

Phones: 040 66309500,  
E-mailid : [director\\_ifb@icfre.org](mailto:director_ifb@icfre.org)



**Institute of Forest Biodiversity**  
Indian Council of Forestry  
Research and Education,  
Dullapally, Kompally (S.O)  
Hyderabad-500100

**Government of India**  
**Ministry of Environment, Forest and Climate Change**

Tender. No: 5-11/IFB/E-Pro/SS/2019-20/

Date: 14.06.2019

**E-Tender/Quotation for Engagement of Security Guards at Institute of Forest Biodiversity, Hyderabad**

Please furnish your lowest quotations for the above article. Address to the Director Institute of Forest Biodiversity (Indian Council of Forestry Research and Education), Hyderabad- 500100.

Tender No. 5-11/IFB/E-Pro/SS/2019-20/

Date: 14.06.2019

The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizarde.com/> as per the tender document. No tender will be accepted in fax, e-mail or any other such means. The intending bidders must be registered with e-Procurement <https://moefcc.euniwizarde.com/> the tender document is also available on website: <https://moefcc.euniwizarde.com/>

a.	Availability of tender document on website : <a href="http://envfor.nic.in/">http://envfor.nic.in/</a> and <a href="https://moefcc.euniwizarde.com/">https://moefcc.euniwizarde.com/</a>	<b>14.06.2019</b>
b.	Last date of sale of tender document online	<b>28.06.2019 at 1.00 p.m.</b>
c.	Last date of submission of tender online	<b>28.06.2019 at 2.00 p.m.</b>
d.	Date and time for opening online Technical Bid	<b>28.06.2019 at 3.00 p.m.</b>
e.	Date and time for opening of online Price Bid for Technically qualified Bidders	<b>28.06.2019 at 6.00 p.m.</b>
f.	Pre - bidding meeting	<b>18.06.2018 at 03.00p.m.</b> <b>Held in Institute of Forest Biodiversity, Hyderabad</b>
g.	Validity of tenders.	<b>90 days</b>
h.	Tender Processing Fee	<b>Rs. 3540/- (GST included)</b>
i.	Registration Charges for One Year	<b>Rs. 2360/- (GST included)</b>

**Terms and Conditions:-**

1. The central GST and other charges will be paid as per the Central Government rule.
2. The Quotation must be valid for 90 days.
3. The rate should be mention in Indian currency only.
4. The bill should be in triplicate for payment.
5. Mode of payment only through PFMS.

**KANAKANT  
IRUPA**

Digitally signed by  
KANAKANTI RUPA  
Date: 2019.06.14  
18:10:28 IST

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizarde.com>

## **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, Amit Kumar Jha-9355030627, Office Landline No:- 04066309500

## **SEARCHING FOR TENDER DOCUMENTS**

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs.3000/- + 18% GST (NOT REFUNDABLE)** by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective “Register” Tab. This would enable the e e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document

(Price Rs.500/-)



**INSTITUTE OF FOREST BIODIVERSITY**

Indian Council of Forestry Research & Education

*(An Autonomous Body under Ministry of Environment and Forests, Government of India)*

Dulapally, Kompally (S.O.), Hyderabad – 500 100.

Phone No.040-66309500, 66309510 e-mail: directorifb@icfre.org

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**TENDER DOCUMENTS FOR ENGAGEMENT OF SECURITY GUARDS AT  
INSTITUTE OF FOREST BIODIVERSITY, HYDERABAD.**

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a.	Availability of tender document on website : <a href="http://envfor.nic.in/">http://envfor.nic.in/</a> and <a href="https://moefcc.euniwizarde.com/">https://moefcc.euniwizarde.com/</a>	<b>14.06.2019</b>
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**INSTITUTE OF FOREST BIODIVERSITY**

**Indian Council of Forestry Research & Education**

(An autonomous body under Ministry of Environment, Forests and Climate Change, Government of India)

Dullapally, Kompally(S.O),Hyderabad-500 100

Phones: 040-66309500, (O), 66309521 (Fax),emaildirector\_ifb@icfre.org

***CONTENTS OF TENDER DOCUMENT***

<b>Sl. No</b>	<b>Description</b>
1	Notice inviting tender
2	Forwarding letter
3	Form – A
4	General Conditions
5	Terms and Conditions
6	Scope of Work
7	Certificate of acceptance of Terms & Conditions

**NOTE:** *Tenderer should confirm that they have received all the above papers*

TENDER COPY ISSUED TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER:

.....

Director  
Institute of Forest  
Biodiversity,Hyderabad



**INSTITUTE OF FOREST BIODIVERSITY**  
Indian Council of Forestry Research & Education  
(An autonomous body under Ministry of Environment, Forests and Climate Change, Government of India)  
Dullapally, Kompally(S.O),Hyderabad-500 100  
Phones: 040-66309500, (O), 66309521 (Fax), emaildirector\_ifb@icfre.org

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**NOTICE INVITING TENDERS**

Online tenders are invited by the undersigned, for and on behalf of Indian Council of Forestry Research & Education, for the engagement of following manpower at Institute of Forest Biodiversity, Hyderabad.

Sl. No	Job	Salary	ESI As on 01.07.2019	PF	Administrative /Service Charges (%) Minimum 1%	GST	Grand Total
1	<b>Security Guard for 01 No's</b>						
2	<b>Security Guard for 10 No's</b>						

**Note:** The rates shall be quoted for eight hours duty per day/head. Above figures are for evaluation purpose only. However the actual requirement may vary from time to time.

The Tenderers should be competent enough to supply the above manpower and must have all kinds of registrations under appropriate authority. They should also produce enough documents to prove their good track records in the field of manufacturing and supply of similar manpower.

a.	Availability of tender document on website : <a href="http://envfor.nic.in/">http://envfor.nic.in/</a> and <a href="https://moefcc.euniwizarde.com/">https://moefcc.euniwizarde.com/</a>	<b>14.06.2019 at 06.00 p.m.</b>
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f.	Validity of tenders.	<b>90 days</b>

1. The cost of Tender Should is Rs.500/-(Rupees: Five Hundred Only)

2. The cost of the Tender Fee should be deposited in the following Account through RTGS/NEFT and the receipt should be attached along with tender document in the website for the reference.

Account Holder Name :-	The Director, Institute of Forest Biodiversity Revenue
Account No:-	327402010018000
IFSC Code:-	UBIN0571148
Branch :-	Mallareddy Engineering College Campus ,Maisammaguda , Hyderabad

Director  
Institute of Forest Biodiversity,  
Hyderabad

**Forwarding Letter**  
(To be filled in by the tendering party)

To

The Director  
Institute of Forest Biodiversity  
Dulapally, Kompally (S.O)  
Hyderabad – 500 100.

Sub: Engagement of Security Guards at Institute of Forest Biodiversity, Hyd – Reg.  
Ref: Your Tender Notice dated

Sir,

We are submitting herewith our tender for engagement of Security Guards, at Institute of Forest Biodiversity, Hyderabad as specified in your tender and as laid down in your tender document.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are endorsing our receipt No. \_\_\_\_\_ dated \_\_\_\_\_ as a proof of having purchased the non-transferable tender form.

All pages of the tender document together with the 'Terms and Conditions' contained herewith have been duly signed

Yours Sincerely,

(Stamped signature of the  
Authorized Signatory)

Name:

Full Address:

**INSTITUTE OF FOREST BIODIVERSITY, HYDERABAD.**

**FORM – A**

1. Name of the Agency ( in Block Letters) :
2. Owner's Name:
3. Permanent Address Residential Address
4. Registration Document of the Firm / Company:
5. Registration No. / License (for providing Labour):
6. Amount of Tax paid Lat Financial Year (please enclose a copy of the latest Income Tax Form):
7. EPF Code No.:
8. ESI Code No.:
9. Past experience of the Company (Details of similar services Rendered / Being Rendered in the other Organizations):
10. Other if any
11. Details of Earnest Money:

Amount Rs. \_\_\_\_\_ Bank Draft No. \_\_\_\_\_ Name of the Bank \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_

Date:

Place:

Tenderer's Signature with date and seal



## **GENERAL CONDITIONS**

The Director, IFB (ICFRE), Hyderabad proposes to enter into a contract for the purpose of full security of the Institute of Forest Biodiversity campus. Approximately 10 Security Guards are required in the campus for maintenance and Security. The number of persons required may increase or decrease depend upon work.

The terms and conditions of this bid are as under:

### ***1. Eligible Bidders***

The criteria for the eligible bidders are given below:

1. The bidder must be citizen of India. In case of an organization represented by a body of individuals, all individuals concerned must be citizens of India.
2. The individual / organization must be duly a registered one.
3. The individual / organization must possess license from the appropriate labour authorities on the date of the submission of the tender.
4. The individual / organization must possess the latest Income Tax clearance.

### ***2. Certificate Copy***

1. The tenders must be accompanied by the certified copy of the partnership deed/articles of association or any document indicating the list person / persons duly authorized to enter into an agreement with IFB and sign other documents on behalf of the firm / company etc.,

### ***3. Submission of Tenders***

The bid shall be submitted as per the requirement of the security personnel indicated for the purpose of tender evaluation only. However the actual requirement may vary from time to time depending upon the administrative needs, which can be reduced or increased accordingly.

Latest Income Tax certificate must be furnished along with the tender form. The bidder should have minimum experience of two years in similar type of work in any government department undertaking. The tender without experience certificate shall be rejected.

The tender document shall be signed in all pages.

The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizarde.com/> as per the tender document. No tender will be accepted in fax, e-mail or any other such means. The intending, bidders must be registered with e-Procurement <https://moefcc.euniwizarde.com/> the tender document is also available on website: <https://moefcc.euniwizarde.com/>

### ***4. Compliance***

Compliance report on all the terms and conditions of the contract must be submitted as per document. In case the compliance report it's not enclosed with the offer, the same shall not be considered.

### ***5. Right to Acceptance***

The Director, Institute of Forest Biodiversity (Indian Council of Forestry Research & Education), Dulapally, Kompally (S. O) Hyderabad – 500 100 reserves the right to accept or reject any bid without assigning any reason.

### **6. Earnest Money Deposit**

A sum of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Demand Draft drawn in favour of the Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad should be enclosed along with the tender. The Earnest Money Deposit shall be forfeited in case the bidder does not abide by his offer. The tenders submitted without EMD shall be rejected.

### **7. Security Deposit**

The successful bidder shall be required to submit a security deposit in the form of bank guarantee for **one lakh** rupees from nationalized bank valid for 2 years from the date of agreement towards successful implementation of various terms and conditions of the contract.

8. Offers quoted are valid for a minimum period of two months from the date of opening of the bid, by which time decision for award of the contract is expected to be taken.

### **CHECK LIST OF THE ENCLOSURES BEFORE SUBMISSION OF TENDER FORMS,**

1. Tender document.
2. Rate list in duplicate in document
3. EMD
4. Experience Certificate
5. EPF Code No.
6. ESI Code No.
7. I.T. Clearance
8. Copy of the license form from the Labour Office.
9. Detailed Postal address / telephone numbers.
10. A certified copy of the partnership deed/article of Association or relevant document indicating list of persons duly authorized to sign the agreement and other documents on behalf of the firm / company etc.,

**The Financial Bids of those bidders, who qualify at Technical Bid stage only, shall be opened by the Committee authorized for the purpose.**

**TERMS AND CONDITIONS OF OFFER FOR ENGAGEMENT OF SECURITY GUARDS FOLLOWED IN INSTITUTE OF FOREST BIODIVERSITY (ICFRE), HYDERABAD.**

1. The Rate should be quoted as per Government of India Minimum Wages Act.
2. The contractor shall seek instructions from the Director / Security Officer, Institute of Forest Biodiversity Hyderabad or any other officer authorized for the purpose, hereinafter referred to as IFB authority.
3.
  - i). The contractor shall be fully responsible for the security of IFB campus or any other point where the IFB authority decides to put guards on security duty.
  - ii) Security personnel deployed by the Agency shall check the material/ property going in/out of the main Gate/Campus through the procedure as laid down by the IFB authority.
  - iii) Security personnel shall prevent the entry of unauthorized persons, Vehicles, stray dogs, cattle etc. into the campus and experimental area.
4. The contractor shall be fully responsible for any loss, of material and property of IFB and its campus inmates attributable to the negligence or failure of the Security personnel. All losses suffered by IFB or its campus inmates on this account shall be compensated full by the Contractor. The decision of the Director in this regard shall be final and binding on the contractor.
5. If the conduct/services of any of the security personnel is found unsatisfactory, he shall have to be withdrawn within 24 hours from duty. A complete list of the personnel engaged by the contractor for deployment in various works shall be furnished by the Contractor along with complete addresses and other antecedents.
6. The format for rates payable to the contractor as agreed, for the personnel deployed are given in document.
7. The contractor shall submit monthly bills to the Director in respect of previous month/s work undertaken before 3<sup>rd</sup> of succeeding month.
8. The Contractor shall make the payment of the wages to all person engaged by him before 7<sup>th</sup> of every month.
9. The contractor shall be solely responsible for the payment of wages to all the personnel deployed by him and will ensure that wages paid to them are at rates not less than the minimum rate of wages under the Minimum Wages Act and other applicable.
10. That the contractor shall be responsible for observance of all the concerned laws, like Employees Provident Funds Act, ESI, Minimum Wages Act, etc.
11. The contractor shall be wholly responsible for deducting the EPF, Insurance premium, if any, etc. and depositing the same with the concerned office regularly. He be ascertained by the concerned persons engaged by him.
12. That for all purpose the contractor shall be the "Employer" within the meaning of Labour and other laws, in respect of all those employed by him.
13. That in case the security guards and others deployed by the contractor, commit any misconduct, the contractor shall be responsible for taking disciplinary action against them and, if necessary, a substitute may be deployed after removing the concerned person in consultation with IFB authority.

14. The IFB authority shall be authorized to fix timings of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours. The deployment of personnel shall be as per details given by the IFB authority.
15. The Contractor shall submit monthly duty chart of the personnel to IFB authority prior to the commencement of the month. He shall maintain the daily attendance register of the security personnel, which may be verified by IFB authority. Failure to do so may result in non-payment for the day/days for which the attendance is not furnished.
16. The contractor shall not replace the security and other personnel at random. This shall be done with prior knowledge of the IFB authority and full particulars of the security and other personnel so deployed shall be given to the IFB authority. In case any person is found posted without the previous knowledge of IFB authority, IFB shall not be liable to pay for such arrangement. Such an act on the part of the contractor may be treated as breach of the contract.
17. Leave of any kind to the security and other personnel shall be sanctioned by the Security Agency under prior intimation to IFB authority. The contractor is liable to make substitute arrangements in case of absence of any personnel. The contractor shall man all the security check posts and other locations as specified by IFB authority on all weekdays & whole days. No short leave shall be permitted to the security and other personnel unless the contractor provides suitable substitute without any extra payment. The contractor must submit the list of leave reserves beforehand.
18. The Contractor shall ensure that at no time any security point remains unmanned. A register shall be maintained by the contractor at the gates/duty places where round the clock duty is performed, for the purpose of handing/taking over of the duty by the security personnel. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case, exception may be made with the prior approval of the IFB authority to the extent of one person in any one of the shifts but the payment so such person for the extra shift shall be as per the rates applicable.
19. The contractor shall arrange to dress all the security personnel on duty smartly and neatly on the pattern of uniformed services and ensure their good behavior with the IFB establishment and visitors. They shall abstain from taking part in any union and associated activities. No personnel shall be permitted to consume liquor or any intoxicants during duty hours. In case a Security guard is found misbehaving with the employees of the Centre/Visitors or found intoxicated, the contractor in consultation with the IFB authority shall penalize him.
20. The security personnel shall not be permitted to wear casual dresses or allowed to remain on duty in mufti. The dress shall be of uniform colour and design. The cost of uniform shall be borne by the contractor.
21. The IFB shall not be liable to provide any residential accommodation to the personnel engaged by the contractor. No cooking or lodging shall be allowed to the contractor's personnel at any place inside the campus or experimental area.
22. The IFB authority reserves the right to change the deployment of security personnel. IFB authority also reserves the right to ask for replacement of a particular security person employed by the contractor.
23. Security personnel should be changed on a periodic basis. Ordinarily, no person should on duty continuously for more than 90 days.

24. The security personnel shall be bound to observe all instructions issued by IFB authority concerning duty general discipline and behavior.
25. The contractor shall maintain all the statutory registers required under law. He shall also produce the same on demand before the IFB authority or any other authority under law.
26. IFB shall not be responsible financially or otherwise for any injury/death to the security personnel in course of performing their duty.
27. The contractor shall not be permitted to transfer or assign his rights and obligations under the contract to any other individuals or otherwise.
28. The contract for the services will be valid for period of one year from the date of commencement. This can be extended by mutual agreement for a period not exceeding three months in one spell.
29. The Director has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to the contractor in writing or by making equivalent payment thereof.
30. In the event of the contractor desiring an earlier termination of the contract, he shall have to give three months advance notice to the Director. The decision of the Director, IFB shall be final and binding on the contract in this regard including the forfeiture of security deposit and invoking the bank guarantee.
31. The contractor shall be bound by the details and documents as furnished by him to the IFB while submitting the tender. In case any of the details of such documents, are found false at any stage, the same shall be deemed to be a breach of the terms of contract making him liable for action under clause 31 thereof and as per the law.
32. In case of breach of any of the terms of agreement by the contractor the security deposit including bank guarantee of the contractor is liable to forfeiture by the Director. Any sum of money due or payable to the contractor including the security deposit and bank guarantee under the contract may be appropriated by the Director against any amount which the contractor may owe to the IFB, Hyderabad.
33. The contractor shall ensure that no unauthorized entry is permitted and the guards at the entry points are able to identify the legitimate residents and visitors without causing any embarrassment or discourtesy. No person with arms and ammunition shall be permitted to enter the campus, residential complex or experimental area without written permission of the IFB authority.
34. All personnel employed by the contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the campus, residential complex or experimental area.
35. In the event of any malpractice on the part of the contractor or his employees, the contract shall be liable to terminate.
36. The IFB authority will review the performance of personnel employed by the contractor on the third day of every month. In the event of third day of the month being a holiday, the review will take place on the following working day.
37. All disputes are subject to the jurisdiction of Courts in Medchal District and, in ultimate case, Hon'ble Supreme Court of India.
- 38. Administrative/service charges should be quoted in PERCENTAGE (%)**  
**In the Financial Bids, if a firm/bidder quotes 1% or less administrative/service charges will not Be considered**

39. Only one person of the Security Agency/Contractor or their representative is permitted to be present during Pre-Bid Conference
40. The following documents are deemed to form part of the agreement, viz., the tender and the general and special conditions, the scope of the work, priced schedule and the letter of acceptance and all the other letters referred to therein will also form part of this agreement.
41. The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the Tender document or to cancel the Tender without assigning any reason and the decision of the competent authority of this Department in this regard shall be final and binding.
42. The Contractor must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed manpower at Client's office. The Contractor should also ensure that EPF statements to the deployed manpower are provided immediately. Any delay in submission of these records will force Client to deduct a proportionate amount from the bills, as decided by the Competent Authority of Client.
43. Contractor shall deal with and settle the matters related with Union of India, State Government(s) and Government UT Administrations and shall make sure that no labour disputes / problems are referred to Client. It shall totally indemnify Client in this regard
44. On the expiry of the agreement as mentioned above, the service provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the service provider, it shall be the entire responsibility of the service provider to pay and settle the same
45. The rates of wages and the consequential revision in the statutory contribution on person's wages will be revised by this Department from the date of statutory revision in minimum wages of the persons and in case of revision in the rate of contribution on person's wages (i.e EPF, ESI etc.) by the Central Government, whatsoever may be the case. **However, there will be no increase in the Administrative Service Charges quoted by the firm/contractor**
46. All Security Agency/Contractor who are willing to bid during this Tender process must ensure that they are having required license for providing the security services under the Private Security Agencies (Regulation) Act, 2005/Rules, 2009

### **Terms and conditions to be followed for the Security of IFB, Hyderabad.**

The Security Agency has to provide the security services as stipulated in the Scope of work described in the document. If the Agency fails to perform the contract or does not carry out the contract satisfaction of the Employer within the period fixed for the purpose or at any repudiated to the contract before the expiry of such period, the Director, IFB, Hyderabad-500 100 or any other officer of the IFB so authorized recover damages from the agency for the breach of the contract or terminate the contract as whole or terminate part of the contract at the risk and cost of the agency and get the balance work executed through some other agency/contract and hold the agency liable for all losses and expenses of the contract and is binding on both the parties. If the Employer so desires, the contract may be extended beyond the period of one year on the existing terms and conditions.

1. The company/agency should have at least 5 years of experience in providing similar services.
2. Well trained security guards, should be are required for a shift of 8 hours for day and night duties.
3. Security personnel on the duty shall have good physique and sound health. Persons beyond 58 years should not be posted for security duty.
4. Security personnel on duty should not indulge in any unlawful activities like consuming alcohol, smoking etc.,
5. Security personnel should wear neat uniform. Any guard wearing improper uniform will asked to leave from duty and the security agency shall be responsible for all consequences arising out of such an incident.
6. In case of absence of any security guard from duty, an amount of ` 500/- per day for each such absence will be recovered from the agency from the monthly bills.
7. Security personnel should wear an identity card issued by the security agency at all on duty.
8. Security personnel should be able to speak one additional language apart from Telugu language. Knowledge in Hindi is preferred
9. Permanent home address and complete bio-data of security personnel engaged by the security agency shall be submitted to the DCF before engaging them on duty.
10. The agency shall furnish every month the particulars of security staffs deployed by him, to the Director, IFB, Hyderabad and maintain an attendance register of such workers deployed by him duly countersigned by the nominee of the Security Officer, IFB and the register shall be open for inspection by competent authorities of IFB.
11. Any security guard whose work or conduct is found unsatisfactory shall be replaced immediately at no additional cost to the Employer. The Security Agency may if so required shall change his security guards periodically, and bring the same to the notice of the concerned officer of the department immediately. The agency is entirely responsible for the security guards integrity and good behavior whole on duty. If any misbehavior, misconduct of any security guard is noticed/reported, the Director, IFB shall have the right to direct the agency to remove forthwith such security guard and provide suitable replacement without any additional cost upon the Employer.

12. The Director, IFB Hyderabad shall not be responsible for providing food and transport to the staff of the Security Agency.
13. The Director, IFB Hyderabad will not be responsible for loss of the property or of the persons of the agency in the event of fire, catastrophe or civil commotion.
14. The Security agency shall make disbursement of wages/salary to all the guards employed by them as per the requirements of this contract by 7th of every month irrespective of the fact that, his bill is passed and paid by the Department. The delay in releasing the monthly payment to the security agency by the department shall not be a valid reason for delay disbursement of monthly salary to the guards by security agency before the day of a month. Failure on the part of security agency to release the payment to the guards and supervisor by 7th day of every month shall constitute sufficient grounds for penal action on the agency and forfeiture of performance guarantee.
15. During the validity of the contract, the Security Agency shall not make any claim for additional charges other than expressly mentioned in the agreement. The agency if required by Centre should supply extra security personnel, during the period of the contract agreement on the same terms and conditions and rates as agreed upon.
16. The Security agency shall also comply with the provision under the contract Labour (Regulation and Abolition) Act, 1970, as in the rules framed there under. The employer shall be entitled to recover from the agency all such sum, charges paid/payable or incurred by the Employer in connection with the Provident Fund in respect of the security guards engaged by the agency and such sums including Agency's contribution, cost of administration of the funds paid or payable to the Employees Provident Fund Authorities under the act. The agency shall furnish the particulars of the security guards deployed by him at the commencement of each financial year, the length of service and the details of Provident Fund benefits extended to them to the Director, IFB Hyderabad.
17. The Security Agency is responsible for any accident or other compensation payable to the Security guards engaged by and working under his control and the Centre shall have no liability in the matter whatsoever and that is any payments have to be made by the Employer, the same shall be reimbursed by the Agency.
18. The agency shall agree to indemnify the employer against all claims arising out of action under the Employees State Insurance Act or Workmen's Compensation Act or any other Civil or Criminal Law in force in so far as they relate to the Labour force deployed by him or claims arising out of such employment.
19. The security guards engaged by the agency shall be liable for legal action if they are suspected to be directly or indirectly involved in any theft or otherwise. The agency shall be liable for all losses due to theft or otherwise from the Centre which are manifestly due to its security staff and the value of the materials so lost shall be made good by the agency. The agency shall be solely responsible for any police case or action by the police authorities relating to the security staff engaged by him.
20. Reliever shall be made available as and when any security goes out for toilet, tea, lunch or whatsoever. The rate quoted per security/shift is inclusive of this reliever.



21. The guards shall ensure that the laborers entry is made through gate pass issued by the department and their entry and exit through the gate is carefully watched.
22. The agreement may be terminated by the Director, IFB Hyderabad by giving a written notice of one month in advance or on payment of one month charges in lieu thereof. The agency may also terminate this agreement by giving a written notice of two months in advance or two months charges in lieu thereof.
23. All disputes arising out in connection with this agreement shall be referred to the sole arbitrator or a person nominated by the Director General, Indian Council of Forestry Research and Education, Dehradun, whose decision shall be binding on both the parties. The venue of the arbitration shall be at Hyderabad and the arbitration shall be under the Indian Arbitration Act 1940. The arbitrator so appointed vary from time to time with consent of the parties enlarge the time for making and publishing the award.
24. The Courts of Hyderabad alone have exclusive jurisdiction to entertain any dispute arising out of this agreement or in respect of any arbitrary proceeding arising in respect thereof.
25. The Security arrangement should be constantly reviewed by the Head for satisfactory functioning of the security personnel in the campus.
26. Guards should not be allowed to work overtime beyond their normal shift of 8 hours if the Security-in-Charge finds any guard over working beyond 8 hours, the department is at its liberty to initiate penal action on the agency.
27. Duty/attendance register shall be made available for inspection of Security-In-Charge as and when required round the clock.
28. In case of any theft or untoward incident is noticed, the security guard should inform the Security-In-Charge immediately.

**ANNUAL CONTRACT OF SECURITY SERVICES AT INSITUTE OF FOREST BIODIVERSITY CAMPUS, KOMPALLY (S. O), DULAPALLY, HYDERABAD – 500 100.**

**SCOPE OF WORK**

The contract is for a period of twelve months from the date mentioned in the letter of acceptance or the date on which the agency has actually commenced for the agreed security services in the areas mentioned below.

- I. The Security agency will be responsible for the overall security of the campus mentioned above.
- II. Well trained security guards, who should be each, are required for the shift of 8 hours throughout day and night duties.
- III. The Security agency shall provide 24 hours security services at the places fixed on all days including holidays by posting security guards for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shifts as per directions.
- IV. The security agency shall be responsible for maintaining a register containing the details of all the vehicles entering and exiting the Forest Campus.
- V. The security agency shall also maintain a register of all materials like furniture automobile parts etc., being brought into and taken out of the IFB office.
- VI. The security agency will be responsible for maintaining security of all vehicles/materials within the premises of IFB campus.
- VII. The security agency shall report all matters of irregularity to the Director & Security Officer, IFB immediately and act upon his advice and direction.

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS**

I / We have read and fully understood the terms and conditions as laid down above in respect of tender for engagement of Security Guards in Institute of Forest Biodiversity, Hyderabad – 500 100. I / We agree to abide by the same.

I / We have signed all the pages of the tender document booklet as laid down.

Signature and seal of the  
Tendering Party or his authorized  
signatory.

Dated:

Address:

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Telephone No -----

**PROFORMA FOR FINANCIAL BID**

S.No	Component of Rate(in Rupees)	PER SECURITY GUARD

Signature of the authorised signatory  
of the Tenderer with seal of the Firm.

**Note:**

1. The wage structure should be in conformity with the latest Minimum wages notified by Labour Department.
2. Statutory liabilities as per applicable rates.

**DECLARATION**

I, \_\_\_\_\_ Son/ Daughter /wife of Shri  
\_\_\_\_\_ Proprietor/Director, authorized signatory of the Agency/Firm,  
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide to them;

3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that  
furnishing of any false information/fabricated document would lead to rejection of my tender at  
any stage besides liabilities towards prosecution under appropriate law.

Signature of the authorized person

Date:

Full Name:

Place:

Seal: