



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5234693  
Dated/दिनांक : 01-08-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	22-08-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	22-08-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (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-national Research Centre On Litchi, Muzaffarpur
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)	180 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	29500

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	24

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Director  
ICAR-National Research Centre on Litchi, Mushahari, Muzaffarpur-842002 (Bihar)  
(Bikash Das)

**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

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. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their 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.
3. 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.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
6. 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.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:**at least 1 No. projects with contract value not less than (60 lakh) in 01 year

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:**1 Pr. with 15 MP in 01Y

**Geographic Presence: Office registration certificate:**ICAR-National Research Centre on Litchi  
Mushahari Farm, Mushahari  
Pusa Road, Muzaffarpur-842002 (Bihar)

**Additional Conditions specific to this bid:**The bidders geographical location of physical office should be in state of Bihar.

**Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:**[1722494865.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1722494865.pdf)

**Scope Of Work For the Service:**[1722494982.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1722494982.pdf)

**Competent Authority Approval for the additional conditions:**[1722495045.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1722495045.pdf)

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential;  
Unarmed Security Guard ( 12 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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

**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
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Dileep Kumar	842002,ICAR-NATIONAL RESEARCH CENTRE ON LITCHI, MUSHAHARI FARM, MUSHAHARI, MUZAFFARPUR	12	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> <li>• Basic Pay (Minimum daily wage) : 734</li> <li>• Provident Fund (INR per day) : 88.08</li> <li>• EDLI (INR per day) : 3.67</li> <li>• ESI (INR per day) : 23.86</li> <li>• EPF Admin charge (INR per day) : 3.67</li> <li>• Bonus (INR per day) : 0</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> </ul>

## 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. 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-NRCL, Muzaffarpur"

payable at

State Bank of India, Mushahari Branch, Muzaffarpur

. 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.

### 3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

"ICAR Unit-NRCL, Muzaffarpur"

payable at  
State Bank of India, Mushahari Branch, Muzaffarpur

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

**4. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

As per tender documents

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

Text Clause(s)

As per tender documents

## **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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

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 कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**



भा०कृ०अनु०प०-राष्ट्रीय लीची अनुसंधान केन्द्र  
मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार)



ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)

Email: [director.nrcl@icar.gov.in](mailto:director.nrcl@icar.gov.in)

Website: [www.nrclitchi.icar.gov.in](http://www.nrclitchi.icar.gov.in)

File No. 13-1(01)/C&B/Tender/2019-20

Date: 31 July, 2024

NIT No. NRCL-02/2024

**सुरक्षा श्रम शक्ति अनुबंध-2024**

हेतु

निविदा

**TENDER**

**FOR**

**SECURITY MANPOWER CONTRACT-2024**



# अनुक्रमणिका

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# भा०कृ०अनु०प०-राष्ट्रीय लीची अनुसंधान केन्द्र

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार)

ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)

Email: [director.nrcl@icar.gov.in](mailto:director.nrcl@icar.gov.in)

Website: [www.nrclitchi.icar.gov.in](http://www.nrclitchi.icar.gov.in)



## ADDITIONAL TERMS & CONDITIONS

Sl. No.	Terms & Conditions
01	<p>(a) In case of any loss or damage done to the property of the ICAR-NRC on Litchi, Muzaffarpur by the Security Guard provided by the agency for Security Contract duties at ICAR-NRC on Litchi, full damages will be recovered from the Agency and decision of the competent authority of ICAR-NRC on Litchi shall be a binding.</p> <p>(b) Since these all are essential Security purpose works and in case of non-performance of the duties/work up-to the requirement a penalty clause for deduction of amount either per day basis or lump-sum on monthly basis will be effected.</p> <p>(c) In case of theft or loss of property of ICAR-NRCL including research works, the Director, ICAR-NRCL reserved right to impose penalty up-to 5 times of the assessed value of damage.</p> <p>(d) In case of the theft/damage/loss of property of ICAR-NRCL, the security agency shall complaint/FIR in the nearest police station.</p>
02	<p>Security Guards/Supervisors should be covered under the entire statutory requirement like ESI, EPF, etc. by the security agency and it shall comply with all the government guidelines in this regard. It should pay minimum wages as prescribed by the law to the personnel. NRCL will have right to inspect your books/registers/documents as the need arises in relation to the matters referred in this paragraph. NRCL will also have right to make recoveries from firms' compensation, if any legal authorities impose penalties/recoveries on NRCL due to non-compliance of any such provision referred herein by the firm.</p>
03	<p>Security agency must notify the number of security guards engaged at Centre for rendering the services referred herein. It is clearly understood and agreed by and between the parties that NRCL will not be held responsible or be liable under any laws that are in force and that may come in force from time to time, in respect of the personnel engaged and security agency will be solely responsible for their terms and conditions of services, safety claims etc.</p>
04	<p>Security agency will be solely responsible to comply with any legal requirements that may arise of this contract and also in respect of the Security Personnel engaged for fulfilment of contractual obligations set out herein. It is understood and agreed that Security agency will provide decent uniforms, safety equipment and shoes to the personnel engaged. It is responsibility of the Security agency to get them periodically checked medically so as to ensure that only medically fit staff is</p>

	<p>deployed at the Centre. <u>Copy of fitness certificate of each period should be produced to office.</u></p>
05	<p><u>The Security Guard should have sound health and should be fit for Security Work. There will be no full time supervisor.</u> One of the guards in shift one should be assigned the duty of supervisor during the working hours so as to execute the work smoothly. Also the agency need to inform the institute as to who among the security personnel is shifts supervisor.</p>
06	<p><u>The Security Agency has to ensure the payments to his security guards within 1<sup>st</sup> week of every month and submit the payment details like ESI, EPF and wages salary sheet to the office.</u> The office will only accept bill of current month for payments, with proof of details of payments made. It is clearly understood and agreed upon that either security agency or its personnel engaged will not have any claim or employment with NRCL at any point of time and this arrangement is purely a time bound contractual agreement between Security agency and the NRCL.</p>
07	<p><u>The Director, ICAR-National Research Centre on Litchi (NRCL), Muzaffarpur on behalf of the Secretary, ICAR, New Delhi reserves the right to cancel the work order at any time without assigning any reasons, if the work is not found satisfactory and not fulfils any terms and conditions as mentioned.</u></p>
08	<p>Decision of the Director, ICAR-NRC on Litchi, Muzaffarpur will be final for any aspect of the contract and binding to security agency. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.</p>
09	<p>In case of any accident/causality of Security personnel during duty hours, the entire liability is to be borne by contractor/agency. The National Research Centre on Litchi will not be held responsible in any manner, for injury/damage caused, if any, to the security persons deployed by the contractor/agency for completion of work under the contract. In case of any accident/causality to security persons during duty hours, the entire liability will be borne by the Agency.</p>
10	<p>The Security Agency will arrange the payment of his security personnel engaged by him and other benefits to his workers as per <u>"The Contract Labour Regulation Act"</u> or any other applicable law, timely and regularly. The Agency will be fully responsible for compliance of rules and regulations issued by Labour Commissioner (C) time to time regarding minimum wages and deposit of E.P.F., E.S.I. and service tax, etc. every month within scheduled time. Centre will not be responsible or liable in case of any irregularity/anomaly in this regard. <u>The agreement will be terminated by giving 30 days advance notice in writing.</u></p>
11	<p>The contractor/agency has to follow strictly and comply with the Govt. labour laws and will also be solely responsible for providing information to the Labour Commissioner concerned of the Central Govt./State Govt. about the deployment to this Centre from time to time.</p>

12	If agencies want to withdraw their services at their accord, they can do so only after giving 03 months prior notice in advance failing which the centre will have the right to recover one month payment in lieu of notice from bill /security money and will initiate action as deemed fit as per ICAR/Govt. rules.
13	<u>The agency has to ensure the payment to their worker after completion of work well in time before 7<sup>th</sup> of next month irrespective of the official procedure as per Minimum Wages as per Central or State Government rates whichever is more. A copy of payment statement should also be furnished to the office for official records. In case of failure of payment by 7<sup>th</sup> of next month for whatsoever reasons an amount of Rupees 1000/- will be deducted from the bills of next month for each day of delays.</u>
14	This Centre will not admit any bill for incomplete/ partial work, the work which has not been performed within specified period.
15	Latest order for minimum wages issued by Office of the Chief Labour Commissioner (C), Govt. of India is to be complied with. Any wages revision in the order is also to be complied with. The proof of such payment (including other statutory obligations of EPF & ESIC) to the engaged personnel is to be provided to the office every month while producing the bill.
16	The Security Personnel to be deployed by the Agency shall not have any right to claim any employment at any time for any reason whatsoever and the ICAR-NRC on Litchi shall have no responsibility or liability, in this regard. The deployment of security personnel shall always be on the Rolls of the Agency.
17	<u>Agency shall execute the agreement on Non-judicial Stamp Paper value of Rupees 1000/- (Rupees one thousand only)</u>
18	The agency will be held solely responsible in the case of violation of rules (The Contract Labour Regulation and Abolition Act 1970 & 1971) in any manner in this regard. Any legal dispute out of this contract/order would be dealt with the jurisdiction of Patna High Court only.
19	Demand Draft drawn in favour of <u>“ICAR Unit-NRCL, Muzaffarpur”</u> , payable at <u>State Bank of India, Mushahari Branch, Muzaffarpur</u> . The Tenders will not be considered if earnest money is not deposited with the Tenders. <b>No interest on security deposit and earnest money deposit shall be paid by the ICAR-NRC on Litchi to the Tenderer.</b>  <u>The original EMD in Hard copy must be delivered to Director, ICAR-NRC on Litchi, Mushahari Farm, Mushahari, Muzaffarpur-842002.</u>



भा०कृ०अनु०प०-राष्ट्रीय लीची अनुसंधान केन्द्र

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार)

ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)

Email: [director.nrcl@icar.gov.in](mailto:director.nrcl@icar.gov.in)

Website: [www.nrclitchi.icar.gov.in](http://www.nrclitchi.icar.gov.in)



## ADMINISTRATIVE APPROVAL FOR ATC

This is to certify that the additional terms and conditions have been uploaded in Security Contract after approval of the Competent Authority.

Administrative Officer  
ICAR-NRC on Litchi, Muzaffarpur  
प्रशासनिक अधिकारी  
Administrative Officer  
रा० ली० अनु० केन्द्र, मुजफ्फरपुर  
NRCL, Muzaffarpur



# भा०कृ०अनु०प०-राष्ट्रीय लीची अनुसंधान केन्द्र

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार)

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## SCOPE OF WORK

- To provide round the clock security, watch and ward services at ICAR-NRC on Litchi, Muzaffarpur. The work of providing of security services at ICAR-National Research Centre on Litchi, Muzaffarpur (Bihar) shall have to be undertaken without causing any damage to the ICAR/NRCL properties. In case, any damage is caused by the workers/guards deployed by the contractor/agency to do the work of maintenance of security at Office/Farm/Residential Campus. The same shall be made good by the contractor/agency. The agency shall also have to ensure that there is no theft of the movable/immovable property including planting material and farm produce at Office and Farm Campus. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to replace the loss caused to the NRCL on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.
- The agency shall not sublet the work.
- The contract can be terminated at any point of time if the services of the agency are not found satisfactory. In such an event, the work of maintenance of Security at Office and Farm Campus of NRCL, Muzaffarpur shall be got done from other source at the expenses of the defaulting agency.
- All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency 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 search light, Torch, Lathi, Cycle and Whistle etc. must be provided by the agency at its own cost without any extra charges.
- The tenderers should indicate only the rates proposed on the basis of man power to be deployed under the contract. No request for alteration in the rates once quoted will be permitted.
- The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 25 to 50 years. In case any of the personnel so provided is not found suitable, the NRCL shall have the right to ask for their replacement without giving any reasons thereof and

the agency shall on receipt of a written communication, will have to replace such persons immediately.

- There will be strict monitoring of attendance (shift-wise) of security personnel deployed by the Security agency by implementing 'camera enabled biometric attendance system'. The security agency will put a camera enabled biometric attendance system' i.e. attendance based on face detection not finger impression of security personnel at designated place in NRCL premise at its own cost.
- Camera enabled attendance system if goes out of order, the agency will ensure its replacement/repair with one-week time.
- In addition to aforesaid biometric system, the security agency shall also maintain a register for making the attendance by security personnel deployed, which will be seen/verified periodically by the In-charge Security Officer/committee nominated by the Director, ICAR-NRC on Litchi. This register should be kept at main gate.
- There will be system of 'Surprise inspection' of security by Committee/Security officer about attentiveness and presence at various designated points who will submit reports to the Director after each inspection.
- The monthly bill for security will be verified by Security Officer/Security Committee. Certificate on bill will be based on monitoring of attendance (biometric attendance sheet print out taken every month), and the report of 'Surprise inspection' reflecting not only presence but also performance of security being provided by the agency. Thus, while submitting the bill Security agency will attach a print out of Biometric attendance for the concerned month.
- The guards should be able to communicate in Hindi and also in English if possible. Should perform per shift/per day.
- Security guards should not leave their points unless and until the reliever comes for shift duties, Security supervisor will maintain all the registers, which are kept at main gate.
- The senior most guard to verify all the office buildings, rooms and farm office after 6.00 PM to ensure as to whether all building/rooms/farm office are locked properly. If any suspicious activity or unlocked section is noticed the same is to be informed to Security officer/Competent Authority.
- Guards should not give lenient or casual impressions in the duty and should be alert and attentive.
- Guards should observe movement of all the visitors and unknown person etc. & registered.

- Guards should not allow anybody with vehicles to office or inside the campus without proper entry in the visitor's 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.
- The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor/Security Guards go on leave under intimation to this office.
- Changing of Security Supervisor/Security Guards should be intimated to the In-charge Security/authorized representative of NRCL.
- Patrolling to the identified points to be carried out. It can be changed as and when required by the office.
- The Security staff should follow the codal formalities of Security System while on duty.
- The Security personnel should ensure that proper gate pass has been issued by the competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contact office in charge/In-charge Security/Director.
- It will be the duty of the Security Agency to keep entire ICAR-NRCL complex free of stray dogs and neat & clean etc.

**Liquidated damages clause:**

- That the agency 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.
- An amount of Rupees 1000/- 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 point it will be brought to the notice of supervisory staff of the firm by Director/In-charge Security and if no action is taken within one hour liquidated damage clause will be invoked.
- Any misconduct/misbehaviour on the part of security personnel deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
- If the required no. of security guard/supervisor is less than the minimum required as per, a penalty of Rupees 1000/- per guard per shift per day will be deducted from the bill.



**A tentative List of Security Points is as below:**

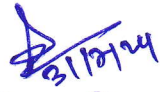
Sl. No.	Location	(Ex-Servicemen)
1	ICAR-NRCL Entrance Main Gate Round the Clock: 24 hrs (Gate No. 1) During Office Hours [8AM – 6 PM] & Residential Gate (Gate No. 2)– After Office hours [6 PM - 8 AM]	03 Unarmed <u>8 hrs duty each</u>
2	Administrative-cum-Laboratory Building and Nursery area (Round the clock: 24 hrs)	03 Unarmed <u>8 hrs duty each</u>
3	Mobile Point in Farm Area –East Side (Round the clock: 24 hrs)	03 Unarmed <u>8 hrs duty each</u>
4	Mobile Point in Farm Area –West Side (Round the clock: 24 hrs)	03 Unarmed <u>8 hrs duty each</u>

**Security Supervisor:**  
For each shift one supervisor need to be appointed among the security personnel for which no extra payment will be done.

**Note:** If needed, the institution (National Research Centre on Litchi) may ask the security agency to deploy more security personnel as per need. One month time would be given to the agency to make the necessary arrangements.

- The overall area of ICAR-NRCL, Muzaffarpur is around 40 hectares. It includes farm area, residential area, nursery area and administrative cum laboratory building, post-harvest workshop, etc. The agency will be responsible for overall security irrespective of the number of points deployed.
- Irrespective of the security points mentioned, the security guard should patrol the area to ensure overall security of the premises.

The Director, ICAR-NRC on Litchi, Muzaffarpur (Bihar) reserves the right to reject any or all tender in whole or in part without assigning any reasons thereof. The decision of Director, ICAR-NRC on Litchi shall be final and binding on the Security agency in respect of any clause covered under the Contract.

  
प्रशासनिक अधिकारी  
Administrative Officer  
रा० ली० अनु० केन्द्र, मुजफ्फरपुर  
NRCL, Muzaffarpur



# भा०कृ०अनु०प०-राष्ट्रीय लीची अनुसंधान केन्द्र

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार)

ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

Mushahari Farm, Mushahari, Muzaffarpur- 842002 (Bihar)

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Website: [www.nrclitchi.icar.gov.in](http://www.nrclitchi.icar.gov.in)



## Technical Documents Required to be submitted

The documents should be submitted as single compiled pdf in the following order:

S. No.	Required technical documents	Page No.	Compliance (Yes/No)
1	Security Certificate of the Firm under the security contract of the Government of Bihar – PASARA from Bihar govt.		
2	Firm's Affidavit/Certificate stating geographical location of physical office of the firms in state of Bihar (proof of rent agreement must be uploaded).		
3	MSME/NSIC certificate The firms registered with MSME/NSIC are exempted to submit the EMD		
4	Last 01-year experience of the firm in the field of providing security services in Central/State/PSU/ Autonomous Agency		
5	Certified balance sheet of the firm for the last three years of the service contract by a C.A.		
6	Duly certified copies of the job satisfactory services where the tenderer had provided the service in the last 01 year from Central/State/PSU/Autonomous Agency		
7	Undertaking that the bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt		
8	Certified copy of EPF and ESIC Registration Certificate		
9	Certified copy of Service Tax/GST Registration Certificate issued by Government, etc.		
10	Certified copy of PAN Card of firm/firm's director		
11	Certified copy of bank account details		
12	Details of full address with mobile No. and Email ID		

**Note:** Candidature may not be considered if the relevant documents are not providing the above-mentioned desired format. The order of the documents should be in the same sequence as desired by the buyer.

File No.1/7(6)/2024-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 01/03/2024  
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**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 191(E) dated **19<sup>th</sup> January, 2017** of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.22023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024:-

I. RATES OF VDA. for employees employed in **WATCH & WARD (without arms)** shall be as under:-

AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	311
B	283
C	240

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.04.2024 to employees employed in **WATCH AND WARD (without arms)** shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY		
	Basic Wages (Rs.)	V.D.A. (Rs.)	Total (Rs.)
A	637	+	311 = 948
B	579	+	283 = 862
C	494	+	240 = 734

II. RATES OF VDA for employees employed in **WATCH AND WARD (with arms)** shall be as under:-


AREA	RATES OF VDA PER DAY (in Rs.)
A	335
B	311
C	283

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2024 to employees employed in **WATCH AND WARD (with arms)** shall be as under:-

AREA	RATES OF WAGES PLUS VDA PER DAY		
	Basic Wages (Rs.)	VDA. (Rs.)	Total (Rs.)
A	693	+	335 = 1028
B	637	+	311 = 948
C	579	+	283 = 862

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

  
(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)