

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH
Regional Station, Coimbatore - 641003
Phone: 0422-2430045 Email:cicrcbe@gmail.com

F. No. CICR/RS/Stores/26-27/SecurityService

Date: 15.07.2026

TENDER DOCUMENT
FOR PROVIDING SECURITY SERVICES
– WATCH AND WARD (WITHOUT
ARMS)

2026-2027

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH
Regional Station, Coimbatore 641003
Phone: 0422-2430045 Email:circbe@gmail.com

F. No. CICR/RS/Stores/26-27/SecurityService

Date: 15.07.2026

NOTICE INVITING TENDER THROUGH GeM

Online tender is invited through GeM portal under two bid systems from reputed firms with adequate experience and financial capability at ICAR-Central Institute for Cotton Research, Regional Station, Lawley Road Post, Coimbatore – 641 003 on behalf of the Director, ICAR-Central Institute for Cotton Research, Nagpur for providing **security services – watch and ward (without arms)**.

The firm that has a local office at “Coimbatore” should quote the bid.

CRITICAL DATA SHEET

Tender No	Ref: CICR/RS/Stores/26-27/SecurityService
Bid submission start date and time	15.07.2026 18.00
Bid submission end date and time	25.07.2026 18.00
Date and time for opening of technical bid	25.07.2026 18.30
Tender Fee	NIL
EMD	Rs.52,000/- in the form of Demand Draft in favour of The Head, ICAR-CICR payable at Coimbatore A valid exemption certificate may be enclosed for claiming exemption.
Period of contract	12 months
Financial bid to be opened separately under intimation to technically qualified parties	
Bid Validity	180 days from the date of Technical bid opening
EMD Validity	90 days from the date of Technical bid opening
Security Deposit (SD) / Performance Bond (PB)	3% of the total contract value (annually) EMD / Bankguarantee in favour of the Head, ICAR-CICR, Coimbatore
Validity of SD / PB	60 days after the expiry of the contract

Submission of Bids	Online bids (Technical and Financial) uploaded on GeM Portal from 15.07.2026 to 25.07.2026 Original EMD i.e. hard copy of Demand Draft should reach before closing date and time of tender to The Head, ICAR- CICR, Coimbatore. <u>The tenders will not be considered if earnest money is not deposited in the tender.</u>
Note	Tenderers/bidders are requested to visit the GeM Portal & ICAR - CICR website www.cicr.org.in regularly. Any changes/modifications in the tender enquiry will be intimated by corrigendum through this website. In case any holiday is declared by the Government on the day of opening the tender, the tender will be opened on the next working day at the same time.

For queries / clarifications on content of Tender document, please contact The Drawing and Disbursing Officer, ICAR – Central Institute for Cotton Research, Regional Station, Coimbatore – 641 003 or email to circbeddo@gmail.com.

Dear Tenderer,

.....

.....

Online bids are hereby invited on behalf of the Director, ICAR-Central Institute for Cotton Research, Nagpur for contract for providing security services - watch & ward (without arms) at ICAR-CICR, Regional Station, Coimbatore. The terms and conditions of the contract which will govern are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-CICR and detailed in the tender forms. Please submit your rates if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedules.

- 1. **An earnest money of Rs.52,000/-** (Rupees fifty two thousand only) must be deposited in the form of demand draft payable to The Head, ICAR-CICR, payable at Coimbatore. **The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft number and date.** The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/exemption certificate is not enclosed with the bid. The EMD shall be refunded to unsuccessful firm without paying any interest by the ICAR-CICR.
- 2. The firm is being permitted to tender in consideration of the stipulation on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the ICAR-CICR. In the event of the offer made by the firm not being accepted, the amount of earnest money deposited by the firm will be refunded to the firm after it has applied for the same, in the manner prescribed by the ICAR-CICR.
- 3. The Contract will be initially for a period of one year and extendable for a further period of two years (one year at once), subject to satisfactory performance and willingness to continue on mutually agreed terms.
- 4. Director, ICAR-CICR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
- 5. Decision of Director, ICAR-CICR will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.
- 6. Acceptance by the Institute will be communicated GeM/email/letter or any other form of communication. Formal letter of acceptance and contract order of the Tenders will be forwarded as soon as possible.

7. **Submission of Essential Documents (For Technical Bid Evaluation):** The following documents must be enclosed (scanned copies) in the bid for technical evaluation of the bids:
- i. Proof of local office (Coimbatore) address.
 - ii. Registration certificate of the firm under the work contract of the Central Government / State Government along with a valid registration certificate under The Private Security Agencies (Regulation) Act, 2005.
 - iii. Certified Accounting statements of the firm for last 3 years (2023-24 to 2025-26) by the Chartered Accountant/ Authorized body.
 - iv. Last three years (2023-24 to 2025-26) continuous experience of the firm in the field of providing security services in Govt. (Central/state) Department/Autonomous bodies/PSUs /PSES/Banks & Insurance Companies or other equivalent organizations of high repute.
 - v. Year wise experience certificate with clear indication of "Satisfactory Services" for the last 3 years(2023-24 to 2025-26) must be provided.
 - vi. EPF registration certificate issued by Govt. of India/State Government etc.
 - vii. ESI registration certificate issued by Govt. of India/State Government etc.
 - viii. Documentary proof of minimum 30 numbers of Security Guards/Supervisors registered under ESI & EPF.
 - ix. The firm must have certificate of GST issued by the Government.
 - x. **Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (give details). The firm black listed or whether must enclose a certificate (self declaration) indicating that there is no criminal/ legal suit pending or contemplated against them.**
 - xi. Copy of valid ISO certificates.
 - xii. Scanned copy of EMD of Rs.52,000/- (Rupees fifty two thousand only) in the form of Demand Draft issued by any nationalized/scheduled commercial bank is drawn in favour of "The Head, CICR", payable at Coimbatore.

All the essential documents listed in 7 (i to xii) necessary must be uploaded in the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid or documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. **Please avoid uploading extraneous and irrelevant documents.**

Yours faithfully,

HEAD
ICAR-CICR, COIMBATORE

GENERAL INFORMATION & OTHER TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES AT ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH, REGIONAL STATION, COIMBATORE.

Scope of work:

The work for providing of security services at ICAR-Central Institute Cotton Research, Regional Station, Coimbatore as detailed in ANNEXURE- I:

I. No. of points:

a. Main Gate, ICAR-CICR, Regional Station, Maruthamalai Road, Coimbatore

Main Gate point includes the area upto TNAU border. Main office building with front lawn fitted with sprinkler irrigation system with motor pumps and pipe line and A/C's, all internal instruments and equipment's of the laboratory/rooms of each floor including lighting & fire extinguishers of the institute. Silver Jubilee building fitted with A/C's, all internal instruments and equipment's of the laboratory/rooms of each floor including lighting & fire extinguishers/UPS of the institute. Office Vehicle garage, Parking slot, Bore well fitted with motor pumps, Insectary building, Seminar Hall with generator, CIRCOT unit, Generator building, research field fitted with irrigation system, bore well with motor pump, old physiology lab, ginning room fitted with ginning machines, Seed technology building, Farm office and its stores, Bullock shed, Metrological observatory, Farm implements shed, Tractors, Bullock Carts, Tractors trailers, Bullock, Coconut trees etc., covering all the items within the boundary of ICAR-CICR Main Farm.

b. New Area Main Gate, ICAR-CICR New Area Farm, Veerakeralam, Coimbatore

Main Gate point includes the farm office building, generator building, farm shed, electrical fittings, irrigation systems in the fields, bore well fitted with motor pumps, coconut trees and other electrical fittings, all the items within the boundary of ICAR-CICR New Area Farm, Veerakeralam .

NOTE : The firms providing security services and willing to participate in the tendering process may visit the sites(ICAR-CICR, Coimbatore) to inspect the area for better understanding of the requirement of work.

1. Service charges shall be the primary criteria for selecting the firm. Nil service charges will not be considered as per Ministry of Finance, Department of Expenditure P.P. Division guidelines dt.28.01.2014. No change/revision whatsoever in service charges once quoted shall be admissible during the tenure of tender under any circumstances.
2. Services should be carried out without causing any damage to the ICAR-CICR properties. In case, any damage is caused by the security guards deployed by the contractor at ICAR-CICR Farm & Building, the same shall be made good condition by the contractor. The firm shall also have to ensure that there is no theft of the moveable or anything attached to immovable property at CICR Farm & Building. In case any such theft occurs, the responsibility for the same shall rest with the firm and the firm shall have to make good the loss caused to the ICAR-CICR on account of such theft. For this purpose, the firm shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the complex.
3. The Contractor shall not sublet the work without prior written permission of the ICAR-CICR.
4. The contract can be terminated by giving one month notice to the firm, if the services of the firm are not found satisfactory.
5. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn

out. The firm shall, at its own cost, provide suitable uniforms (both summer and winter) to the personnel with identity cards. All essential items for security services personnel like Torch, Lathi, Umbrella, rain coat, etc., will be provided by the firm at its own cost.

6. The Security Services shall have to be provided for the entire locality of the ICAR-CICR Farm and Office Building.
7. The agency shall submit monthly pre-receipted bill along with the supporting documents such as payment challans of EPF, GST, Bank statement mentioning credit of wages to the labours etc. for the preceding month within 10 working days to this office for making payment. The contract agency will make payment to employee through Electronic Transfer/RTGS in the first week (by 7th day of the month) of the next month without waiting for payment of the bill from ICAR-CICR, Regional Station, Coimbatore. In case the contractor fails to submit the supporting documents the amount towards the bill for the current month will be withheld till submission of required documents.
8. After receipt of bills with all documents, the institute shall make payment within 120 days of submission of bill. T.D.S. shall be deducted as per rule.
9. **The firm must employ good and reliable persons with robust health and physically fit and clean record within the age group of 21 to 55 years. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons therefore and the firm shall on receipt of a written communication, will have to replace such persons immediately. The guards should be able to communicate in Tamil and also in English if possible.**
10. Wages should be according to Minimum Wages Act and other statutory Acts applicable for Central Govt. ICAR-CICR reserves the right to check periodically payment of wages made by the contractor to security personnel deployed.
11. The ICAR-CICR shall not bear any extra charge on any account whatsoever Uniform, Liveries, OTA etc.
12. The Tender document duly signed on all pages shall be submitted along with the technical bid, failing which the technical bid shall not be considered.
13. The contractor shall maintain a register for making the attendance, which can be seen / verified by the Caretaker or an authorized officer of ICAR-CICR periodically.
14. The Contractor shall issue photo ID-card to the personnel deployed in the ICAR-CICR for performing duty, which will be duly signed by him and displayed by them on their persons while they are in duty.
15. The contractor will discharge all his legal obligations in respect of the guards 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 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, ICAR-CICR shall be final and binding on the contractor.
16. The selected firm shall provide the necessary personnel for providing Security services at CICR, Coimbatore as detailed in the scope of work as per Annexure-I of the tender document.
17. The firm will be bound to follow all the rules and regulations, guidelines etc as per the Labour Acts prevalent in all Government of India/State and amendments & modifications there on from time to time during the contract period.

18. Security guards deployed should not leave their points unless and until the reliever comes for shift duties. Security In-charge will maintain related registers, which shall be kept at main gate.
19. Security guards have to verify all the office buildings, rooms after 06:00 PM to ensure whether all buildings are locked properly. From 10.00 PM to 6:00AM, one security supervisor deployed by the firm/agency must be on patrolling duty in the campuses and while patrolling he should check all the buildings locks including Farm Office etc. The ICAR-CICR shall not pay extra wages to the Supervisor.
20. Security guards should not give lenient or casual impressions in the duties and they should be alert and attentive. They should observe movement of all the staff, labourers and visitors etc. & register the same. They should not allow anybody with vehicles to office or inside the ICAR-CICR premises without proper entry in the visitors registers. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also.
21. Proper entries are to be made while handing over key to any staff of ICAR-CICR and while taking over too. The security personnel should follow strict attendance and alternative arrangements are to be made by the firm whenever any Security Guards going on Leave under intimation to his office. Changing of Security Guards shall be intimated to the Incharge Security / authorized representative of ICAR-CICR.
22. Patrolling to the identified points as per mentioned in ANNEXURE-I to be carried out. The Security staff should follow the codal formalities of Security System while on duty.
23. The Security personnel should ensure that proper gate pass has been issued by the competent authority for the items taken out of the ICAR-CICR Premises. In case of any doubts, they should immediately contact Incharge Security.
24. It will be the duty of the Security Firm to keep entire ICAR-CICR Premises free of stray dogs. Any misconduct/misbehavior on the part of manpower deployed by the firm will not be tolerated and such persons will have to be replaced immediately.
25. Only those firms will be considered for financial bid who will qualify in the technical bid. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CICR as per GeM portal on non-judicial stamp paper of Rs.100/- for the work. Specimen copy of the agreement is at **ANNEXURE-III**.
26. Director, ICAR-CICR reserves the right to verify authenticity of the documents/information provided by the firm.
27. **Risk Clause:** ICAR-CICR reserves 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 Security Deposit or pending bills or by rising a separate claim.
28. **PENALTIES:** In case any complaint is received attributable to poor services/ misconduct/ misbehavior of any personnel deployed by the firm, a penalty of Rs.2,000/- for each such incident shall be levied and the same shall be deducted from the monthly bills produced by the firm. Further, the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or un-satisfactory performance or does not meet the statutory requirements of the contract, the Director, ICAR-CICR reserves the right to impose the penalty as detailed below:-

- a. A penalty of Rs.1,000/- per shift per guard will be imposed for not reporting to the duty by the security personnel, and no substitute is provided.
 - b. For misbehavior such as, drunken state of the guard, not performing the duties attentively (found sleeping) a penalty of Rs.1,000/- per such incident will be imposed.
 - c. For causing “damage to the public property” Three times the market value of the damaged property.
 - d. For breach of any of the conditions of the contract: Termination of contract and forfeiture of EMD/Performance security or a minimum penalty of Rs.5,000/- per default as the case may be depending upon the grounds of violation.
 - e. If security is not observed upto the satisfaction of ICAR-CICR, a penalty of minor fine of Rs.2,000/- per incident or a major fine of Rs.5,000/- per incident will be imposed on the agency.
 - f. The Security Personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badge), failing which it shall invite a penalty of Rs.1,000/- for an habitual offender in this regard shall be deducted from the agency's bill.
 - g. For persistent breach or unsatisfactory services-termination of contract along with forfeiture of performance security and blacklisting.
29. The Director, ICAR-CICR reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, ICAR-CICR shall be Final and binding on the contractor/agency in respect of any clause covered under the Contract.
30. **Evaluation criteria for evaluation of technical bids: The criteria for evaluation of technical bids details are at Annexure-II.**

Yours faithfully,

Head
ICAR-CICR, Regional Station, Coimbatore

ANNEXURE-I

SCOPE OF THE WORK FOR SECURITY AT VARIOUS POINTS:-

ICAR-CICR, REGIONAL STATION, COIMBATORE

S. No.	Area of Duty	Shift			Total No. of Guards
		8.00 hrs to 16.00 hrs	16.00 hrs to 24.00hrs	00.00 hrs to 8.00 hrs	
1	Main Gate, ICAR-CICR, Regional Station, Maruthamalai Road, Coimbatore	1	1	1	3
2	New Area Main Gate, ICAR-CICR New Area Farm, Veerakeralam, Coimbatore	1	1	1	3
3	Total				6

ANNEXURE - II

Evaluation criteria for evaluation of technical bids:

Only those bidders who submit all requisite documents as per this tender and secure 50% marks in the technical qualification on parameters mentioned below will be declared as qualified for being considered for financial bids.

Only for non MSME certificate holder the following points will be applicable for evaluation of technical bids,

a. Weightage on total experience, b. Average Annual Turnover, c. Experience of serving Govt. departments (Work order copies) will be taken into consideration in addition d. Number of personnel registered with ESI and EPF and e. Special Certification held with Agency i.e. ISO certification.

- A. Weightage on Total experience of the agency for providing Security Services: (Minimum satisfactory level, to be clearly mentioned in the experience certificate).

Max 20 Marks

a)	3 years to 5 years	5 marks
b)	5 years to 8 years	10 marks
c)	8 years to 10 years	15 marks
d)	10 years and above	20 marks

Year wise experience certificate with clear indication of "Satisfactory Services" for the last three years (2023-24 to 2025-26) must be provided. If no grading is mentioned on it, NIL marks will be awarded.

- B. Number of personnel registered with ESI and EPF facility (along with their EPF Nos. and ESI details).

Max 20 Marks

a)	30 - 100	05 marks
b)	101-200	10 marks
c)	201-400	15 marks
d)	401 and above	20 marks

- C. Average Annual Turnover (in Indian Rupees) in last five years (2023-24 to 2025-26):

Max 20 Marks

a)	Less than 1 Crore	5 marks
b)	1 Crore to 2 Crore	10 marks
c)	2 Crore to 5 Crore	15 marks
d)	5 Crore and above	20 marks

- D. Experience of serving in Govt. (Central/State) Departments/Autonomous bodies/PSUs/PSEs /Banks & Insurance Companies or other equivalent organizations of high repute

Max 20 Marks		
a)	3 - 5 years experience of servicing in private organizations	5 marks (1 mark for each year)
b)	3 - 5 years experience of servicing in State Govt./Autonomous bodies/ PSUs/ PSEs/ Bank & Insurance Companies or other equivalent Organizations	10 marks (2 mark for each year)
c)	3 - 5 years experience of servicing in Central Govt./Ministry	20 marks (4 marks for each year)

The Agency must provide full details of the organizations where they have provided the services. The details must include name, designation, email, Telephone No. of the client department/ offices for verification, if required.

- E. Special Certification held with Agency: Max 20 Marks (calculated cut- off date will be 31st March 2026)

a)	ISO certified for 1 to 2 years	5 marks
b)	ISO certified for 3 to 4 years	10 marks
c)	ISO certified for 5 to 6 years	15 marks
d)	ISO certified for more than 6 years	20 marks

Copies of the valid ISO certification must be submitted with clear indication since how many years the company is holding the certification. If no currently valid certificate is submitted, NIL marks will be awarded.

Important Note:

1. In case of more than one successful lowest bidders (L-I), the work/contract will be awarded to the firm which got highest marks in the technical evaluation.
2. In case of tie in the technical evaluation score, the firm with more no. of years in experience will be preferred.
3. In case of tie in the experience also, the firm with more turn over in the financial year 2025-26 will be preferred.

Schedule - I

TENDER SUBMISSION

To,
The Director,
ICAR-Central Institute for Cotton
Research, Near Khapari, Phata, Panjari
Farm, Wardha Road, Nagpur-441108.
Sir,

I/We wish to submit our tender for providing the SECURITY SERVICES- WATCH & WARD (WITHOUT ARMS) AT ICAR-CICR, REGIONAL STATION, COIMBATORE – 641 003. Details are:

1. Tender documents with each and every page signed are attached in the bid.
2. EMD for Rs.52,000/- (Rupees fifty two thousand only) is to be submitted in the form of Demand Draft payable in favour of THE HEAD, ICAR-CICR, COIMBATORE
3. Documents required for technical evaluation are to be attached in the below mentioned order.
4. Organization details:

A	Name of the Tendering Manpower Company / Firm / Agency / Contractor (Attach attested copy of certificate of registration)	
B	Name of Director of Company / Active Partner of Firm / Authorized Agent / Proprietor	
C	Full address of Operating / Branch Office Telephone No./Mobile No. : Fax No. and e-mail-id	
D	Full address of operating / Branch Office at Coimbatore	
E	Banker of the company / firm / agency / contractor with full address (Attach certified copy of latest bank statement)	
F	PAN / Permanent Income Tax No. / Circle / Ward (Attach attested copy)	
G	GST registration No. (Attach attested copy)	
H	EPF Registration No. (Attach attested copy)	
I	ESI Registration No. (Attach attested copy)	
J	Earnest Money Deposited (Yes / No). If Yes, EMD details (Amount, Demand Draft No., Date, Name of Issuing bank)	

Checklist of documents (for Technical Evaluation) to be attached with tender documents along with the page No. failing which the bid will be liable to be rejected:

S.No	Documents (Strictly) as per details below	Whether submitted or not	If submitted, mention file name & page No.
1	Registration certificate of the firm under the work contract of the Central Government / State Government along with a valid certificate under The Private Security Agencies (Regulation) Act, 2005		
2	Constitution of the Firm/Agency (Attached copy of Registration Certificate and Partnership Deed in case of Partnership firm Memorandum of Association, incorporation Certificate and Article of Association in case of Company registered under Indian Companies Act, 2013 or prior companies act) Copy of relevant registration certificate in case of other form.		
3	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement the arbitration has been conferred on the partner who has signed the Tender.		
i)	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		
ii)	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		
4	Certified accounting statement of the firm for last 3 years (2023-24 to 2025-26) by the Chartered Accountant / Authorized body		
5	Last five years (2021-22 to 2025-26) continuous experience of the firm in the field of providing security services in Govt. (Central/ State) Departments / Autonomous bodies / PSUs / PSES / Bank & Insurance Companies or other equivalent organizations of high repute. Provide the details in a tabular form		
6	Year wise experience certificate with clear indication of "SATISFACTORY SERVICES" for the last 3 years (2023-24 to 2025-26) must be provided		
7	EPF registration certificate issued by Govt. of India / State Government etc.		
8	ESI registration certificate issued by Govt. of India / State Government etc.		
9	Documentary proof of minimum 30 nos. (Security guards/Supervisors) registered under ESI and EPF i.e. challan for the last 3 months		
10	The firm must have certificate of GST issued by the Government		
11	Copy of valid ISO certificates		
12	Whether the firm has any legal suit / criminal case pending against it for violation of EPF / ESI, minimum wages Act or other laws (give details). The firm must enclose a certificate indicating that there is no criminal / legal suit pending or contemplated against them		
13	Bid security (EMD) of Rs.52,000/- (Rupees fifty two thousand only) in the form of Demand Draft is issued by any nationalized / scheduled commercial bank in favour of "The Head, CICR " payable at Coimbatore (Scanned copy of EMD)		
14	Any other relevant information		

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

We also certify that our Firm / Company / Agency have never been blacklisted by any Ministry / Department of the Government and have not been banned / debarred / blacklisted for our business dealings with the Government Ministries / Departments.

Details of the Minimum 3 years experience/work done (2023-24 to 2025-26):

S.No.	Name of the Deptt. / Organisation & Name of contact person with Phone No.	Period		No. of staff deployed	Remarks
		From	To		

Signature

Name and Address of the Firm

Telephone No.....

Mobile No.....

Email.....

Note: The information required at serial No. 1 to 14 must be accompanied with the certified photocopies of all the necessary documents duly self-attested and attached as per the serial number in the technical bid for verification of the information provided failing which the tender is liable to be rejected. No other documents need to be attached with the tender form.

NOTE:

1. As per the Regional Labour Commissioner (Central) guidelines that ICAR-CICR, Regional Station, Coimbatore is covered under Area 'B'.
2. As per the Deputy Chief Labour Commissioner (Central) guidelines the Minimum rates of wages include also the wages for weekly day of rest.
3. As per new EPF regulation the Employees' Pension Scheme 1995 is being amended to increase the wage ceiling from Rs.6,500/- per month to Rs.15,000/- per month in the Employees Pension Scheme, 1995 effect from 01.09.2014 vide letter No. Actuarial / 18(2) 2008 / Vol.III /7738 dt.29.08.2014. ICAR-CICR will contribute its EPF share on the quoted monthly wages or Rs.15,000/- whichever is less.
4. As per the payment of bonus (Amendment) Act, 2015 dated 1st January 2016, Bonus is admissible at ICAR-CICR wages not exceeding Rs.21,000/- per month, if exceeding then NIL.
5. Central / State Government has fixed the minimum rate of wages, the rate of wages for Employees Employed in Watch and Ward (without arm) whichever is higher will be applicable.
6. NIL service charges will not be considered as per Ministry of Finance Department of Expenditure P.P. Division guidelines dt.28.01.2014. In accordance with O.M. No.29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting "NIL" charges/consideration shall be treated as unresponsive bid and it will not be considered.
7. Difference of wages, if any due to increase in minimum wages as notified by the Government during the period of contract will be reimbursed as per rules on production of necessary documentary evidence. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. The agency shall certify that they have complied with all the statutory obligations in each bill submitted.
8. Two percent (2.0%) of the total billed amount will be deducted towards TDS.
9. The rates of Service Charges quoted by the Agency is fixed during the period of the contract and no request for any change / modification shall be entertained. While quoting the Service Charges, the firm must make provision for all the overhead expenditure involved in providing the services.

Undertaking

I/We read and understood all the terms and conditions of the tender document contained in the present tender form for contract and I/We do hereby agree and abide by with all the terms and condition of this tender document.

I/We agree to forfeit of the earnest money deposited by me/us in connection with tender if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/We do hereby declare that all the details provided in this tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-Central institute for Cotton Research, Regional Station, Coimbatore.

I/We do hereby also accept ICAR-CICR have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-CICR any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-CICR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature _____

Name & Address of the Firm _____

Telephone No/Mobile No. _____

Email_____

Place: _____

Date: _____

ANNEXURE – III

DRAFT SPECIMEN AGREEMENT

This agreement is made at (place) on (month/year) day of between (firm name) _____ and ICAR - Central Institute for Cotton Research, through Director, ICAR – CICR which term shall include its successors, assignees etc. on the first part and _____ (name and address of the firm) hereinafter called the Firm which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the ICAR-C.I.C.R. invited open tender from reputed firms with experience and financial capability for providing security services – watch and ward (without arms) at ICAR-CICR, RS, Coimbatore. And whereas the ICAR-CICR has decided to assign the annual contract for “**Providing Security Services – Watch and Ward (Without arm)**” at ICAR-C.I.C.R, Regional Station, Coimbatore to the firm M/s.....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 of one year but can be terminated by Director, ICAR-Central Institute for Cotton Research, Nagpur 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 contract will be initially for a period of one year extendable for a further period of two years (one year at once), subject to satisfactory performance willingness to continue on mutually agreed terms. The firm shall be responsible for annual job contract for providing of security services at ICAR-Central Institute for Cotton Research, Regional Station, Coimbatore.
3. The firm will provide full particulars of every worker deployed by it for providing the services 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 ICAR-C.I.C.R. Coimbatore shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at ICAR-C.I.C.R. Regional Station, Coimbatore premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The ICAR-C.I.C.R. Regional Station, Coimbatore shall have the right to ask for the removal from the ICAR-C.I.C.R. Regional Station, Coimbatore any personnel considered by the ICAR-CICR Regional Station, Coimbatore to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the ICAR-CICR, Regional Station, Coimbatore.
7. The manpower deployed by the Agency should work as per the scope defined at Annexure – I of the tender document. No extra wages will be paid for weekends and holidays.

8. Monthly charges will include the wages to be paid to the security guards, service charges and other taxes as detailed in the financial bid for providing of security services at Central Institute for Cotton Research, Regional Station, Coimbatore as per the terms and conditions specified and scope of work as per ANNEXURE – I in the tender document. This payment includes all statutory payment / charges such as ESI and EPF all the statutory taxes viz., service tax / GST / other taxes as applicable from time to time. However, if during the period of contract, as and when the minimum wages for Coimbatore are revised by the Labour / Government Department, the rates payable for the manpower shall be revised to the new wages. Revised rates shall be applicable only from the month; the agency submits the revised minimum wages letter from the authorities.
9. The firm will raise a bill of this amount on 10th working day of every month and the payment will be released by the Institute in the form of NEFT / RTGS/ PFMS System payment to the firm subject to satisfactory performance of contracted job / work / services. Copies of documents such as deposit challan along with list of persons showing deposit of ESI, EPF with the concerned agencies are also to be deposited with the bill. The firm will make payment to employee through Electronic Transfer/RTGS in the first week (by 7th day of the month) of the next month without waiting for payment of the bill from ICAR-CICR, Regional Station, Coimbatore.
10. The deduction of Income tax (TDS) from the bills of the firm will be made at source as per rates applicable from time to time.
11. In case of dispute between the parties, the matter shall be referred to Director, ICAR – CICR. The decision of the Director, ICAR -CICR shall be final and binding in any respect of any dispute between the parties.
- 12. That the Firm shall issue uniforms to all their employees engaged, which they shall wear while on duty.**
13. That the firm shall issue identity card to each of the workers engaged for entry into ICAR-CICR Regional Station, Coimbatore.
14. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
15. That in case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, ICAR-CICR shall have power to terminate the contract.
16. That the Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages & service conditions & 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 the Institute on account of any failure to comply with the obligations under laws or damage to CICR Coimbatore due to acts/omissions of Firm.

17. 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 ICAR-CICR, Regional Station, Coimbatore and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. firm shall indemnify and keep indemnified the Institute 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 ICAR-CICR.
18. The contract is subject to the conditions that the firm shall comply with all the laws of Central / State Govt. as applicable relating to this contract.
- 19. In case of any loss or damage to the property of the ICAR-CICR which is attributable to the firm, the full damages will be recovered from the firm.**
20. The Firm shall not transfer its right or sub- contract to anyone else.
21. The Firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
22. 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. Any misconduct / misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
23. In case of any accident/ Loss of life of the workers during discharging duties, if any compensation to be given to the workers, the same shall be borne by the firm.
24. There will be surprise checking by an Officer of ICAR-CICR. Shortcomings, if any pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
25. The firm shall provide a coordinator for immediate interaction with CICR.
26. The terms and conditions as stipulated in the tender documents shall be part of the agreement.
27. **LIQUIDATED DAMAGES CLAUSE :** That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit. Whenever and wherever it is found that the work is not up to the mark in any point, it will be brought to the notice of the firm by CICR and if no action is taken within four hours, liquidated damage clause will be invoked as per the details below:
- A penalty of Rs.1,000/- per shift per guard will be imposed for not reporting to the duty by the security personnel, and no if substitute is provided.
 - For misbehavior such as, drunken state of the guard, not performing the duties attentively (found sleepings) a penalty of Rs.1,000/- per such incident will be imposed.
 - For causing "damage to the public property" three times the market value of the damaged property.
 - For breach of any of the conditions of the contract. Termination of contract and forfeiture of performance security or a minimum penalty of Rs.5,000/- per default as the case may be

depending upon the grounds of violation.

- If security is not observed upto the satisfaction of the Institute, a penalty of minor fine of Rs.2,000/- per incident or a major fine of Rs.5,000/- per incident will be imposed on the agency.
- The security personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badge), failing which it shall invite a penalty of Rs.1,000/- for an habitual offender in this regard shall be deducted from the agency's bill.
- For persistent breach or unsatisfactory services – termination of contract along with forfeiture of performance security and blacklisting.
- In case of any default in Labour Laws (specifically payment of wages act, minimum wages act, ESIC & EPF) a penalty of 0.1% per day and maximum 1% of monthly contract value, after giving opportunity of being heard may be levied by the competent authority of the Institute.

The Director, ICAR - CICR, Nagpur reserves the right to reject any of all tenders in whole or in part without assigning any reason therefore. The decision of Director, ICAR-CICR, Nagpur shall be final and binding on the contractor/agency/firm in respect of any clause covered under the contract.

Name & Signature of witness 1 :
Address:

(Authorized signatory)
on behalf of the firm

Name & Signature of witness 2 :
Address:
For and on behalf of The Director, ICAR-
CICR, Khapri Phata, Panjari Farm,
Wardha Road, Nagpur – 441 108

(Authorized signatory)
Director, ICAR-CICR, Nagpur