

निविदा दस्तावेज TENDER DOCUMENT

के लिये
FOR

**For providing Security Watch & Ward Services
by Ex-Servicemen Security Guards at CDFD,
Uppal, Hyderabad**

TENDER # CDFD/ADMN/SEC/2019



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CDFD

डी एन ए फिंगरप्रिंटिंग एवं निदान केंद्र
Centre for DNA Fingerprinting and Diagnostics
इंनर रिंग रोड, उप्पल, हैदराबाद - 500039
Inner Ring Road, Uppal, HYDERABAD - 500039
(तेलंगाना राज्य) भारत (Telangana State) India
Tel. No. 040-27216093/6086, www.cdfd.org.in
Email: head-admin@cdfd.org.in



डी एन ए फिंगरप्रिंटिंग एवं निदान केंद्र

(बायोटेक्नोलॉजी विज्ञान और प्रौद्योगिकी मंत्रालय एक स्वायत्त संस्थान। भारत सरकार)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An Autonomous Institute of Department of Biotechnology, Ministry of Science and Technology, Govt. of India)

(इंनर रिंग रोड Inner Ring Road, उप्पल Uppal, हैदराबाद HYDERABAD - 500039 (तेलंगाना राज्य Telangana State)

Ph. No. 040-27216093/6086, Fax: 040-27216006 Email: head-admin@cdfd.org.in

निविदा आमंत्रित सूचना NOTICE INVITING TENDER

TENDER NO.CDFD/ADMN/SEC/2019

29.01.2019

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute under the Societies Act funded by the Department of Biotechnology, Ministry of Science and Technology, Government of India that has been established to provide services and to undertake R & D in DNA Fingerprinting, DNA Diagnostics and other areas of modern biology.

Sealed Tenders are invited in TWO BID system (PART - I, TECHNICAL BID AND PART - II, PRICE BID) on behalf of Director, CDFD from the agencies registered with DIRECTOR GENERAL RESETTLEMENT (DGR), NEW DELHI for providing Security Watch & Ward Services by Ex-Servicemen Security Guards.

- (1) **Interested eligible bidders may download the complete bidding documents from our Website. (<http://www.cdfd.org.in>) as well as from Central Public Procurement Portal : www.eprocure.gov.in.** All such downloaded tender documents should be accompanied by a **non-refundable** DD for ₹ 1000/- (Rupees one Thousand only) towards the cost of Tender document. The cost of Tender documents should be paid by DD in favour of The Director, CDFD, Hyderabad and no other mode of payment will be accepted.
- (2) The Tender document cost of ₹ 1000/- to be provided as separate Demand Draft in favour of The Director, CDFD, Hyderabad. The Tender document fee should not be clubbed with EMD amount for technical reasons.
- (3) No Exemption is allowed for payment of Tender document fees irrespective of Registration with MSME / MSES / NSIC etc.
- (4) The firms registered with MSME/MSEs should indicate the Udyog Aadhar Memorandum (UAM) Identification Number in their quotation failing which the exemption of EMD/BS.
- (5) The Firms registered with NSIC and Micro and Small Enterprises (MCES) if any are exempted from payment of EMD / BS provided such registration includes the services they are offering and submit the valid Registration copy.

पात्रता का मापदंड ELIGIBILITY CRITERIA:

1. The bidder should have adequate experience in providing Security Watch & Ward Services by Ex-Servicemen Security Guards to any Department of any State / Central / PSU / University / R&D Institutes / Public Limited Companies during the last 3 years.
 2. The Tenderer should have carried out at least one Contract of value of ₹ 1,80,00,000/- (Rupees one crore eighty lakhs only) annual turnover or two contracts of ₹ 90,00,000/- (Rupees ninety lakhs only) each during any one of the preceding 3 years (copies of documents duly authenticated by Chartered Accountant to be enclosed along with the quotation).
 3. The Tenderer should be Registered with the Directorate General of Resettlement (DGR), New Delhi (copy of valid registration with DGR to be submitted along with the quotation).
 4. The Tenderer should also have valid licence issued by Government of Andhra Pradesh / Telangana under the provisions of A.P. Private Security Agencies (Regulation) Rules, 2008 to engage in the Business of Private Security Agency (copy of licence to be submitted along with the quotation)
 5. The bidder should be free from all encumbrances and possess adequate resources for executing the contract in case it is awarded.
1. Tender shall be accompanied by Earnest Money Deposit of ₹ 3,60,000/- by means of Demand Draft / Banker's Cheque in favour of Director, CDFD.
 2. This Tender document (in original) containing the Special Conditions of Contract, duly filled in Format at V, together with requisite EMD amount, Declaration by the Tenderer accepting the terms and conditions, copies of the relevant registration and licences etc. forming Technical Bid, Part - I AND Price Bid, Part - II may be sent to the Head - Administration, CDFD, Inner Ring Road, Uppal, Hyderabad – 500 039 strictly following the manner and method of submitting the Tender as enumerated in the Guidelines to Tenderers.

Contd...

3. **Last date for submission of Tender is 18.02.2019 till 2:00 pm and the Technical Bids of the** Tenders received within the stipulated date and time will be opened on **18.02.2019 at 2:30 pm** at **Committee Room, CDFD, 4th Floor, Inner Ring Road, Uppal, Hyderabad – 500 039** in the presence of the Tenderers or their authorised representative/s who may be present at that time
4. The Price Bid in respect of those parties who qualify the technical bid, meeting all the terms and conditions shall be opened at the time and date to be notified separately.
5. The Director, CDFD reserves the right to accept / reject the Tenders without assigning any reason.

हस्ताक्षर

प्रधान प्रशासन

Sd/-

Head - Administration

TECHNICAL BID (PART - I)**अध्याय CHAPTER 1****बोली लगाने के लिए निर्देश INSTRUCTIONS TO BIDDER****1. पात्रता का मापदंड ELIGIBILITY CRITERIA:**

- (i) The bidder should have adequate experience in providing Security Watch & Ward Services by Ex-Servicemen Security Guards for more than 3 years to any Department of State / Central / PSU / University / R&D Institutes / Public Limited Companies during the last 3 years.
- (ii) The Tenderer should have carried out at least one Contract of value of ₹ 1,80,00,000/- (Rupees one crore eighty lakhs only) annual turnover or two contracts of ₹ 90,00,000/- (Rupees ninety lakhs only) each during any one of the preceding 3 years (copies of documents duly authenticated by Chartered Accountant to be enclosed along with the quotation).
- (iii) The Tenderer should be Registered with the Directorate General of Resettlement (DGR), New Delhi (copy of valid registration with DGR to be submitted along with the quotation).
- (iv) The Tenderer should also have valid licence issued by Government of Telangana / Andhra Pradesh under the provisions of T.S. / A.P. Private Security Agencies (Regulation) Rules, 2008 to engage in the Business of Private Security Agency (copy of licence to be submitted along with the quotation)
- (v) The bidder should be free from all encumbrances and possess adequate resources for executing the contract in the case it is awarded.

2. **कानूनी क्षमता LEGAL CAPACITY:** Any person signing the tender should submit documentary evidence that his signature on the tender, submitted by him, is legally binding upon himself, his firm or company, as the case may be. If it is detected that the person so signing the tender has no authority to do so, the Director, CDFD may, without prejudice to other civil and criminal remedies, not consider the tender and hold the signatory liable for all costs and damages.

3. **बोली दस्तावेजों की सामग्री CONTENT OF BIDDING DOCUMENTS:** The services required, bidding procedures and contract terms are prescribed in the bidding documents. The bidding documents, apart from the Notice Inviting Tenders have been divided into 4 chapters as under:

- a. Chapter 1: Instructions to Bidders
- b. Chapter 2: Special Terms & Conditions
- d. Chapter 3: Other Formats
- e. Chapter 4: Price Schedule format

4. DOCUMENTS TO BE ENCLOSED WITH THE TECHNICAL BID:

- a. Tender Document fee of ₹ 1,000/- by way of DD in favour of Director, CDFD, Hyderabad.
- b. EMD / Bid Security amounting to ₹ 3,60,000/- as per Annexure - B
- c. CDFD Tender document duly signed on all the pages
- d. Details of agency setup and establishment including copy of Certificate of Incorporation / Commencement of business as the case may be.
- e. Two Performance certificate(s) obtained from any State / Central / PSU / University / R&D Institutes / Public Limited Companies as per Annexure-C
- f. Copies of PF / ESI / GST / Contract Labour Licence Certificates / PAN copy
- g. Audited financial statement including profit and loss account and balance sheet or certified copy of Income-Tax returns for last successive three years ending 31.03.2018
- h. Format at V – Form for providing details of the Tenderer
- i. Bid covering letter as per Annexure - A
- j. Duly filled in Check List as per Annexure D

YOUR BID WILL BE REJECTED IF ANY OF THE ABOVE DOCUMENTS ARE NOT ENCLOSED.

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Sign. of Bidder with Seal

5. **SUBMISSION, SEALING AND MARKING OF BIDS:** Tenders shall be submitted in 2-PARTS:

PART-I	Technical Bid
PART-II	Price Bid

- **Technical Bid (PART-I) of the Tender must contain the documents as indicated in “DOCUMENTS COMPRISING THE TECHNICAL BID”:**
 - **Bidder shall seal the Technical Bids and Price Bids in two separate envelopes duly marked / super scribed as Technical Bid (PART-I) and Price Bid (PART-II) – Tender No. CDFD/ADM/SEC/2019 due on 18.02.2019 at 2.00 pm.**
 - **Price Bid (PART-II) of the Tender shall contain only the prices (both in words and figures). The Bidder should ensure that the Prices are mentioned only in the Price Bid and nowhere in the Technical Bids.**
 - The above two separate sealed covers, one containing the Technical Bid (PART-I) along with the EMD, cost of Bidding Document and other documents listed at Clause No: 4 of “Instructions to Bidder” and the other containing, the Price Bid (PART-II) shall be kept together in another Cover which should also be sealed and super-scribed with following details:
 - **TENDER NO: CDFD/ADMN/SEC/2019 due on 18.02.2019 at 2.00pm. And a statement “Do not open before 18.02.2019 at 2.00pm.”**
 - This Envelope should be addressed to: The Head - Administration, Centre for DNA Fingerprinting and Diagnostics, Inner Ring Road, Uppal, Hyderabad. And should be dropped in the Sealed Tender Box kept at Administration Section, 4th floor, Inner Ring Road, Uppal on or before 2.00 PM of 18.02.2019.
 - If the outer envelope is not sealed and marked as indicated above, the Institute will assume no responsibility for the bid's misplacement or premature opening or any other consequences arising out of it.
6. **WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS:** A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice and is received by the Institute prior to the deadline for submission of bids. No Bid may be withdrawn in the interval between dead-line for submission tender document. Withdrawal bids will be returned to the bidder without opening of the same during the opening of technical bids. However, no withdrawals of Bids are permitted after the Deadline for submission.
7. **बोलियों की वैधता का अवधि PERIOD OF VALIDITY OF BIDS:** Bids shall remain valid for (60) days after the date of bid opening prescribed by the Institute.
8. **सौंपा गया काम ASSIGNMENT:** The Vendor shall not assign in whole or in part, the obligations to perform under the contract, to any third party except with prior express consent of the Director, CDFD.
9. The Bid Security of unsuccessful bidder will be discharged /returned as promptly as possible but not later than 15 days after the expiration of the balance period of bid validity or placement of order whichever is later.
10. **बोलियों की घोषणा CLARIFICATION OF BIDS:** To assist in the examination, evaluation, comparison and post qualification of the bids, the Institute may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the Institute shall not be considered.
11. **असीमित पोस्ट बोली संशोधित करें UNSOLICITED POST BID MODIFICATION:** No suo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.

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Sign. of Bidder with Seal

12. **धोखा और भ्रष्टाचार FRAUD AND CORRUPTION:** The Institute requires that the *bidder's* suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Institute, designed to establish bid prices at artificial, noncompetitive levels; and “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of a contract.

The Institute will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question

13. In case of Dispute or difference arising between the institute and the contractor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, CDFD and if he is unable or unwilling to act, to the sole arbitrator appointed by him shall be final conclusive and binding on all parties to this order.

14. **अनिवार्यता के लिए समाप्ति TERMINATION FOR INSOLVENCY:** The Institute may at any time terminate the Contract by giving written notice to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institute.

15. **अप्रत्याशित घटना FORCE MAJEURE:** Notwithstanding the provision of the Contract, the Contractor shall not be liable for forfeiture of its Performance Bank Guarantee, Penalty or termination for default if and to the extent that it is a delay in performance or other failures to perform its obligations under the contract is the result of an event of standard Force majeure Clause.

16. **डिफॉल्ट के लिए समाप्ति TERMINATION FOR DEFAULT :** The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the Contract in whole or part in the following circumstances:

- a. If the Contractor fails to deliver any or all of the services as per the contract term
- b. If the Contractor fails to perform any other obligation(s) under the Contract.
- c. If the Contractor, in the judgment of the institute has engaged in corrupt or fraudulent or collusive or coercive practices.

17. **निविदायों की निरर्हता DISQUALIFICATION OF TENDERS:**

- Tenders are liable for rejection if they are not in line with the terms and conditions of this tender notice.
- Conditional quotations will be liable for rejection or may not be considered.
- **Fax or e-mail tender documents /bids will be rejected.**
- **Submission of Single Bid as against Two Bid System or Quotes submitted in Email/fax will be rejected.**
- **The Bidder should ensure that the prices are mentioned only in the Price Bid (Part-II) and nowhere in the Technical Bids (Part-I)**

18. Email / Fax offers/ offers received in open condition are treated as unresponsive and rejected.
19. The Successful Bidder is required to execute the Contract Agreement on a non-judicial stamp paper worth ₹ 200/- incorporating the above terms and conditions detailing the scope of work and other matters.
20. Copies of the original documents defining the constitution or legal status, place of registration and principal place of work should be submitted with the Tender.
21. The Tenderer shall have a proper functional Office. It should be professionally run organisation and not a garage operation. The Office shall have effective communication facilities like Telephone, Fax, Mobile Phones and Vehicles etc. and manned control room to ensure a quick response.

22. The Tenderer should quote the price as per the DGR rates OR the AP / Telangana Minimum Wages Act whichever is higher to maintain the uniformity of the prices among all the tenderers. However, if any Tenderer quotes the prices as per the DGR rates, for evaluating the quotations, the rates as per the AP / Telangana Minimum Wages Act if found higher or vice-versa will be considered and will be binding on the Tenderer.

23. Price details should appear only in the Price Bid Part - II and no where in the Technical Bid Part- I.

पुरस्कार का मापदंड Award Criteria: The Bids will be evaluated based on the eligibility criteria and other terms and conditions of this tender and the lowest evaluated bidder will be awarded the contract. The evaluation of the bid will be made on over all financial outflow and not item wise. The Director reserves the right to award the contract to any other Agency who is not the lowest based on the recommendations of the Committee.

समझौता वार्ता NEGOTIATIONS: There shall not be any negotiation normally. Negotiations, if at all, shall be an exception. Negotiations shall be held with the lowest evaluated responsive bidder.

24. **Opening of Technical Bids: 18.02.2019 @ 02.30 pm at Committee Room, Uppal Campus. Interested bidders may witness the Tender Opening.**

25. **Opening of Price Bids:** The Price Bids of the technically qualified Bidders will be opened subsequently in the presence of Bidders Representatives.

26. If the above stated opening or closing date(s) happens to be Govt. holiday(s)/BANDH, the submission/opening of the tender will be on the next working day as per the time scheduled.

27. **कम से कम धन जमा / बोली सुरक्षा EARNEST MONEY DEPOSIT / BID SECURITY:** E.M.D. amounting to ₹ 3,60,000/- (Rupees three lakhs sixty thousand only) valid for 45 days beyond the due date by way of Demand Draft / Bank Guarantee of a scheduled / nationalized bank in favour of "Director, CDFD and payable at Hyderabad should be enclosed along with the Tender Document.

28. Tenders submitted without EMD/BS will be rejected. Tenders received after due date and time will not be entertained. Institute is not responsible for any postal delay. CDFD does not take any responsibility for loss of Tender in transit sent by courier or any postal delays, Tenders received after the due date and time will be summarily rejected. Incomplete, conditional or defective tenders are liable for rejection.

29. **निष्पादन सुरक्षा PERFORMANCE SECURITY :** Within 7 days of receipt of the Work Order, the Contractor shall furnish Security Deposit for ₹ 9,00,000/- in the form of Demand Draft / Bank Guarantee to be valid beyond 60 days from the date of validity of the contract. The proceeds of the performance security shall be payable to the Institute as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Contract.

30. This Notice Inviting Tender (N.I.T) shall form part and parcel of the Tender Document.

31. The tenderer shall sign all the pages of CDFD tender document and other documents submitted by him along with the quotation.

32. CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason.

33. Unsealed Tenders, unsigned Tenders, incomplete Tenders, or Tenders otherwise considered defective are liable to be rejected.

34. The Director, CDFD reserves the right to accept or reject any or all the proposals in full or in part without assigning any reason.

मध्यस्थिा ARBITRATION: All matters relates to and difference of price shall be settled mutually as far as possible. In case at any interpretational issues arising out of the tender, the interpretation / decisions of The Director, CDFD shall be final and binding on the bidder at any stage. The Arbitration will proceed as per Indian Arbitration Act 1940 as amended up to date.

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TECHNICAL BID (PART - I)**अध्याय CHAPTER III****विशेष नियम और शर्तें SPECIAL TERMS AND CONDITIONS**

1. The Contractor(s) should also have valid licence issued by Government of Andhra Pradesh / Telangana under the provisions of A.P. Private Security Agencies (Regulation) Rules, 2008 to engage in the Business of Private Security Agency.
2. Every employee engaged by the Contractor(s) should be given in each week, a day rest with wages and statutory holidays with wages. Contractor(s) should provide the standard uniform to the security personnel deployed at CDFD with name badge, etc.
3. The Contractor(s) should maintain all the Registers and Records under the purview of PF / ESI / Workmen Compensation Act and Contract Labour (R&A) Act, 1970.
4. The Contractor(s) should provide only Ex-servicemen security personnel, who are physically and medically fit and preferably below the age of fifty (50) years.
5. In case any of the persons deployed by the Contractor(s) does not come up to the mark or not perform his duties properly or indulges in any unlawful activities riots of disorderly conduct, the Contractor(s) shall withdraw such person from the CDFD within 24 hours and he has to deploy new person in his place.
6. The Contractor(s) should deploy his personnel in such a way that they should have weekly rest, the working hours / leave etc. as stipulated under provisions of Labour Act / Laws.
7. The Contractor(s) shall have to provide efficient Ex-servicemen Security Guards to complete the work within the specified time.
8. The Contractor(s) shall employ qualified, trained loyal and honest personnel. The service has to be done with utmost care, diligently and without causing any damage to the properties of the employer.
9. The Contractor(s) has / have to maintain an observation register and all the observations made in by the Officer In-charge should be completed by the Contractor(s) within 72 hours from the date of making such observations failing which necessary recovery as recommended by the Officer In-charge will be made from the monthly bill of the Contractor(s).
10. If any loss to the property / equipments / tools of the Centre caused by the personnel of the Contractor(s), the same has to be replaced / rectified by the Contractor(s) at his cost.
11. Any loss sustained by the CDFD by way of damages to the properties i.e., equipments, fittings, fixtures, furniture or instruments due to negligence or carelessness of the Contractor(s) or his workmen shall be to the account of the Contractor(s). The assessed value of the damage will be deducted from his / her monthly bills.
12. The Tenderer should be a licenced Contractor(s) under the provisions of Contract Labour (R&A) Act, 1970. The Contractor(s) should obtain necessary Licence from the Assistant Labour Commissioner (Central) and (State) **both within two** months from the date of award of the work and submit a copy of the same to the Centre, failing which no payment will be released until submission of licence copy.
13. The workers engaged by the Contractor(s) will be solely under their management and the Contractor(s) should undertake their workers service conditions including fringe benefits like provident fund, service bonus, gratuity, leave salary, medical care etc., as per the various Labour Laws applicable to them. The workers employed by the Contractor(s) on the work will be under the whole and sole control of the management of the Contractor(s) and for all purposes, they will be the employees of Contractor(s) only. As such, the responsibility of their service conditions, etc., rests with the Contractor(s) only. The Contractor(s) should engage and pay adequate wages as per the minimum Wages Act of Government of India / Telangana as in force or enforced subsequently. Besides the engagement of the workmen should be in accordance with the Labour Act of Government of India / Telangana. The Contractor(s) is / are responsible for obtaining sanction / licence from the concerned department(s) i.e., from the Assistant Labour Commissioner (Central), Vidyanagar, Hyderabad for engaging labourers.

14. The Security Guards deployed by the Contractor(s) should follow the Rules and Regulations pertaining to security measures of CDFD from time to time.
15. Presently, the CDFD is under strict security arrangements. The entry into and exit from the CDFD premises situated at Uppal and other locations will be regulated by Identity Cards as approved by the authorised Official of CDFD.
16. The workers engaged by the Contractor(s) have no right to claim any compensation or regular appointment in CDFD whatsoever. The Centre will be free from all encumbrances either from the Government or any other source, including claims arising out of Workmen Compensation Act.
17. The Contractor(s) should ensure the safety of his / their workers during the course of work. If any worker of the Contractor(s) is hurt or injured and met with any serious calamity / accident / death, the responsibility for payment of compensation to the worker(s) rests with the Contractor(s) only. The Centre will be free from all such encumbrances.
18. The contract is valid for a period, determined by CDFD from the date of commencement of work. This may be renewed at the discretion of CDFD.
19. The contract can be terminated by CDFD by giving **THREE MONTHS** advance notice without assigning any reason.
20. The contract can be terminated on any of the following contingencies:
 - (a) On expiry of the contract period.
 - (b) By giving three months notice on account of :
 - (i) Losses suffered due to lapse on the part of the Contractor(s) / Personnel.
 - (ii) For committing breach of the Contract Agreement by the Contractor(s).
 - (iii) On violation of any Labour Laws as per Contract Labour (Regulation and Abolition) Act, 1970.
 - (iv) On assigning the contract or any part thereof or any benefit or interest therein by the Contractor(s) to any third party for subletting whole or part of the contract.
 - (v) Without assigning any reason at the discretion of the Director, CDFD.
21. During the notice period of termination of the contract, the situation contemplated above, the Contractor(s) shall keep on discharging his duties as before till the expiry of notice period.
22. The successful Tenderer's rates are to be valid for a period of ONE YEAR from the date of award of work to them. The successful Tenderer has to execute an agreement with the authorised representative of the Director, CDFD within one week from the date of intimation about their Tender being accepted, failing which their EMD amount will be forfeited without any notice and Tender will be rejected.
23. Intending Tenderers should have sufficient and good experience in similar works in a Government / Private Research Organizations or Public Sector Undertakings or any Scientific Laboratories and should be in a position to supply adequate personnel.
24. The Security Deposit amount deposited by the successful Tenderer will be released after **TWO MONTHS** from the date of termination / expiry of contract subject to condition of realization of recovery, if any. In case of any recovery to be affected the same will be made from the Security Deposit amount. The Security Deposit amount will be refunded without any interest.
25. The Contractor(s) should ensure that payment to workers is made by 7th of every month, without linking to payment receivable from CDFD. The payment shall only be released on confirmation of disbursement of salaries to the workers deployed at CDFD by the Agency in writing.
26. Income Tax will be deducted from the monthly bill of the Contractor(s) as per Government of India's order and necessary certificates will be issued by this Centre.

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27. All payments will be made by means of crossed cheque(s) drawn on SBI, Habsiguda Branch, IFSC No. SBIN0020087, Hyderabad or transfer of amount through RTGS / NEFT after completion of every month and on submission of bill along with proof of payments made to workers, PF / ESI etc., by the Contractor(s) only after due certification by the concerned Officer in CDFD.

Duration of the Contract: The contract shall be concluded initially for a period of one year on the terms and conditions of Contract Agreement, which can be further extended on mutually agreed terms for further period of one more year.

Director, CDFD reserves the right to accept the tender either in whole or in part and the prices quoted by the bidder shall be deemed to hold good even if the tender is accepted in part by the Director, CDFD.

In the event the Institute terminates the contract in whole or in part, the Institute may take recourse to any one or more of the following action:

- a. The Performance Security will be forfeited;
- b. The contractor shall be liable for all available actions against it in terms of the contract.
- c. The firm becomes bankrupt or is otherwise declared insolvent
- d. In all the matters of dispute relating to the proposed contract, the decision of the Director, CDFD shall be final and binding on the contractor at any stage of this Tender Document.

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Sign. of Bidder with Seal

TECHNICAL BID (PART - I)**अन्य प्रारूप OTHER FORMATS**

- a. Bid Form (Bid Covering Letter) - (Annexure-A)
- b. Bid Security Form / Earnest Money Deposit Form - (Annexure-B)
- c. Format of Bank Guarantee (BG) for Performance Security Form – (Annexure-C)
- d. Financial Status of the Bidder – (Annexure-D)
- e. Check List - (Annexure-E)

बोली फार्म (बोली आवरण पत्र)**BID FORM (BID COVERING LETTER) - ANNEXURE-A**

[The Bidder shall type this Form on their Letter Head and enclose this along with Technical Bid (Part-I).]

To:

The Head - Administration
Centre for DNA Fingerprinting & Diagnostics,
Inner Ring Road: Uppal:
HYDERABAD – 500039.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda (if any)
- (b) We offer to provide services in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Tender Document
- (c) Our bid shall be valid for from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to submit the performance security in accordance with tender documents for due performance of the Contract
- (e) We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of Order, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

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Sign. of Bidder with Seal

TECHNICAL BID (PART - I)

बोली सुरक्षा / अर्नेस्ट पैसा जमा फार्म
BID SECURITY / EARNET MONEY DEPOSIT FORM - ANNEXURE - B

Whereas _____ (hereinafter called the tenderer") has submitted their offer dated _____ for the supply of _____ (hereinafter called the tender") Against the Institute's tender enquiry No. _____ KNOW ALL MEN by these presents that WE _____ of _____ having our registered office at _____ are bound unto _____ (hereinafter called the "Institute") In the sum of _____

For which payment will and truly to be made to the said Institute, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the Tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Institute during the period of its validity:
 - a) If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Institute up to the above amount upon receipt of its first written demand, without the Institute having to substantiate its demand, provided that in its demand the Institute will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the authorized officer of the Bank)
 Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

TECHNICAL BID (PART - I)

प्रदर्शन सुरक्षा के लिए बैंक गारंटी (बीजी) का प्रारूप
FORMAT OF BANK GUARANTEE (BG) FOR PERFORMANCE SECURITY-
ANNEXURE –C

(TO BE PROVIDED BY SUCCESSFUL BIDDER)

Guarantee No. _____ Amount of Guarantee ₹9,00,000/- Guarantee cover from (Name of Bank) _____ Last date for lodgment of claim(s) _____ B.G. in No. of pages including this page _____ THIS DEED OF GUARANTEE made this _____ day of _____ year by _____ having one of its Branch at _____ acting through its Manager (hereinafter called 'The Bank' which expression shall whenever the context so requires include its successors and permitted assigns) in favour of the Director, Centre for DNA Fingerprinting and Diagnostics, Inner Ring Road, Uppal, Hyderabad - 500039 (hereinafter called the CDFD) which expression shall include its successors and assigns.

WHEREAS in accordance with the terms of said contract the contractor has agreed to furnish an unconditional Bank Guarantee for ₹9,00,000/- (Rupees nine lakhs only) for due performance of this contract awarded to the contractor.

AND WHEREAS THE BANK at the request of the contractor has agreed to give this guarantee.

NOW THEREFORE THIS DEED OF GUARANTEE WITNESSETH AS FOLLOWS:

1. We the bank hereby irrevocably guarantee that the contractor will duly comply with his obligation during the guarantee period in accordance with the said contract agreement and the general terms and conditions forming part of the work agreement, failing which the bank undertake to pay CDFD on demand and without demur, such amount or amounts as the bank may be called upon to pay not exceeding a sum of ₹9,00,000/- (Rupees nine lakhs only) on invocation of this guarantee. Any claim made by CDFD on us within the sanctioned guarantee amount shall be final and binding on us.

2. Not with understanding anything contained hereinbefore, the liability of this bank in respect of this guarantee is restricted to ₹ _____ (₹ _____ only) and shall remain in force till beyond 60 days from the validity date of contract, unless an action/claim is made on us in writing within 14 months from this date i.e. up to _____ all rights under the said guarantee will be forfeited and we shall be relieved and discharged from all liabilities hereunder.

IN WITNESS WHEREOF THE BANK HAS SUBSCRIBED AND SET ITS NAME AND SEAL HERE UNTO.

(Authorized Signatory)
 DATE: -
 (Signature of the Witness)
 Name of Witness
 Address of Witness

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 Sign. of Bidder with Seal

TECHNICAL BID (PART - I)

जाँच सूची
CHECK LIST – ANNEXURE-D

S. No.	Particulars	Indicate Yes/No	Enclosure No.
1	Copy of DGR Registration attached		
2	Copy of GST / PF / ESI / Contract Labour attached		
3	Earnest Money Deposit/BG attached		
4	Photocopies of Contracts as per eligibility criteria attached		
5	Performance Certificates for successful completion attached		
6	CDFD Tender Document duly signed and stamped attached		
7	Bid Covering Letter attached		
8	Copy of Firm Registration		
9	Duly filled in Format V		
10	Audited financial statement for the last 3 years		

SIGNATURE OF BIDDER WITH SEAL:

Email ID:

Contact Number:

Name:

TECHNICAL BID (PART - I)**V. FORM FOR PROVIDING DETAILS OF THE TENDERER**

1. Name of the Contractor :
2. Address : Permanent :

- : Present :

3. Approximate annual turnover :
4. Number of workmen employed and facilities you have :
5. Are you Licenced Contractor or Agent :
 - (a) Licence No. as per the Contract Labour (R&A) Act 1970, if so, indicate the Licence No. and date and other particulars (copy to be enclosed)
 - (b) Registration with Directorate General of Resettlement :

Regn. No. and date / validity
(copy to be enclosed)
 - (c) Licence No. and its validity :

[The licence issued by Government of Andhra Pradesh / Telangana under the provisions of A.P. Private Security Agencies (Regulation) Rules, 2008]

(copy to be enclosed)
6. Name and Address of your Bankers and details of RTGS / NEFT :
 - (a) Account holder's Name
 - (b) Bank Account Number
 - (c) Name of the Bank
 - (d) Branch Name
 - (e) IFSC Code
 - (f) MICR Code
 - (g) Photo copy of a cancelled Cheque

Contd....

7. Details of major contracts completed earlier (experience certificate to be enclosed) :
8. Are you on the approved list of any Govt. or Public Sector organisation, if so, give particulars (copy to be enclosed) :
9. Whether Income Tax / Sales Tax upto latest assessment year finalised and paid (copy to be enclosed) :
10. Any other relevant information :

I / We certify that the above information is true to the best of my / our knowledge.

DATE :

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Sign. of Bidder with Seal#

निविदा दस्तावेज TENDER DOCUMENT

के लिये
FOR

**For providing Security Watch & Ward Services
by Ex-Servicemen Security Guards at CDFD,
Uppal, Hyderabad**

TENDER # CDFD/ADMN/SEC/2019



सी डी एफ डी

CDFD

डी एन ए फिंगरप्रिंटिंग एवं निदान केंद्र
Centre for DNA Fingerprinting and Diagnostics
इनर रिंग रोड, उप्पल, हैदराबाद - 500039
Inner Ring Road, Uppal, HYDERABAD - 500039
(तेलंगाना राज्य) भारत (Telangana State) India
Tel. No. 040-27216093/6086, www.cdfd.org.in
Email: head-admin@cdfd.org.in

अध्याय CHAPTER 4**मूल्य सूची PRICE SCHEDULE**

Please submit your rates in a sealed cover without clubbing with Technical Bid.

BREAKUP OF RATE QUOTED BY THE CONTRACTOR FOR SUPPLY OF ONE PERSON PER DAY

(to be filled by the Tenderer)

Scope of work : Providing Security Watch and Ward Services by Ex-Servicemen Security Guards.

SUPERVISOR (Highly Skilled):

₹

- | | | | |
|----|--|-----|--|
| 1. | Actual wage payable to the worker per day
(wage payable should not be less than the Minimum Wages Act) | --- | |
| 2. | EPF Contribution (Contractor's Share, per day) @ 13.15% | --- | |
| 3. | ESI Contribution (Contractor's Share per day) @ 4.75% ---
(The staff whose gross salary excluding overtime payments is above ₹ 21,000/- are not eligible for ESI benefit) | --- | |
| 4. | Bonus (per day) @ 8.33% | --- | |
| 5. | Leave reserve @ 1 day for those who perform duty for 20 days and above in a month | --- | |
| 6. | Contractor's Profit @% | --- | |

TOTAL RATE PER DAY

SECURITY GUARD (Skilled):

₹

- | | | | |
|----|--|-----|--|
| 1. | Actual wage payable to the worker per day
(wage payable should not be less than the Minimum Wages Act) | --- | |
| 2. | EPF Contribution (Contractor's Share, per day) @ 13.15% | --- | |
| 3. | ESI Contribution (Contractor's Share per day) @ 4.75% ---
(The staff whose gross salary excluding overtime payments is above ₹ 21,000/- are not eligible for ESI benefit) | --- | |
| 4. | Bonus (per day) @ 8.33% | --- | |
| 5. | Leave reserve @ 1 day for those who perform duty for 20 days and above in a month | --- | |
| 6. | Contractor's Profit @% | --- | |

TOTAL RATE PER DAY

PRICE BID (PART - II)**LADY SECURITY GUARD / FRONT OFFICE ATTENDANT (Un-skilled):**

₹

1.	Actual wage payable to the worker per day (wage payable should not be less than the Minimum Wages Act)	---
2.	EPF Contribution (Contractor's Share, per day) @ 13.15%	---
3.	ESI Contribution (Contractor's Share per day) @ 4.75% (The staff whose gross salary excluding overtime payments is above ₹ 21,000/- are not eligible for ESI benefit)	---
4.	Bonus (per day) @ 8.33%	---
5.	Leave reserve @ 1 day for those who perform duty for 20 days and above in a month	---
6.	Contractor's Profit @%	---
TOTAL RATE PER DAY		----- -----

ARMED GUNMAN :

₹

1.	Actual wage payable to the worker per day (wage payable should not be less than the Minimum Wages Act)	---
2.	EPF Contribution (Contractor's Share, per day) @ 13.15%	---
3.	ESI Contribution (Contractor's Share per day) @ 4.75% (The staff whose gross salary excluding overtime payments is above ₹ 21,000/- are not eligible for ESI benefit)	---
4.	Bonus (per day) @ 8.33%	---
5.	Leave reserve @ 1 day for those who perform duty for 20 days and above in a month	---
6.	Contractor's Profit @%	---
TOTAL RATE PER DAY		----- -----

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Sign. of Bidder with Seal