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ICAR – INDIAN INSTITUTE OF OIL PALM RESEARCH
(An ISO 9001 : 2008 Certified Institute)

Pedavegi-534 450, West Godavari District, Andhra Pradesh

Website: <http://dopr.gov.in>



F.No. F. 40/Security Arrangements/2016-17

Dated 20.01.2017

TENDER NOTICE

Sealed competitive tenders are invited by the Director, IIOPR, from reputed and registered Service providers/firms for providing security services to the IIOPR, on contract basis for a period of one year and to be extendable further subject to satisfactory performance of the firm.

The last date for receipt of tender document by post/in person is 20.02.2017 upto 04.30 PM. Details can be downloaded from our website <http://dopr.gov.in/tenders.htm>.

P. Conrad
Administrative Officer i/c

NOT TRANSFERABLE
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Indian Institute of Oil Palm Research, Pedavegi – 534 450

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR SECURITY SERVICES AT
IIOPR, PEDAVEGI

- A. Cost of Tender Form Rs. 1000 (Rupees One thousand only) to be enclosed alongwith Tender Notice
- B. Last date of receipt of Tenders in Office 20.02.2017 upto 04.30 PM
- C. Tenders to be opened at 10.00 AM on 21.02.2017
- D. Tender to remain open for acceptance up to 90 days from the date of opening.
- E. The Tender document is available at our website <http://dopr.gov.in>.

NOTE:

1. The Director, Indian Institute of Oil Palm Research, Pedavegi may at his discretion, extend this date and such extension shall be binding on Tenderers.
2. If the last date for receipt of Tenders happens to be a holiday, Tenders will be received till the next working day.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR - Indian Institute of Oil Palm Research, Pedavegi -534 450
Ph. 08812-259532/259524, Fax: 08812-259531
E-mail: dopr2009@gmail.com

Note - All communications must be addressed to The Director, Indian Institute of Oil Palm Research, Pedavegi – 534 450, West Godavari District, Andhra Pradesh

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR SECURITY SERVICES AT INDIAN INSTITUTE OF OIL PALM RESEARCH, PEDAVEGI – 534 450, WEST GODAVARI, ANDHRA PRADESH

From:

The Director,
Indian Institute of Oil Palm Research,
PEDAVEGI – 534 450,
West Godavari District,
Andhra Pradesh.

To

Dear Sir,

01. Sealed tenders are hereby invited on behalf of the Director, Indian Institute of Oil Palm Research, Pedavegi for PROVIDING JOB WORK CONTRACT OF SECURITY SERVICES AT IIOPR four points (as mentioned in Annexure IV) in IIOPR, PEDAVEGI Campus. Is to bid system i.e financial & technical bid. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
02. An earnest money Rs.50,000/- (Rupees fifty thousand only) must be deposited in the form of Demand Draft in favour of 'ICAR UNIT, IIOPR, PEDAVEGI' payable at Eluru, Andhra Pradesh. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tender will not be opened. The tender will not be considered if earnest money is not deposited with the tender.
03. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

...contd. on page 2:

04. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
05. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
06. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
07. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IIOPR, PEDAVEGI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
08. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed "THE JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES AT IIOPR, PEDAVEGI," with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box, which will be kept in the IIOPR, PEDAVEGI, not later than 20.02.2017, 4.30 pm.
09. The rates quoted by each firm for job/service security contract in tender be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderers behalf should be indicated in the tender. Name and address of permanent representative, of the tenderer if any, may also be indicated.

....contd. on page 3:

10. The Institute is not bound to accept the lowest or any other tender and also reserve to itself the right of accepting the tender in whole or in part. You are however at liberty to Tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tender is considered fully. Other conditional Tenders will not be accepted.
11. An amount of (Rs. 10% of the bid amount) as a security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IIOPR, PEDAVEGI will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. DIRECTOR, IIOPR, PEDAVEGI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Directorate for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of the DIRECTOR, IIOPR, PEDAVEGI, shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the DIRECTOR. IIOPR, PEDAVEGI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the IIOPR, PEDAVEGI will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tender will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

....contd. on page 4:

17. The following documents/vouchers are required to be enclosed with the technical bid which are the terms and conditions of the tender document:

- a) Registration certificate of the firm under the work contract of the Govt. of India/State Govt.
- b) Minimum turnover of the firm not less than (Rs. 30 Lakhs) (Rupees thirty lakhs only) during the last financial year.
- c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ Govt. of Andhra Pradesh/ reputed public or private organizations' provide the details in enclosed tabular form.
- d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
- f) Employee EPF registration certificate issued by local govt. etc.
- g) Employee ESI registration certificate issued by local govt. etc.
- h) The contractor/agency must have a registration with the Labour Commissioner Office under Contract Labour (Regulation and Abolition) Act, 1970; the contractor shall obtain the labour license under this Act.
- i) No. of staff/supervisors registered under ESI & EPF separately. Minimum 50nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- j) Service tax registration certificate issued by Govt. etc.

Yours faithfully,

Administrative Officer i/c
IIOPR, Pedavegi

TENDERS FOR THE CONTRACT FOR SECURITY SERVICES AT INDIAN INSTITUTE OF OIL PALM RESEARCH, PEDAVEGI – 534 450, WEST GODAVARI DISTRICT, ANDHRA PRADESH

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

From

To

The Director,
Indian Institute of Oil Palm Research,
Pedavegi – 534 450,
West Godavari District,
Andhra Pradesh

1. I / We have read all the particulars regarding the General information and other terms and conditions of the contract for THE JOB WORK CONTRACT FOR SECURITY SERVICES AT IIOPR, PEDAVEGI and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule- 1 to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract; I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender_____. The Schedules-1 & II to accompany this Tender are at pages _____
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order / DD No._____ of Rs._____ Drawn in favour of Director, IIOPR, Pedavegi and payable at Eluru is enclosed as earnest money deposit.

Yours faithfully

Signature & Seal of the Tenderer

Witness : _____

Address : _____

Occupation: _____

Telephone No. Office

Resl.

Mobile.

Signature of witness to contractor's signature

Address:

Name & Signature of Witness

Address:

PART -1

1. Name of the Firm/Agency
2. Full address with Post Box No,
And Telephone No. if any
3. Constitution of the Firm/Agency (Attached copy)
Indian Companies Act, 1956
Indian Partnership Act, 1932
(Please give names of partners)
Any other Act, if not, the owners
4. For Partnership firms whether registered
under the Indian Partnership Act, 1932,
please state further whether by the
partnership agreement to arbitration
has been conferred on the partner
who has signed the Tender.
 - a. If answer to the above is in negative whether there is any general power of
attorney executed by all the partners of the firm authorizing the partner who has
signed the Tenders to refer dispute condemning business of the partnership to
arbitration.
 - b. If the answer to above is in point one and two the affirmative please furnish a
copy of either the partnership agreement or the general power of attorney as the
case may be. The copy should be attested by a Notary Public or its execution
would be admitted by affidavit on a properly stamped paper by all partner
5. Name and Full Address of your agency
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART - II

8. Earnest Money Deposited: Yes/No

PART – III

9. Name and Address of the firm's representative
and whether the firm would be representing at
the opening of the Tenders
10. Name of the Permanent Representative to be
visiting IIOPR, PEDAVEGI regarding the contract

Date: _____

Place: _____

AUTHORISED SIGN ATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

TERMS & CONDITIONS:

01. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
02. Changing of Staff/Supervisor should be intimated to Director, IIOPR, Pedavegi.
03. The Director, IIOPR, Pedavegi reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The decision of the Director, IIOPR, Pedavegi shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
04. The staff provided should also maintain secrecy and discipline in the premises of Institute.
05. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of IIOPR for the purpose. All complaints should be immediately attended to by the Agency.
06. The agreement is terminable with one month notice on either side.
07. The contractor shall not sublet the work without prior written permission of the IIOPR.
08. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
09. The selected agency shall provide the necessary personnel at IIOPR, Pedavegi as per labour acts prevalent in Andhra Pradesh. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the IIOPR, Pedavegi, the IIOPR, Pedavegi shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
10. The persons so provided by the agency under this contract will not be the employees of the IIOPR, Pedavegi and there will be no employer-employee relationship between the IIOPR, Pedavegi and the person so engaged by the contractor in the aforesaid services.
11. Payment for service contract will be made monthly upon submission of prerecepted bill, alongwith EPF challan copies and service tax challans copies of previous month.
12. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the IIOPR, Pedavegi, shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.

contd.... on page 2:

13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IIOPR, Pedavegi shall not bear any extra charge on any account whatsoever i.e. EPF contribution. Uniform, Liveries, OTA etc.
14. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ 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 IIOPR, Pedavegi, 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, IIOPR, Pedavegi, shall be final and binding on the contractor.
15. Income Tax will be deducted from the payments due for the work done as per rule.
16. They should not leave their work points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
17. Changing of Supervisor/Staff should be intimated to the Caretaker.
18. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
19. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
20. The security agency should pay the monthly salaries to the guards/supervisor deployed at this Institute on or before 7th of each month, as required under contract labour Act, irrespective of the fact that the bill payment is received by agency from IIOPR or not.
21. The day-to-day working of the Agency will be observed by the SIC, Security, IIOPR, Pedavegi.
22. In case of theft of the property of IIOPR, the agency shall have to bear the cost of such material lost subject to final report of police and any other enquiry to be ordered by the Director, IIOPR, whose orders will be final;
23. Statutory rules like minimum wages act, weekly off etc. are to be strictly followed and the agency is solely responsible for any labour problem arising due to any deviation of the rules;
24. Risk Clause: Director, IIOPR, Pedavegi. the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.

LIQUIDATED DAMAGES CLAUSE:

- a) An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by IIOPR, Pedavegi and if no action is taken within one hour liquidated damages clause will be invoked.
- b) Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- c) The Director, IIOPR, Pedavegi, reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director IIOPR, Pedavegi, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.



FINANCIAL BID ; -

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : _____(time)

Date of opening of Financial Bid : As per the intimation.

To

The Director,
IIOPR, Pedavegi,
West Godavari District,
Andhra Pradesh – 534 450

Sir,

I/We wish to submit our Tender for THE JOB WORK CONTRACT FOR SECURITY SERVICES on the following rates.

No.	Particulars	Per Month
	Monthly consolidated rate offered for THE JOB WORK CONTRACT FOR PROVIDING SECURITY SERVICES in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered ail acts & taxes etc, as applicable from time to time.	
		(Rs. In Figure)#
		(Rs. In Word)

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature : _____
Name & Address of the Firm : _____
Telephone No. : _____
Mobile No. : _____

Detailed breakup of amount quoted should be shown in a separate sheet, as in Annexure – II.

DRAFT SPECIMEN AGREEMENT

This agreement is made at..... (place)..... On(month/year)..... day of between..... (Institute) (hereinafter called Institute) through..... (designation of the competent authority in the Instts.).....which term shall include its successors, assignees etc. on the first part and..... (name & address of the firm)....., (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the.....(Institute)..... has decided to assign the annual job work contract for providing..... (nature of job) at..... (Name of the Instts.).....(location) to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f(date)..... and will remain in force for a period for one year but can be terminated by..... (name of the Instts.)..... by giving one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual job work contract for providing.....(nature of job)..... at.....(location).....
3. The firm will provide full particulars of every worker deployed by it for providing the services and gate security purposes and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall all times and for all purpose be deemed to be employee of the firm and the(name of the Instt.)..... shall have no liability on this account in any manner..
5. That the Firm shall ensure that all persons deployed at..... (name of the Instt.)..... premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The.....(name of the Instt.)..... shall have the right to ask for the removal from the(name of the Instt.)..... premises any personnel considered by the (name of the Instt.)..... to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the(name of the Instt.).....
7. The manpower deployed by the Agency should work as per the working days and timings of the(name of the Instt.)..... No extra wages will be paid for attending office on weekends, holidays and late-sitting.

contd.. on page 2:

8. Monthly consolidated charges for job/ work contract for providing.....services at(name of the Instt.)..... is as per terms and conditions specified and scope of work as per Schedule-I in the tender document including all the taxes viz. Service tax and other taxes as applicable will be paid to the firm by the IIOPR. The firm will raise a bill of this amount on 1st working day of every month and the payment released by the IIOPR in the form of crossed cheque payment to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challan along with list of persons showing deposit of ES1C, EPF with the concerned agencies are also to be deposited with the bill.
9. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
10. In case of dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the(name of the Instt.).....The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
11. That the firm shall issue identity card to each of the workers engaged for entry into.....(name of the Instt.) premises.
12. That the Firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
13. In case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the.....(name of the Instt.).....may cancel the contract.
14. That the Firm agrees to discharges all their legal obligations in respect of their workers in respect of their wages and services 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, viz. obligations under Contract labour (Regulation & Abolition) Act, 1970, workmen's Compensation Act, 1943, E.P.F., E.S.I. & M.P. Act, 1947 etc. Firm agrees to indemnify and keep indemnified(name of the Instt.)..... on account of any failure to comply with the obligations under various laws or damage to(name of the Instt.)..... due to acts/omissions of firm.
15. It is also agreed that under no circumstances, the volunteers and/ or the employees/ workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the.....(name of the Instt.)..... and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the(name of the Instt.)..... against any claim that it may have to meet towards the employees/ workmen of the Firm. Firm's employees/ workmen shall have no claim to absorption/ regularization and financial benefits etc. that are admissible to regular employees in the office of (name of the Instt.)
16. The contract is subject to the conditions that the firm shall comply with all the laws and by laws of Central Govt. / State Govt. as applicable relating to this contract.
17. In case of any loss or damage to the property of the IIOPR at which is attributable to the firm, the full damages will be recovered from the firm.

18. The Firm shall not transfer its right or sub- contract to any one else.
19. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
20. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
21. In case of any accident/ loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Firm.
22. There will be surprise checking by an Officer. Shortcomings, if any. pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
23. The firm shall provide a coordinator for immediate interaction with the organization.
24. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE

01. An amount of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by(Name of the Institute)..... and if no action is taken within one hour liquidated damages clauses will be invoked.
02. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
03. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The decision of.....(competent authority in the Instt.)..... shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(For the Institute)

Witness:

1. _____

2. _____

Detailed breakup of amount quoted should be shown as below:-

Break-Up details

Security Supervisor
(a) Basic
(b) VDA
(c) PF
(d) E.S.I
(e) Bonus
(f) Weekly off
(g) Service Charges
(h) Service Tax
Security Guard
(a) Basic
(b) VDA
(c) PF
(d) E.S.I
(e) Bonus
(f) Weekly off
(g) Service Charges
(h) Service Tax

Duties to be discharged by the Security Agency:

Providing 24 x 7 security services at old and new campuses of IIOPR, Pedavegi

- regulating, checking, recording and reporting the information about the incoming and outgoing materials to and from the IIOPR premises strictly as per delivery challans and gate passes issued by the competent authority;
- regulating, checking, recording and reporting the information about the incoming and outgoing personnel including visitors, outsiders, contractors and their labour, casual workers and Directorate's employees etc.;
- regulating the entry of the employees into the premises and exit of the employees at the close of the Office;
- Restricting the entry of unauthorized persons into the premises. This clause, however, subject to the approval of the Director, the Administrative Officer or any other authorized officer/officer for the purpose to be obtained in advance;
- keeping vigilance towards such information, which are vital for security of the premises and reporting to the management;
- reporting and helping in extinguishing the fire and other mishaps;
- Any other duties that are assigned by the Director/ Admn. Officer, IIOPR, Pedavegi from time to time.

INTRODUCTION ABOUT THE INSTITUTE:

The INDIAN INSTITUTE OF OIL PALM RESEARCH is one of the constituent units of the Indian Council of Agricultural Research (New Delhi) situated at Pedavegi adjacent to Jawahar Navodaya Vidyalaya. The Institute has 227 acres of land having boundary wall and fenced with barbed wire throughout the boundaries. The new campus of the Institute comprises of new laboratory building, farm office and go-down, Post Harvesting workshop and Mini Palm Oil Mill while the old campus comprises of staff quarters of type I to VI, Training Hall/Hostel and Bunch Analysis Lab and GxE building etc.

The new lab building is well equipped with highly sophisticated equipment. Diesel generator sets (15 KV/30 KV & 40 KV) are installed in the old campus while 160 KVA Generator set is installed at the new laboratory building to cater to the power requirements during power failure. This Institute has eight pump houses located at different places in the old and new campus. The Institute has one main gate each with sentry room at the old and new office buildings.

The Institute has a total strength of 90 at present including RAs/SRFs/JRFs. The Institute will be frequently visited by a number of trainees/farmers from all over the Country for attending the various training programmes. The Institute has 13 vehicles in all including 03 tractors, 04 two wheelers and 02 power tiller with trailers.

The tentative number of security points is as follows :

1	New Campus Gate	01 No.
2	New Campus fields (mobile point)	01 No.
3	Old Campus Gate	01 No.
4	Old Campus fields (mobile point)	01 No.