

CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
MARINE ALGAL RESEARCH STATION
Mandapam Camp – 623519. Dist. Ramanathapuram (Tamil Nadu)
(website: www.csmcri.res.in)

BRIEF INFORMATION ON BID DOCUMENT

Tender No. 2/2022-23/MARS	Dated: - 15.12.2022
Duration of Contract	Duration of Contract two years from the date of agreement, which is extendable for another one year, subject to satisfactory services.
Last Date of submission	05.01.2023 at 05.00 PM
Date of opening Technical Bid	06.01..2023 at 11.00 AM
Date of opening of financial bids for technically qualified bidder	To be communicated only to Technically Qualified bidder(s).
EMD	Rs.100000/- (Rupees One Lakh only) or BSD as per APPENDIX - VI
Validity of Bid	90 days from the date of opening of financial bid.
Address and Venue of submission of Bids	Scientist-in-Charge, CSMCRI – Marine Algal Research Station, Mandapam Camp - 623519 (Tamil Nadu).

CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
MARINE ALGAL RESEARCH STATION
Mandapam Camp – 623519. Dist. Ramanathapuram (Tamil Nadu)
(website: www.csmcri.res.in)

Notice Inviting Tenders No.2/2022-23/MARS dated 06.12.2022

Competitive sealed Tenders are invited in the prescribed format on behalf of the Director, Central Salt & Marine Chemicals Research Institute, Gijubhai Badheka Marg, Bhavnagar from registered contractors holding valid licenses under Contract Labour (Regulation and Abolition) Act, 1970 for providing **Ex-servicemen, retired employees of para military forces or properly trained Security personnel** for keeping the Security and monitoring movement of men, material & vehicles, surveillance of vital installations of CSMCRI- Marine Algal Research Station, Mandapam Camp – 623519 Dist. Ramanathapuram (Tamil Nadu) and a Sweeper cum Guest House Keeper for sweeping, gardening and guest house duties for an initial period of one year with effect from **01/02/2023** as per laid down contractual obligations.

Name of work	Estimated Annual Value (Rs.)	No. of Personnel	Validity of contract
Security Services and a Sweeper cum Guest House Keeper.	50.00 lakh	06 Security guards (Two Points) and 01 Sweeper cum Guest House Keeper.	Initially for a period of two years with the provision for extension for one more year subject to satisfactory performance of the contractor.

Scope of the work:-

1. Keeping the security and monitoring movement of men, material & vehicles, surveillance of vital installations of CSMCRI- Marine Algal Research Station, Mandapam Camp.
2. Sweeping the MARS building, cleaning in and around MARS campus, Maintenance of garden and attend guest house duties.

Mandatory requirements:-

1. The agency must have minimum two years' experience in providing such services to Govt. /Semi Govt. / PSU / large private organizations and must attach documentary proof (a) Work Order, and (b) Satisfactory performance certificate to this effect.
2. Should be a registered Contractor under Shops & Establishment Act / Register of firms for providing such services (Please enclose the copy of registration).
3. The agency must have certificates of registration for EPF, ESI, etc. (Please enclose the copy of such registration certificates).
4. Registration with Goods & Service Tax (GST) authority (Please enclose the copy of registration).
5. Having valid labour licence at the time of bidding under Contract Labour (R&A) Act, 1970.
6. Registration under Private Security Agencies Regulation Act, 2005.
7. Annual Turn Over of the contractor of Rs.50 lakh or more for last two years (Please enclose **Certificate from CA** and audited balance sheet for the financial year 2019-20 and 2020-21).

The Director, CSMCRI, Bhavnagar reserves the right to accept or reject any or all the prospective applications/tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

The contractor shall provide two pairs of Uniform at his own cost to the persons deployed for Security duties and shall include Shirt, Trousers, Leather Belt with Badge, Cap with Badge, Name Tab (Bilingual), Black leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season and loaded torches and batons at all the posts and CSIR-CSMCRI shall have no liability whatsoever on this account. The contractor shall provide all the required security tools as required by the Institute from time to time at their own cost. The Director of the Institute shall approve the uniform.

The Contractor must have a local representative at **Mandapam Camp** for ensuring supervision for satisfactory fulfillment of contractual obligations, at his own cost.

The tenders will be in **two bid system**. **Cover-I** shall be **superscribed** as **"Technical Bid"** and shall contain the following:

1. EMD of Rs.1,00,000/- or BSD as per Appendix - VI
2. Experience proof.
3. Registration under Shops and Establishment Act / Register of firms.
4. Registration Certificates of EPF, ESI, GST etc.
5. Valid labour license at the time of bidding under Contract Labour (Regulation and Abolition) Act, 1970.
6. Registration under Private Security Agencies Regulation Act, 2005.
7. CA Certificate and audited balance sheet for the financial year 2019-20 and 2020-21.

Cover-II should be superscribed as “Financial Bid” and should contain only the contractor’s quoted rates in the enclosed format. Cover-II will be opened only if the Institute is satisfied with the technical bid (Cover I), which will be opened first.

How to apply:

Agencies/contractors meeting the above mentioned mandatory requirements will submit both the technical and financial bids simultaneously in the separate envelopes. Technical & Financial Bid should be submitted as per format in **APPENDIX II and APPENDIX IV.**

1. EMD may be deposited only electronically in the Institute’s Bank Account. Kindly attach a printout of the fund transfer as a proof of payment of EMD along with transaction ID **OR** Bid Securing Declaration as per Appendix - VI may be submitted.
2. Bids without EMD or BSD as per Appendix - VI will be summarily rejected.
3. EMD will not be accepted in other mode of payment.
4. **If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered. Further, the service charge quoted in more than two decimals shall be treated disqualified. Service charge must be quoted in percentage only in the prescribed format.**
5. **L1 will be decided on the basis of Service charges quoted by the firm in percentage.**
6. In case of Wages quoted less than Minimum Wages, tender will be summarily rejected.
7. The financial bids of only those agencies who pre-qualify in the technical bid will be opened on stipulated date and time to be communicated later.

Desirous firms/agencies/contractors may download the tender documents from our website: www.csmcri.res.in Both the bids (Technical & Financial) in the prescribed format duly completed in all respects and supported by relevant documents should be submitted in two separate sealed envelope duly super scribed as “Technical bid” & “Financial bid” put together in a single envelope addressed to the **Scientist-in-Charge, CSMCRI – Marine Algal Research Station, Mandapam Camp - 623519 (Tamil Nadu)** during working hours on or before **05.01.2023 at 05.00PM**. Late and delayed tenders will not be opened and summarily rejected.

The technical bid will be opened on **06.01.2023 at 11.00 AM** in the office of **Scientist-in-Charge, CSMCRI – MARS, Mandapam Camp - 623519 (Tamil Nadu)** in the presence of the Agencies/contractors representatives, if any.

It may be noted that any information furnished by the contractor is found to be incorrect at a later stage, he shall liable to be debarred from tendering.

Controller of Administration

INSTRUCTIONS/GUIDELINES FOR TENDERERS

1. A copy of the terms and conditions is enclosed in APPENDIX-I.
2. Conditional/ telegraphic/ fax tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
3. Tenders must be accompanied with the Earnest Money Deposit or Bid Securing Declaration as per Appendix-VI. Cost of **EMD of Rs.1,00,000/-** may be deposited only electronically in the Institute's Bank Account. Kindly attach a printout of the fund transfer as a proof of payment of EMD along with transaction ID.
4. No firm/ organization is exempted from furnishing the EMD or BSD as per Appendix - VI under any circumstances.
5. The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Start-Ups registered with DIPP (GoI) with valid certificate or MSE'S with valid Udyog Aadhar No., SSI registered with NSIC, Central Autonomous Bodies and with the CSIR Labs./Instts. if any, as manufacturer for the supply of the same category of item for which the party is submitting tender/quotation will be exempted from submission of EMD or BSD as per Appendix - VI as per rule. Exempted parties will have to give proof of registration along with their tender. **Suitable preference shall be given to MSE in terms of Govt. of India provisions.**
6. EMD deposited with CSMCRI in connection with any other tender will not be considered/ adjusted against this tender.
7. The bid security (EMD) without interest shall be refunded to the unsuccessful bidders after finalization of the contract.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. In case of confusion in the figures and words of the quoted prices, the amount in words shall be treated final.
9. The last date and time of receipt of tenders is **05.01.2023 at 05.00PM**. Tenders received after the due date and time shall not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.
10. The Technical Bid shall be opened on **06.01.2023 at 11.00 AM** in the presence of indenting tenderer(s) or their authorized representatives who may wish to be present at that time.

11. In case the date of receipt or opening of tenders is declared a Govt. holiday then the date of receipt / opening of the tender will be the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.
12. The tenderer may inspect the areas where the services are to be provided for assessing the work involved during office working hours with prior appointment.
13. If any information furnished by the agency is found to be incorrect at a later stage, it will be liable to be debarred from tendering.
14. The bidder has to quote the service charge in percentage only.
15. **If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered. Further, the service charge quoted in more than two decimals shall be treated disqualified. Service charge must be quoted in percentage only in the prescribed format.**
16. **L1 will be decided on the basis of Service Charges quoted in percentage by the firm. Where in case service charges quoted by two or more agencies are same, L1 will be decided by considering the highest amount of valid works as described in the APPENDIX-II of technical bid which is submitted by the bidders in a separate sheet.**
17. The Director, CSMCRI, Bhavnagar in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and conditions of the tender.

Terms and Conditions:

1. That on award of Contract, the Contractor shall obtain the necessary licence under the Contract Labour (Regulation and Abolition) Act, 1970 within a month, at his own cost and comply with the provisions of the act and the rules made there under by the Government from time to time.
2. The successful Bidder shall enter into contract on a stamp paper of not less than Rs.500/-, cost to be borne by the bidder and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement before commencement of the services.
3. The successful bidder within fifteen days of the acceptance of the LOI shall execute a Performance Bank Guarantee in the form of a Bank Guarantee / Fixed Deposit Receipt of any nationalized/scheduled bank, a sum equivalent to 3% **of the accepted contract value** in favour of Director, CSIR-CSMCRI, payable at Bhavnagar.
4. The persons so deployed shall be under the overall control and supervision of the contractor. The contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the CSMCRI.
5. That on taking over the responsibility of the work assigned, the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Director, CSIR-CSMCRI or his nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Director, CSIR-CSMCRI for further streamlining their system. The contractor shall further be bound by and carry out the directions/instructions given to him by the Director, CSIR-CSMCRI or the officer designated by the Director in this respect from time to time.
6. That the Director, CSIR-CSMCRI or any other persons authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
7. That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CSIR-CSMCRI in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director of the CSIR-CSMCRI in case any of the aforesaid acts on the part of the said person.

8. That the contractor shall carefully and diligently perform the work assigned to him in consultation with the Institute.
9. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst the **Ex-servicemen, retired employees of para military forces or properly trained Security personnel** of high integrity and good conduct and not less than 21 years of age and preferably below the age of 50 years. No regular or retired employees of CSIR-CSMCRI, Bhavnagar shall be employed by the contractor either part-time or full time.
10. That the contractor shall submit details, such as names, parentage, education qualification, residential address, age, Bank account number, Aadhar Card etc. of the persons deployed by him in the premises of the CSIR-CSMCRI. For the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs, identification, signature etc. and such employees shall display their identity cards at the time of duty. The security guards so deployed by the agency should have the knowledge of Hindi & English in reading, writing and speaking.
11. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the staff and should project an image of utmost discipline. The CSIR-CSMCRI shall have right to have any person moved in case of staff complaints or as decided by representative of the CSIR-CSMCRI if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
12. The contractor shall ensure that its personnel shall not at any time, without the consent of the CSIR-CSMCRI in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the CSIR-CSMCRI and shall not disclose to any information about the affairs of CSIR-CSMCRI. This clause does not apply to the information, which becomes public knowledge.
13. The agency shall ensure that any replacement of the personnel, as required by the Institute for any reason specified or otherwise, shall be effected promptly without any additional cost to the Institute. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Institute at contractor's own cost.
14. As and when the Institute requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the Institute. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Institute shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposing of penalty for non- observation of the terms of contract.

15. That the contractor shall be liable for the payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
16. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to CSIR-CSMCRI and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938, Maternity Benefit Act and/or any other rules/regulations and/or statutes that may be applicable to them.
17. That the contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR-CSMCRI indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the CSIR-CSMCRI shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractor's monthly payment.
18. In the event of default being made in the payment any money in respect of wages of any person deployed by the contractor for carrying out this contract and if a claim therefore is filed in the office of the Labor authorities and proof thereof is furnished to the satisfaction of Labor Authorities, the CSIR-CSMCRI may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the Labor Authorities and any sums so paid shall be recoverable by the CSIR-CSMCRI from the contractor.
19. That the contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR-CSMCRI.
20. That the contractor shall make the payment of wages etc. compulsorily in the bank account of the security personnel so deployed and submit the credit invoice to this office or pay the wages in the presence of authorized representative of the CSIR-CSMCRI on or before 7th or 10th of every month (as applicable) and shall on demand furnish copies of wages register/muster roll etc. to the Institute for having paid all the dues to the persons deployed by him. Payment of wages to manpower in advance is strictly prohibited and any payment not made in the presence of authorized representative will be deemed to be non-payment of wages. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSIR-CSMCRI in this respect as per the provisions of Contract Labour (Regulation

and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.

21. That the contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at CSIR-CSMCRI in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards ESI & EPF contribution will be withheld till submission of required documents.
22. That the contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR-CSMCRI.
23. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director of the Institute a sum as may be claimed by CSIR-CSMCRI.
24. That the contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Institute and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the Institute either explicitly or implicitly.
25. That the Security Deposit so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.
26. That the Security Deposit will be refunded to the contractor within one month of the expiry of the contract only on the satisfactory performance of the contract and upon production of all relevant documents; any loss/damage caused to CSIR-CSMCRI property during the period of contract would be recovered from the amount of Security Deposit
27. If as a result of post payment audit any overpayment/wrong payment/underpayment is detected in respect of any work done by the contractor or alleged to have done by

the contractor under the tender, it shall be recovered by the CSIR-CSMCRI from the contractor.

28. That the contractor shall keep the CSIR-CSMCRI indemnified against, all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CSIR-CSMCRI is made party and is supposed to contest the case, the CSIR-CSMCRI will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to CSIR-CSMCRI on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR-CSMCRI in this respect of any nature whatsoever and shall keep CSIR-CSMCRI indemnified in this respect.
29. The Eligibility, Purchase Preference and other conditions as detailed in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012, issued by Ministry of Micro, Small and Medium Enterprises, Office of Development Commissioner (MSME) dated: 23rd March 2012 amended time to time and Order No. P45021/2/2017-PP (BE-II) dated: 16 Sep 2020 issued by DIPP, Ministry of Commerce and Industries, Govt will also be applicable in addition to other conditions mentioned in this Tender Document. Bidders are mandatory to indicate whether they are MSEs/Startup along with their class based on Local Value addition i.e. Class – I / Class – II or Non-local bidders.
30. That the contractor shall further keep the CSIR-CSMCRI indemnified against any loss to the CSIR-CSMCRI property and assets. The CSIR-CSMCRI shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
31. That the contractor shall ensure that the persons so deployed do not allow any property of the CSIR-CSMCRI to be taken out of the premises without a Gate Pass signed by the designated officials of the Institute. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the contractor along with subsequent changes, if any. The Controller of Administration/Administrative Officer of the Institute shall make suitable arrangement to ensure compliance.
32. That the contractor shall report promptly to the Institute any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets, movable and immovable, of the Institute and if there is any loss to the Institute on account of dishonesty, and/or due to any lapse on the part of the contractor or his worker, the contractor shall make good on demand the loss to the Institute.
33. That the contractor shall provide **two pairs of Uniform at their own cost to the persons deployed for Security duties and shall include Shirt, Trousers, Leather**

Belt with Badge, Cap with Badge, Name Tab (Bilingual), Black leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season and loaded torches and batons at all the posts and CSIR-CSMCRI shall have no liability whatsoever on this account. The contractor shall provide all the required security tools as required by the Institute from time to time at their own cost. The Director of the Institute shall approve the uniform.

34. That the lump sum rate agreed to by CSIR-CSMCRI and the contracting agency shall be paid during the period of the contract. However, enhancement of payment on account of enhancement of revision of wages by appropriate Govt. from time to time will be paid by CSIR-CSMCRI to the contractor.
35. **If a firm quotes Nil Service Charges, the bid shall be treated as unresponsive and will not be considered. Further, the service charge quoted in more than two decimals shall be treated disqualified. Service charge must be quoted in percentage only in the prescribed format.**
36. The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Start-Ups registered with DIPP (GoI) with valid certificate or MSME'S with valid Udyog Aadhar No., SSI registered with NSIC, Central Autonomous Bodies and with the CSIR Labs./Instts, if any, as manufacturer for the supply of the same category of item for which the party is submitting tender/quotation will be exempted from submission of EMD or BSD as per Appendix - VI and Tender Fee as per rule. Exempted parties will have to give proof of registration along with their tender.
37. Goods and Service Tax (GST) registration is mandatory at the time of bidding.
38. Income tax shall be deducted from the bills of the contractor at source at the rates as applicable from time to time, in accordance with the instructions / rules applicable in this regard.
39. That if the Contractor violates any of the terms and conditions of the agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director of the Institute in this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
40. During the period of agreement, the contract may be terminated on any of the following contingencies :-
 - a. On the expiry of the contract period as stated above.
 - b. By giving one month's notice by CSIR on account of :
 - 1) committing breach by the Contractor of any of the terms and conditions of this agreement.
 - 2) assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the Institute.
 - c. On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

41. That in the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration to DG-CSIR or his nominee.
42. That the award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
43. That the Arbitrator may give interim awards and/or directions, as may be required.
44. That, subject to the aforesaid provisions the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
45. That the contractor shall get the antecedents of his personnel verified through Police channels and the verification reports shall be made available to CSIR-CSMCRI.
46. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
47. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fitness. The concerned contractor's personnel shall attend the court as and when required.
48. The security staff shall not accept any gratitude or reward in any shape.
49. The CSIR-CSMCRI shall not be responsible for providing accommodation to any of the employee of the contractor.
50. All bids shall remain valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected by CSIR-CSMCRI as non-responsive. In exceptional circumstances CSIR-CSMCRI may request the bidder to extend the period of validity.
51. EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated in the work order or if the bidder withdraws his bid during the periods of bid validity or the bidder makes

any modifications in the terms & conditions which are not acceptable to CSIR-CSMCRI or if bidder is found giving any false or incorrect information.

52. If those tenderer, who have submitted Bid Securing Declaration as per Annexure-VI, withdraw/modify/amend or impairs or derogates from the tender, or (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders, they shall be disqualified from bidding for any contract with this CSIR-CSMCRI for a period of one year from the date of notification.
53. That the contractor shall not charge any amount from the personnel deployed by him towards recruitment fee etc.
54. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of the contract.
55. All claims, which may arise due to the negligence of the persons deployed at CSIR-CSMCRI (includes all types of charges/incidental charges/legal charges etc.) by the contractor shall be borne by the contractor.
56. That the Local representative shall be available every time whenever shift changes, at the main gate (0600 Hrs., 1400 Hrs. and 2200 Hrs.) and he must be available locally in Mandapam Camp at his local office with some contact telephone numbers at all times.
57. Contractor has to deposit the ESI & EPF contribution in appropriate office only and he has to ensure that all the employees have been given ESI Card immediately and employees are getting treatment in ESI Hospital, as and when required.
58. That the Contractor shall deploy only such personnel who are well versed in firefighting operations.
59. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by his/them in figures and as well as in words. Alternations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
60. The Director, CSMCRI in the public interest reserves all rights to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and condition of the tender.
61. The contractor has to give an undertaking that no workers deployed by the earlier contractor will be engaged and re-deployed in the Institute.

62. Where in case service charges quoted by two or more agencies are same, L1 will be decided by considering the highest amount of valid works as described in the APPENDIX-II of technical bid which is submitted by the bidders in a separate sheet.

TECHNICAL BID FORMAT

(To be filled up in your letter head / stationery)

Notice Inviting Tenders No.2/2022-23/MARS dated 06.12.2022

Name of the work: Providing Security Services and a Sweeper cum Guest House Keeper.

Sl. No.	Technical Requirement	Compliance details of the Contractor / Agency Yes or No	Please write the corresponding Page Number(s) of your Technical Bid for reference.
1	EMD Details (Rs.1,00,000/-) or BSD as per Appendix - VI		
2	The agency must have minimum two years' experience in providing such services to Govt. Department/Public Sector/Pvt. Sector/Reputed organization and must attach documentary proof of (a) Work Orders, and (b) Satisfactory performance certificate to this effect.		
3	Registration under Shops & Establishment Act / Register of firms. Attach Registration copy.		
4	EPF Registration Certificate. Attach Registration copy.		
5	ESI Registration Certificate. Attach Registration copy.		
6	Goods & Service tax (GST) Registration Certificate. Attach Registration copy.		
7	Valid labour license at the time of bidding under Contract Labour (Regulation and Abolition) Act, 1970. Attach a copy of valid labour licence .		
8	Registration with Private Security Agency Regulation Act, 2005. Attach valid registration copy .		
9	Annual Turn Over of Rs.50 lakh or more for last two years (Please enclose Certificate from CA and audited balance sheet for the financial year 2019-20 and 2020-21.		
10	Income tax PAN card Copy.		

Signature of Tenderer

Name & Address of the Tenderer with Office Stamp

Place:

Date:

WORK EXPERIENCE

The bidder must attach self-attested copies of experience certificates with the technical bid i.e. Work Award Letter and successful completion certificate in respect of the services provided by them in Govt./Semi-Govt./Autonomous Bodies/PSU/CSIR/Govt. funded organization and details should also be filled in below format. (Unnecessary / irrelevant certificates should be avoided)

Sl. No.	Name & Address of the organization where the Agency has provided the services (Name & Designation of Issuing authority should clearly be mentioned)	Work Award Letter number and date & Value of the work	Duration of the work	No. of personnel deployed	Reason if award value & duration not mentioned in Award letter & Experience certificate	Remark If any.

(Signature of the Authorized Person)

Name :

Seal

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date: _____

To,

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No: 2/2022-23/MARS dated 06.12.2022

Name of the work: Providing Security Services and a Sweeper cum Guest House Keeper.

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all document like APPENDIX(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirely.
5. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector undertaking.
6. I/We hereby that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the bidder, with Official Seal)

FINANCIAL BID FORMAT

(To be filled up in your letter head / stationery)

Notice Inviting Tenders No. 2/2022-23/MARS dated 06.12.2022

Name of the work: Providing Security Services and a Sweeper cum Guest House Keeper.

Bidder is requested to quote item, rate & amount for deployment of competent Security personnel as per the terms contained in the tender document for round the clock security services at CSMCRI-MARS. Rates of minimum wages will be required to be paid to the Security personnel and Sweeper cum Guest house Keeper as applicable in **Mandapam Camp (Tamil Nadu)** as per Central Govt. / State Govt. whichever is higher for the category of **Watch and Ward (Without Arms) and Sweeper cum Guest House Keeper (Unskilled) Area - C.**

Suitable preference shall be given to MSE in terms of Govt. of India provisions.

In response to the above and in full agreement with the terms and conditions as stipulated by you in the tender document provided for the purpose, I/We offer my/our rates on lump sum basis as follows:-

Sl. No.	Particulars of Payments	Watch and Ward (Without Arms)	Sweeper cum Guest House Keeper (Unskilled)
1.	Wages per head as per Central/State Govt.	671.00	477.00
2.	EPF Contribution @ 13%	87.23	62.01
3.	ESI Contribution @ 3.25%	21.81	15.50
4.	Relieving charges @ 1/6 of minimum wages	111.83	----
5.	Service charges @ _____% of minimum wages		
6.	Sub-total of Sl. No. 1 to 5		
7.	GST @ 18% on Sub-total at Sl.No.6		
8.	Sub-total of Sl. No. 6 to 7		
9.	Total amount per head/per month		
10.	Grand total per month for 06 Security Guards / 01 Sweeper cum Guest house keeper.		

Grand total in words Rupees _____

In addition, the Bonus will be reimbursed as per the guidelines issued by CSIR/Govt. of India vide Gazette Notification dated 01.01.2016 @ Rs.7000/- or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher.

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower on the rates mentioned above and shall be solely responsible to discharge the liabilities/ administrative charges, if any. I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place:

Date:

Signature of tenderer

Address:

Tel.No./Fax No./Mobile:

E-mail address:

Official Seal

Account Detail for payment of EMD Vide RTGS/NEFT



CSIR- CSMCRI

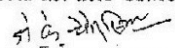
केन्द्रीय नमक व समुद्री रसायन अनुसंधान संस्थान
गिजुभाई बधेका मार्ग, भावनगर- ३६४ ००२
CSIR-CENTRAL SALT & MARINE CHEMICALS RESEARCH
INSTITUTE
Gijubhai Badheka Marg, Bhavnagar 364 002, Gujarat, India

Phone No. (O) 0278, 2471792 (FAO), Fax No.0278- 2471792

Electronic Fund Transfer Account Details

1	Name of Account Holder	Director, C.S.M.C.R.I.
2	Address	Gijubhai Badheka Marg, Bhavnagar-364002
3	E-mail address	fao@csmcricri.org
4	Phone No./Mobile No.	0278-2471792
5	Fax No.	0278-2567562
6	Permanent Account Number (PAN)	AAATC2716R
7	Particular of Bank Account	
	A. Name of the Bank	STATE BANK OF INDIA
	B. Name of the Branch	Waghawadi Road
	C. Branch Code	10863
	D. Address	Shubham Shop No. G2/3, Plot No.2569 E1/2, Waghawadi Road, Opp. Gulista Ground, Bhavnagar-364002 e-mail : sbi.10863@sbi.co.in
	E. Telephone No.	0278-2569884
	F. Account Number	30267310153
	G. Type of Account	SAVING BANK ACCOUNT
	H. IFSC Code (RTGS/NEFT)	SBIN0010863
	L. MICR Code	364002023

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, I/We would not hold CSMCRI responsible.


वैस एवं लेखा अधिकारी
क.न.स.र.अ.सं., भावनगर
Signature of Account Holder
TREASURY & ACCOUNTS OFFICER
CSM C.R.I. BHAVNAGAR

Bank Certificate

It is certified that **Director, CSMCRI** has an Account No.**30267310153** with our Bank and it is confirmed that the details given above are correct as per our record.

Dated: 18-05-2016

Place: Bhavnagar

Signature of the Authorized Official of Bank



Bid-Securing Declaration Form

Date: _____
Bid No . _____

To
Scientist-in-Charge,
CSMCRI – Marine Algal Research Station
Mandapam Camp - 623519
Tamil Nadu

I/We .The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity)i (fail or refuse to execute the contract, if required, or)ii (fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of)i (the receipt of your notification of the name of the successful Bidder; or)ii (thirty days after the expiration of the validity of my/our Bid.

Signed) :insert signature of person whose name and capacity are shown (in the capacity of)insert legal capacity of person signing the Bid Securing Declaration.(

Name) :insert complete name of person signing the Bid Securing Declaration(

Duly authorized to sign the bid for an on behalf of) :insert complete name of Bidder(

Dated on _____ day of _____)insert date of signing(

Corporate Seal)where appropriate(

)Note :In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid(

Self-certification to be submitted on company's letter head

]Please specify Class of Supplier and Domestic Value Addition[

)In accordance and manner as specified in Order No .P45021/2/2017-PP)BE-II (dated :16 September 2020 issued by DIPP, Ministry of Commerce and Industries, GoI(.

Item/Package Name :	
Enquiry No.:	
Percentage of Local Content	(Bidder to enter the applicable % of local content)

Date: / /2022

I _____ S/o, D/o, W/o, _____ Resident of _____ hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Order, 2017 (hereinafter PPP-MII order) of Government of India issued vide Notification No: P-45021/2/2017-BE-II dated 15/06/2017, its revision dated 04/06/2020 and any subsequent modifications/Amendments, if any.

That the information furnished hereinafter is correct to the best of my knowledge and belief and I undertake to produce relevant records before the procuring entity/ or any other Government authority for the purpose of assessing the local content of goods/services/works supplied by me for **(Enter the name of the Equipment).**

That the local content for all inputs which constitute the said goods/services/works has been verified by me and I am responsible for the correctness of the claims made therein.

That the goods/services/works supplied by me for.....**(Enter the name of the Equipment) contains.....% (mention the Local content in %age)** Local Content.

That the value addition for the purpose of meeting the 'Minimum Local Content 'has been made by me at.....**(Enter the details of the location(s) at which value addition is made).**

That in the event of the local content of the goods/services/works mentioned herein is found to be incorrect and not meeting the prescribed supplier class categorization criteria as per said order, based on the assessment of procuring agency (ies)/ /Government Authorities for the purpose of assessing the local content, action shall be taken against me in line with the PPP-MII order and provisions of the Integrity pact/ Bidding Documents.

I agree to maintain the following information in the Company's record and shall make this available for verification to any statutory authority.

i Name and details of the Local Supplier

(Registered Office, Manufacturing unit location, nature of legal entity)

ii. Date on which this certificate is issued

iii. Goods/services/works for which the certificate is produced

iv. Procuring entity to whom the certificate is furnished

v. Percentage of local content claimed and whether it meets the Minimum Local Content

prescribed

- vi. Name and contact details of the unit of the Local Supplier (s)
- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of input used to manufacture the Goods/to provide services/in construction of works
- xii. List and total cost of input which are domestically sourced. Value addition certificates from suppliers, if the input is not in-house to be attached
- xiii. List and cost of inputs which are imported, directly or indirectly

We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

For and on behalf of.....(Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>

Note: The bidders offering imported products will fall under the category of Non-local suppliers. They can't claim themselves as Class-I local supplier/ Class-II local supplier by claiming profit, warehousing, marketing, logistics, freight, transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.