned.
(b)	Ensure that non authorized persons or vehicle getentry into the guarded premises in anirregular manner.
(c)	Any visitor should be allowed inside the campus only after permission from the NIHSAD staff for entry. Compulsory entry of the identities of the visitors should be made in visitors register and visitor card should be issued to them at the time of entry. It should be ensuredthat visitors are wearing visitor's card all the time during their stay in premises.
(d)	Ensures safe custody of keys
(e)	Proper entries are to be made while handing over keys to any staff of NIHSAD and whiletaking over too.
(f)	Regulate traffic and ensure proper parking of vehicles.
(g)	Conduct continuous patrolling of the entire institute campus, including residential area andboundaries along the specified beats and its surrounding area.
(h)	Nostraycattle/dogsgetaccesstothe guardedarea.Itisdutyofsecurityguard stokeepthemaway front he premises. If fail to do so, penalty clause may be imposed.
(i)	Should be vigilant all the time and check pilferage and implementation theft measures.

(j)	Guards should not give lenient or casual impressions in the duties and they should be alert and attentive all the times.
(k)	Guards should maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and officers/staff of the institute.
(l)	Check and keep the record of all outgoing material through gate pass assigned by the Security in charge or authorized officials of the Institute.
(n)	Check/control search staff/manpower engaged by any other contractor persons having access to the building.
(o)	Allow no unauthorized persons, hawkers and vendors in residential buildings, guest house and hostels.
(p)	Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate the same in case of need and assist the fire brigade in their operation.
(q)	Allow no unauthorized person except the staff members with due permission of the competent authority in the guarded areas.
(r)	To check and maintain record of incoming and outgoing vehicles wherever applicable.
(s)	To report unusual events in suspicious circumstances occurring in the area of premises.

(t)	To keep record of staff members who are required to be beyond office hours or attend office on Saturdays/Sundays and Closed Holidays in a register.
(u)	Security guards should not leave their post unless and until they are relieved or come for shift duties, shift in charge will maintain all the registers, which are kept at concerned Section.
(v)	The security staff should follow codal formalities of security system while on duty.
(w)	Any other items of work assigned with the approval of competent authority.

8. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

9. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the

invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ICAR UNIT NIHSAD
payable at
BHOPAL

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

11. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

ICAR UNIT NIHSAD, BHOPAL

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

12. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

13. **Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---