

TENDER DOCUMENT

**TENDER FOR SECURITY & HOUSEKEEPING SERVICES
AT
BGRL, KARAD, MAHARASHTRA**

**BOREHOLE GEOPHYSICS RESEARCH LABORATORY
NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH
(ESSO-Ministry of Earth Sciences, Govt. of India)
Near RTO Office, Karad- Patan Road,
Padali, Kese, (Supane), Taluka – Karad, Dist.- Satara,
Maharashtra, Pin Code – 415110. INDIA**

**Phone No.: 02164-255060
Email ID: deepkoyna@gmail.com**

Borehole Geophysics Research Laboratory

National Centre for Antarctic & Ocean Research
(ESSO-Ministry of Earth Sciences, Govt. of India)
Near RTO Office, Karad- Patan Road,
Padali, Kесе, (Supane), Taluka – Karad, Dist.- Satara,
Maharashtra, Pin Code – 415110.

Telephone No. : 02164-255060

E-mail : deepkoyna@gmail.com

Tender No. BGRL/ADMN/15-16/01

Notice Inviting Tender

Borehole Geophysics Research Laboratory (BGRL), Karad invites sealed tender for '**Security & Housekeeping Services for BGRL, Karad office**'. Kindly visit web site <http://www.ncaor.gov.in> / Tender and Central Public Procurement portal <http://eprocure.gov.in> for detailed tender document no. BGRL/ADMN/15-16/01 and Terms and Conditions.

sd/-
for and on behalf of
BGRL/NCAOR

Borehole Geophysics Research Laboratory

National Centre for Antarctic & Ocean Research
(ESSO-Ministry of Earth Sciences, Govt. of India)

Near RTO Office, Karad- Patan Road,
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The ESSO – Ministry of Earth Sciences Govt. of India has launched scientific drilling programme and earthquake related investigations in the Koyna-Warna region and set up an office of ‘Borehole Geophysics Research Laboratory (BGRL)’, Near RTO Office, Karad- Patan Road, Padali, Kese, (Supane), Taluka – Karad, Dist.- Satara, Maharashtra, Pin Code – 415110.

The ESSO, - National Centre for Antarctic & Ocean Research, Head land Sada, Vasco-da-Gama, Goa-403804 (India) for Borehole Geophysics Research Laboratory invites tender in sealed cover from registered Contractors for the following work :

Services	Security and Housekeeping Services at Borehole Geophysics Research Laboratory (BGRL), Near RTO Office, Karad- Patan Road, Padali, Kese, (Supane), Taluka: Karad, Dist.: Satara, Maharashtra, Pin Code – 415110
Adv. No.	BGRL/ADMN/15-16/01
Office	Borehole Geophysics Research Laboratory, Karad, Maharashtra
Cost of Tender document	Rs.500/
Amount of EMD	Bid should be accompanied with a sum of Rs.15,000/-towards EMD in the form of DD drawn in favour of NCAOR payable at Goa.
Period of sale of Tender Document at BGRL, Karad	From 15/05/2015 to 15/06/2015 (UP TO 17 .00 HRS)
Closing Date & Time for Tender Submission at BGRL, Karad	Tuesday 16/06/2015 17.00 Hrs (IST)
Date & time of Opening Tender at BGRL, Karad	Wednesday 17/06/2015 15.00 Hrs (IST)
Bid Validity	The tender submitted should remain valid for 90 days from the date of opening of bid.

1. The tender document containing detail scope of work, terms and conditions of the contract, etc., can be obtained from BGRL, Karad office on submission of non-refundable tender cost by DD of Rs. 500/-(five hundred only) drawn in favour of NCAOR payable at Goa during office hours from 20/05/2015 to 15/06/2015 (9:00 to 17:00 hrs).
2. The tender document can also be downloaded from NCAOR's web site <http://www.ncaor.gov.in> / Tender and Central Public Procurement portal <http://eprocure.gov.in> and submitted along with tender cost document in the form of DD for Rs.500 drawn in favour of NCAOR payable at Goa. The tenders submitted without the cost of tender fee shall be rejected.

I ELIGIBILITY CRITERIA

Bidders should meet the following eligibility criteria to qualifying the tender:

- (i) The bidder should be registered with Government of Maharashtra for engage in the business of Private Security Agency as per Form VI (Rule 8) of Private Security Agencies (Regulation) Act 2005 (PSARA). The valid licence up to date of opening of this bid issued by the Competent Authority should be enclosed with the tender.
- (ii) The bidder should be registered under EPF Act, 1952 and ESI Act. Copy of registration certificate of EPF & ESI should be attached with the tender.
- (iii) The bidder should be registered with Shops & Establishment Act. The valid licence up to date of opening of this bid issued by the Competent Authority should be enclosed along with Tender.

II PERIOD OF CONTRACT

The contract is initially for the period of one year from date of commencement of work. Extendable by two more years on yearly basis, with same rates and terms and conditions based on satisfactory performance as assessed by BGRL.

III Scope of work

A Security arrangement at Borehole Geophysics Research Laboratory(BGRL), Karad Office :

- a) To provide 3 nos. of male security guards to be manned 24x7.
 - * Qualification :- minimum VIIIth pass
 - * Minimum two years experience as security guard and in hand experience in fire fighting / training.
 - * Age : – Not more than 35 years

Security Instructions

1. For round the clock 365 days security arrangement at BGRL, Karad Office by deploying minimum one Security Guard on 8 hours shift duty to be provided. Work chart has to be provided duly approved by In-Charge of BGRL considering three nos. of Security Guards with providing weekly off.
2. The Agency has to maintain record of all vehicles entering the gate. They should ensure parking of the vehicle official / non-official at proper places.
3. No person, other than the staff shall be allowed to enter into the premises without valid Entry Pass. The Security Guard on duty should ensure the genuineness of the visitors while permitting entry.
4. The security personnel shall not permit Contractor / Workmen to carry out any work in the premises unless they hold a valid Work Order / Pass.
5. The Agency should be vigil in checking inward and outward movement of materials.
 - a) The materials should be received only against the delivery challan after verifying with the concerned officer. On physical verification, the delivery challan should be stamped and signed by the security personnel and party may be directed to the concerned officer.
 - b) Those materials, which are returnable to the office, are permitted against exit slip only and those materials, which are non-returnable, are permitted against forwarding note and stamped and signed by the Security Guard. The Security Guard shall arrange to forward to the concerned official guard's copy of the Exit slips and forwarding notes confirming the movement of the materials from the campus.
6. No visitor shall be allowed entry before and after office hours unless the officer, with whom such visitor has business, specifically requests for his entry.
7. On weekly off days and holidays any staff member entering the office will register his / her name and time of arrival and departure, in the Register provided with the security guards.
8. The security guard shall ensure the safety of the office premises all times and maintain strict vigilance.
9. The security personnel shall be responsible for the periodic check and maintenance of the equipment needed for security arrangement.
10. The duty roster for a week starting from Sunday to Saturday of security guards with names posted on different shifts shall be submitted to concerned official one-week in advance.
11. Security guard should be provided with standard security uniform, shoes and with whistle & stick and ensured that security guard should attend for work with wearing neatly uniform.

12. In addition to the above security arrangement should be made as per direction of BGRL officials / In-Charge
13. In addition to the above jobs any other work related to BGRL office as directed by the BGRL official should be carried out.
14. BGRL office will not provide any accommodation and transportation facilities for security personnel. The Agency shall make its own accommodation arrangement for the security personnel posted at BGRL.
15. The Agency shall ensure that the personnel engaged on duty doesn't report for duty under the influence of liquor. He shall ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this tender and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on contractor.
16. Playing cards/ gambling / or smoking are totally forbidden inside the BGRL office premises. Any personnel deployed found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

B Housekeeping arrangement

- a) To provide 2 nos of housekeeping personnel.
- b) To provide 1 no. of male Housekeeper cum Office Attendant with qualification of 10th Pass.

* Age : – Not more than 35 years

Nature of Work

1. Daily cleaning and wet mopping of office building, laboratory, security cabin, toilets, bathrooms and sweeping of verandah / parking. The cleaning of the office rooms should be completed before 9.00 am on all working days.
2. Daily collecting waste from dust bins from office and laboratory and dumping in the dustbins.
3. Placing sanitary cubes, air purifier (Odonil), naphthalene balls, tissue papers, liquid soap etc., whenever needed or every week.
4. Blockage in toilets, waste water lines or storm water pipes should be attended as directed without any delay.
5. Dusting of all items of office (wooden, steel and upholstered), fixtures, partition walls, doors, windows, notice boards, flower vases and art objects provided in all the places daily.
6. Daily spraying the freshener in the rooms.

7. Cleaning of all the toilets, urinals, wash basins and sinks of the BGRL offices, twice a day.
8. Removal of cobweb periodically if necessary, from all the office rooms, the service block, corridors, staircases, common spaces of the BGRL office and its exterior.
9. Weekly cleaning of all the fans, electrical fittings in office and laboratory.
10. Weekly cleaning both externally and internally of all the windows as well as the windowpane glasses within the BGRL premises.
11. In addition to the above any other work related to housekeeping/cleaning as directed by the BGRL official should be carried out.
12. In addition to above jobs Housekeeper cum Office Attendant will be attending various miscellaneous work in office premises or as per the job allotted by BGRL officials.
13. The contracting agency shall also be responsible for cleaning garden area. This work includes cleaning the parking area with brooms, dusting, and removal of weeds, grass, and unwanted plants/shrubs etc., that grow on the sides of the compound wall.
14. BGRL office will not provide any accommodation and transportation facilities for housekeeping personnel. The Agency shall make its own accommodation arrangement for the housekeeping personnel posted at BGRL.
15. The Agency shall ensure that the personnel engaged on duty doesn't report for duty under the influence of liquor. He shall ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this tender and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on contractor.
16. Playing cards/ gambling / or smoking are totally forbidden inside the BGRL office premises. Any personnel deployed found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

The contractor within 10 days from the award of contract should notify to In-charge, BGRL the list of the security and housekeeping personnel deployed for work at BGRL. The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment in the office.

The EPF & ESI Nos. allotted to the deployed workers to be provided in the following format. Photo identification card certified by the contractor to be provided to the workers deployed indicating their EPF Nos., ESI Nos. etc and copy of it is to be attached to list being submitted to BGRL within 10 days of award of contract :

Name of the Post	Name of Employee	Age	Address	EPF No.	ESI No.
Security Guard 1					
Security Guard 2					
Security Guard 3					
Housekeeper 1					
Housekeeper 2					
Housekeeper cum Attendant					

In case of increase in the requirement in future, hiring will be made and the payment will be made on pro-rata basis.

C Monthly supply of Housekeeping items as listed below :

Sr. No.	Items Make / Quantity	Quantity on monthly basis supply
1	Hard brooms (coconut broom)	02 Nos.
2	Mops (Oçedor/Alibaba)	02 Nos.
3	Cob web remover (Morgan)	02 Nos.
4	Cloth Dusters / Floor Duster (swiffer sweeper)	05 Nos.
5	Scrubbers (Scotch Brite)	02 Nos.
6	Liquid soap (Dettol)	04 Nos.
7	Disinfectant toilet cleaner /Acids (500 ml) (Harpic)	2 Bottles
8	Toilet papers /Roll, 400 sheets (Oasis)	8 Roll
9	Odonil cake (50 g) (Lavender)	8 Nos.
10	Floor wiper	02 Nos.
11	Napkins /small cloth towels	04 Nos.
12	Floor cleaning liquid / Phenyl (5 ltr can) (Domex)	01 Can
13	Air purifier /Room freshener (Jasmine or Sandal wood)	02 Bottles
14	Naphthalene balls (Tiger)	1/4 Kg or 25 balls
15	Hand Gloves (Cloth Type) (Latex)	06 pair
16	Dish liquid Vim or (500 ml)	1 Bottle
17	Soft Brooms (Monkey 555)	04 Nos.
18	Nirma super detergent powder	01 kg
19	Colin Spray (500 ml)	02 bottle
20	Yellow Duster	05 Nos.
21	White Duster	05 Nos.
22	Toilet Brush	04 Nos.
23	Garbage Bags (Big Size)	50 Nos.

24	Plastic Bucket (10 ltrs) (Samruddhi)	02 Nos.
25	Plastic Mug (Samruddhi)	04 Nos.
26	Dust Pan (Small Size) (Samruddhi)	04 Nos.
27	Dust bin (Samruddhi)	05 Nos.
28	Door mat (cotton water absorbent)	10 Nos.

The above housekeeping materials should be supplied within 5th of the every calendar month in entirety and obtain Material Receipt Note from the concerned official of BGRL, Karad to bill the same. Monthly quantity will vary and should be supplied accordingly against the order.

IV PAYMENT TERMS:

1. No advance payment will be made.
2. 100% payment will be made within 30 days on submission of bill in duplicate for the deployed personnel. The bill should be submitted on monthly basis within 7th of the calendar month for the previous month with attaching previous months paid EPF in the attached format **Annexure II** & ESI challan copies for the deployed personnel. The proportionate amount will be deducted if the contractor fails to comply with any responsibilities like payment of minimum wages, EPF, ESI, Bonus etc.
3. In case the contractor deploys less number of manpower on any day than what is specified in the contract scope of work no III-A&B recovery shall be made @1.5 times the prescribed minimum wages for such workers in force at the time of award of work from monthly bill.
4. The statutory deductions like TDS, Service Tax etc., recovery of balance security deposit and penalty as per penalty clause, if any, will be made from the payment of monthly bills as applicable.
5. For the supply of Housekeeping materials the bill should be submitted within 7th of the calendar month for the complete supply of material. 100% payment will be made within 30 days of submission of bill along with materials receipt from the concerned official of BGRL, Karad. No part payment will be made.
6. Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully and in time, the In-charge, BGRL shall have the absolute right to take up the work at the contractor's risk and recover any such expenses from the amount due to the contractor including security deposits.

V PENALTY CLAUSE:

1. Penalty for security and housekeeping arrangement at BGRL Karad office :
 - a. 10% of the total contract amount will be deducted from the monthly bills as penalty if fails to deploy 100% of the Security & Housekeeping personnel as per contract on monthly basis and non satisfactory services as per scope of work.
 - b. 10% of the total contract amount will be deducted from the monthly bill as penalty if fails to monthly supply 100% of the Housekeeping materials as ordered as per contract rate.
 - c. 20% of the total contract amount will be deducted from the monthly bill as penalty if fails to comply payment of minimum wages and payment of monthly EPF & ESI dues for the deployed personnel.
 - d. During a contract period of one year, default of any one of the above points in three times will be treated as non-satisfactory performance of the contractor and as a penalty security & housekeeping contract will be terminated by giving a month's notice with forfeiting 100% of the Security Deposit (SD) available with BGRL / NCAOR for the entire contract.

VI INSTRUCTION TO THE BIDDER AND TERMS & CONDITIONS

1. Tenderers shall quote the rate as in the tender format at Annexure – I. The quoted rates must be inclusive of the following :
 - * Wages to be paid to the workers on minimum wages basis as notified by the Ministry of Labour & Social Justice, Government of India, from time to time.
 - * Contribution to EPF, ESIC and BONUS as per labour laws
 - * Other statutory obligations as per prevailing labour laws.
 - * Any other facilities to be provided to the labourers as per the norms of Government.
 - * Any other taxes which are mandatory and applicable from time to time.
 - * Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
 - * Standard uniform and other equipments cost.
2. The bidder may visit the site to study the site condition and quantum of work involved before quoting the rates. The bidder may obtain relevant information from BGRL, Karad office on all working days during office hours.

3. All pages of tender document including various annexure to be signed by the tenderer and stamped at the lower right hand corner and wherever required.
4. The tender document shall not contain any interlineations erasures or over writing except as necessary to correct the errors made by the tenderers in which case such correction shall be initialed by the tenderer along with his company's stamp.
5. Tenderer should mention all details like (office address, telephone number, fax, etc.) on their letter head.
6. The successful tenderer has to sign an agreement on non-judicial stamp paper of value Rs.100/- within 30 days from the receipt of offer of contract. The successful tenderer has to arrange the stamp paper at his own cost.
7. BGRL will notify the successful tenderer in writing by a registered letter /Fax/E-mail to confirm that his tender has been accepted.
8. On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the In-Charge, BGRL for executing the day to day works.
9. The right of acceptance of the tender will rest with the In-Charge, BGRL who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all tenders received without assigning any reasons whatsoever. Wherever, the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

VII WORK PERSONNEL

- a. The Muster roll for the security & housekeeping personnel attending for work shall be maintained at site indicating the name of personnel. Contractor shall direct all his personnel to either to sign or put thumb impression or mark "P" on muster roll every day. Daily submission of attendance record/muster roll of staff on duty duly counter signed by Section Officer is must for this contract and failure to do so will be treated as personnel not engaged/absent on duty.
- b. The contractor should deploy the minimum number of personnel per day as specified and in case of absence of any staff he should ensure that requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements incase of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified personnel shall not relieve the contractor of his contractual obligations.
- c. The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification and conditions, the matter to be referred to the In-charge, BGRL for the decision, which shall be final and binding.

- e. The contractor must pay the wages to the personnel engaged latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the personnel engaged must be made as per the minimum wages prescribed by the State Govt./ Ministry of labour, Govt of India whichever is higher. The total amount of wages paid to the personnel engaged must include the minimum wages+EPF+ESIC+Other statutory benefits including BONUS.
- f. No accommodation shall be provided to personnel of the contracting agency.

VIII SAFETY OF THE WORKERS

- a. The contractor shall be responsible for and shall pay any compensation to his personnel engaged under the Workmen's Compensation Act 1923(VIII of 1923) (hereafter called the said act) for injuries caused to the personnel engaged.
- b. The contractor shall be responsible for and shall pay the expenses or provide any medical aid to any personnel engaged who may suffer bodily injury as a result of an accident.
- c. The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of personnel employed at office and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulation in connection therewith.
- d. The personnel engaged shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.
- e. When work is carried out in proximity to any place where there is risk of drawing all necessary equipment.
- f. Any injury/accident/death to the personnel engaged during the contract period shall be the responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.

IX LABOUR ACT

- a. No contractor shall employ any person who is under the age of 18 years for specified works. The concerned in-charge is authorized to remove from work any such person who is below 18 years.
- b. The contractor shall pay minimum wages as prescribed by the Ministry of Labour & Social justice, Government of India from time to time to the personnel employed by him. In the event of any dispute arising between the contractor and his personnel on the ground that the wages paid are not fair and reasonable, the

dispute shall be referred, without any delay, to the In-charge, BGRL shall be conclusive and binding on the contractor.

- c. All facilities provided in the contract labour act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the personnel engaged. The contractor should issue identity card to all his personnel engaged.
- d. The contractor shall pay fair and reasonable wages as per the minimum wages act (Govt. of India/Govt. of Maharashtra) prevailing in the locality.
- e. The contractor shall duly comply all provisions of Contract Labour (Regulation and Abolition) Act 1971 as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.
- f. The contractor shall comply with all the labour regulations in respect of his personnel provided for “Security & Housekeeping services“. The contractor shall indemnify BGRL of all the obligations arising out of the labour laws and regulation applicable.
- g. Every person engaged by the Agency for work shall be deemed to be employees of the Agency and no such employee of the Agency shall have any claim or rights on the BGRL. All welfare measures of the personnel will have to be borne by the Agency itself.

X EARNEST MONEY DEPOSIT(EMD)

- a. Earnest Money along with the tender document should be submitted in the form of Demand Draft Payable to NCAOR”, Payable at Goa. The tenderer without EMD in the prescribed form shall be rejected.
- b. The tenderer who deposits EMD less than the prescribed amount shall be rejected.
- c. The EMD of unsuccessful tenderers will be refunded within 15 days of award of contract to successful bidder.
- d. The Earnest Money of the tenderer shall be forfeited to NCAOR without prejudice to any other rights or remedies, under the following circumstances.
 - i. If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
 - ii. If, after acceptance of the tender, the tenderer fails to take up the job.
 - iii. If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - iv. If, after acceptance of this tender, the successful tenderer fails to furnish the balance of Security Deposit.

- v. If, after acceptance of his tender, the successful tenderer fails to commence the work within the specified time period .
- vi. If the successful bidder fails to deposit Security Deposit as per clause -XI then the 100% of EMD will be forfeited

XI SECURITY DEPOSIT (SD), WOULD BE 10% OF THE TOTAL WORK ORDER VALUE.

- a. The successful bidder should deposit with NCAOR 5% of the work order value after adjusting the available EMD amount of Rs 15,000/-by demand draft drawn on NCAOR payable at Goa within 10 days of award of contract. The balance 5% of the work order value will be deducted from the monthly bill payment in five equal installments as Security Deposit.
- b. No interest shall be payable by BGRL/NCAOR on the Security Deposit & EMD.
- c. Security Deposit shall be returned to the contractor after the physical completion of the work on certification by the Competent Authority. The certificate, inter alia should mention that the work has been completed in all respect and that all the contractual obligations have been fulfilled by the contractors and there is no due from the contractor to BGRL / NCAOR against the contract concerned. Subject to the contractor furnishing proof confirming payment of all wages, provident fund and ESI dues, or furnishing other proof of relative payments up to the date of termination of the contract with respect to all his employees deployed to render the services.

XII UNSATISFACTORY WORK

Work must be done satisfactorily under the direct and personal supervision of the contracting agency. The agency shall be solely responsible for execution of all works mentioned in the part-A to C of scope of work. The In-charge, BGRL will certify the works done. If the works are found to be unsatisfactory, then proportionate deduction will be made from the bill of contractor and this may even lead to termination of the contract. The decision of the competent authority BGRL shall be final and binding on the contractor in such manner.

The contract may be terminated by the In-Charge, BGRL at any time if the work is found to be of substandard or unsatisfactory and the amount of 100% security deposit will stand forfeited.

XIII DAMAGES TO GOVT. PROPERTY

- a. Compensation for all damages done intentionally or unintentionally by contractor's workmen whether in or beyond the limits of Govt. property including any damage caused by spreading of fire, shall be estimated by the Section Officer subject to the decision of the In-Charge, BGRL, on appeal shall be final and the contractor shall bound to pay the amount of the assessed compensation of demand, failing which, the same will be recovered from the bill of the contractor.
- b. The contractor shall be responsible for making good the damages done to the existing property or work during construction by his men.
- c. In the event of any loss, damage, pilferage, theft of BGRL's property, due to negligence of the security personnel, the Agency shall indemnify the BGRL and reimburse the actual loss so caused.

XIV CLAIMS

No extra work shall be done without the written permission of competent authority in BGRL. No claim of extra work shall be entertained.

XV RECORD TO BE MAINTAINED BY CONTRACTOR

The Contractor should maintain and update all records of personnel employed for this work and produce the same to the In-Charge, BGRL regularly and any other Competent Authority as and when required. The following minimum records shall be maintained and kept in a custody of In-Charge, BGRL prior to commencement of the work.

- * Register of Wages in Form XVII
- * Register of Workman Employed by the Contractor in form XII
- * Any other records to be maintained under various acts as applicable
- * Material Register
- * Any other record as applicable under various acts.
- * Muster roll in form XVI :-The muster roll for the deployed personnel attending the duty shall be maintained at site indicating the name of personnel. Contractor shall direct all his personnel either to sign or put thumb impression or to mark "P" on muster roll every day. Daily submission of attendance record/ muster roll of staff on duty duly counter signed by In-charge / Authorised officer is must for this contract and failure to do so will be treated as personnel not engaged/absent on work

XVI CLAUSE - OTHER CONDITIONS

- a. The contractor shall not sublet or assign his contract to others
- b. Except where otherwise specified in the contract the decision of the In-Charge, BGRL, Karad, Maharashtra, shall be final and binding on all parties of the contract upon all questions relating to the meaning of the specifications, nature of works, etc, or as to any other question, claim, right, matter, or thing whatsoever, in any way arising out of, or relating to the contract, etc, or otherwise concerning the works, or the execution, or failure to execute the same, whether arising, during the progress of the work, or after the completion, or abandonment thereof.
- c. If the contractor stops the work in between on personal or financial grounds, etc, for more than seven days after the commencement of works, the competent authority of BGRL shall issue a notice to the contractor to this effect, and the work order will stand cancelled.
- d. The contractor should commence the works within ten days from the date of receipt of the notice, failing which the contract shall be terminated. The decision of the In-Charge, BGRL, Karad, will be final in this regard without prejudice to any other rights or remedies whatsoever. EMD will be forfeited.
- e. However, it is the responsibility of the contractor to provide essential items like standard uniform & shoes, gumboots, hand gloves, safety face mask, raincoat, umbrella etc) to his/ her employees.
- f. The contracting agency shall also be responsible for cleaning garden area. This work includes cleaning the parking area with brooms, dusting, and removal of weeds, grass, and unwanted plants/shrubs etc., that grow on the sides of the compound wall.
- g. Contractor will be fully responsible for all legal matters arising out of the contract. The contractor should not allow his personnel to join any Labour Union/Associations. If any of the personnel found in such Unions, the contract will be terminated at once.
- h. The contractor shall be fully responsible for discipline of his personnel in maintaining the cordial atmosphere in the institute and also to maintain the dignity of the BGRL.
- i. Bonus and other additional facilities to personnel engaged is responsibility of the contractor. The Institute shall not pay anything extra over and above the quoted amount.
- j. Contractor should comply with all regulations of Provident Fund, ESI, labour etc. The proof of payment of minimum wages etc. to the worker shall be submitted along with bill periodically as per latest Govt. guidelines.
- k. In case of any dispute on any matter the matter will be referred to Director, NCAOR. His decision will be final & binding on both the parties.

XVII CERTIFICATES TO BE ENCLOSED

The contractor must enclose copies of the following certificates along with the tender document failing which the tender shall be rejected :

CHECK LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of requirement	YES/NO	Page No. of the tender submitted
a)	Deposit for Earnest Money Deposit (EMD) Rs.15,000/-		
b)	Tender Cost Rs.500/-		
c)	A copy of PAN Card allotted in the name of Bidder company.		
d)	Valid Shops & Registration Certificate issued by the Competent Authority		
e)	EPF and ESIC Registration Certificate from the concerned Authorities.		
f)	Labour License. If not available, the same shall be obtained within a month from the date of issue of work order.		
g)	Bidder office address with Telephone, Fax, E-mail, etc.		
h)	Company's registration certificate		
i)	Service Tax Number allotted in the name of Bidder company.		
j)	Valid license to engage in the business of Private Security Agency issued by the Competent Authority of Maharashtra, Govt.		

PRICE BID PROFORMA

1. Tender with conditional prices will be rejected and should be quoted strictly as per price bid format given below without any modification.
2. Quote should include standard uniform and shoes cost, ESI & EPF, BONUS, minimum wages and any other cost to arrange security and housekeeping at BGRL Karad, office.
3. Quote should be all inclusive including all taxes etc.
4. Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions etc., that are likely to be encountered during the execution of works and he shall deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall deemed to be all inclusive for execution of work.
5. No separate discount to be indicated & any discount offered should be included in the below quoted rate.
6. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth is offered by bidder shall be summarily rejected.
7. All the items of the price Bid should be quoted.

1

Sr. No.	Particulars	Quantity	Monthly Unit rate	Total Monthly	Total Yearly
1	2	3	4	5=3x4	6=5x12
1	Deployment of Security Guards arrangement round the clock 365 days on 8 hours shift duty as at scope of work III –A (a)	3 Nos.			
	Monthly unit rate in figure :-				
2	Deployment of Housekeeping personnel as at 'Scope of work III – B(a)	2 Nos.			
	Monthly unit rate in figure :-				
3	Deployment of Housekeeper cum Office Attendant as at scope of work III – B(b)	1 No.			
	Monthly unit rate in figure :-				

4	Agency Charges – rate in figures :-		
5	Service Tax, % to be indicated		
	Grand Total =1+2+3+4+5		

2 Supply of monthly housekeeping materials

Sr. No.	Items Make / Quantity	Quantity on monthly basis supply	Rate inclusive of taxes	Total Monthly	Total Yearly
1	Hard brooms (coconut broom)	02 Nos.			
2	Mops (Oçedor/Alibaba)	02 Nos.			
3	Cob web remover (Morgan)	02 Nos.			
4	Cloth Dusters / Floor Duster (swiffer sweeper)	05 Nos.			
5	Scrubbers (Scotch Brite)	02 Nos.			
6	Liquid soap (Dettol)	04 Nos.			
7	Disinfectant toilet cleaner /Acids (500 ml) (Harpic)	2 Bottles			
8	Toilet papers /Roll, 400 sheets (Oasis)	8 Roll			
9	Odonil cake (50 g) (Lavender)	8 Nos.			
10	Floor wiper	02 Nos.			
11	Napkins /small cloth towels	04 Nos.			
12	Floor cleaning liquid / Phenyl (5 ltr can) (Domex)	01 Can			
13	Air purifier /Room freshener (Jasmine or Sandal wood)	02 Bottles			
14	Naphthalene balls (Tiger)	1/4 Kg or 25 balls			
15	Hand Gloves (Cloth Type) (Latex)	06 pair			
16	Dish cleaning liquid (Vim) (500 ml)	1 Bottle			
17	Soft Brooms (Monkey 555)	04 Nos.			
18	Nirma super detergent powder	01 kg			
19	Colin Spray (500 ml)	02 bottle			
20	Yellow Duster (medium size)	05 Nos.			

21	White Duster (medium size)	05 Nos.			
22	Toilet Brush	04 Nos.			
23	Garbage Bags (Big Size)	50 Nos.			
24	Plastic Bucket (10 ltrs) (Samruddhi)	02 Nos.			
25	Plastic Mug (Samruddhi)	04 Nos.			
26	Dust Pan (Small Size) (Samruddhi)	04 Nos.			
27	Dust bin (Samruddhi)	05 Nos.			
28	Door mat (cotton water absorbent)	10 Nos.			
	TOTAL				

GRAND TOTAL (1+2)=Rs.....

Date

(Signature of the bidder with stamp)

(L 1 will be decided from the grand total of 1+2)

Declaration by the tenderer

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

1. DD for TENDER Fee no..... is enclosed
2. DD FOR EMD no..... is enclosed
3. Above Tender Terms and Conditions are accepted and each page has been signed and sealed.

Date

(Signature of the bidder with stamp)

Annexure-II

The Employees' provident Funds Scheme, 1952
Form 12(Revised)
THE EMPLOYEES PROVIDENT FUND SCHEME, 1952
[Pare 38(2)]

STATEMENT OF CONTRIBUTION FOR THE MONTH OF
Wage period From To.....
Name and Address of the Establishment Code No.....

SL. No.	A/C No.	Name of the member (in block Capitals)	Wages, retaining allowance (if any and D.A including cash value of food concession paid to the member during the wage period	Amount of member's contribution deducted from the wages			Employer's contribution			Remarks
				EPF (a)	EPF (b)	Total (c)	EPF (a)	EPF (b)	Total (c)	
1	2	3	4	5			6			7
1										
2										
3										
4										

Total amount of contributions including refund of advances

Administrative charges

Total amount deposited in

(i) Account No. 1 Rs

(ii) Account No. 10 Rs.....

Bank in which deposited

No. and date of Bank Draft/Cheque Reserve Bank of India

Signature of the Employer of
Other Authorised Officer
Stamp of the Establishment

Dated

Notes:

- (1) The names of existing members should be shown in the list of each month in the consecutive serial order of the account numbers. New members whose names are shown in the written for the first time should be shown at the end with a heading "New Members". In the case of members transferred from another factory/establishment the name of the factory/establishment from which transferred should be given in the 'Remarks' column.
- (2) Mention should be made in column No. 8 above, above member's rate of voluntary contribution.
- (3) Variation in wages/contribution with that of previous month should be explained suitable in the remarks column.

Annexure-III

MODEL SERVICE AGREEMENT(MSA) (To be signed with successful bidder)

THIS SERVICE AGREEMENT is made at..... on _____ day of _____ Two Thousand and..... between: National Centre for Antarctic and Ocean Research, An Autonomous Society of Ministry of Earth Science, Headland Sada, Goa for Borehole Geophysics Research Laboratory(BGRL), Near RTO Office, Karad-Patan road, Padali, Kese, (Supane), Taluka-Karad, Dist.-Satara, Maharashtra, Pin Code-415110 (hereinafter referred to as “NCAOR/BGRL” which expression shall include its successors and assigns) of the One Part;

AND _____, a partnership firm/a Company / a Society registered under the Act, with its registered office/ office located at _____ (hereinafter called the “Contractor”) of the Other Part.

WHEREAS:

- (i) NCAOR for Borehole Geophysics Research Laboratory, Karad, the ESSO-Ministry of Earth Sciences Govt. of India has launched scientific drilling programme and earthquake related investigations in the Koyna-Warna region (as hereinafter defined) unconnected to its core activities aforesaid.
- (ii) Contractor has responded to such requirement of BGRL by representing in an Open Tender its ability to provide to BGRL the Services at the Locations (as hereinafter defined).
- (iii) On the basis of the said response, BGRL has accepted Contractor’s proposal, for providing BGRL the Services at the Locations subject to the terms and conditions hereinafter appearing and for the Period (as hereinafter defined):

NOW, THEREFORE, THIS AGREEMENT WITNESSETH as follows:

1. DEFINITIONS:

In this Agreement, unless repugnant to the subject or context thereof, the following expressions herein used shall carry the meaning hereunder assigned to them:

- i) “Contract” or “Agreement” shall mean this Contract or Agreement.
- ii) “Consumables” shall mean all items which go into and/or as are consumed in providing the Services, depending on the nature of the Services.
- iii) “Services” shall mean: SECURITY & HOUSEKEEPING SERVICES AT BGRL, KARAD, MAHARASHTRA

2. ENGAGEMENT:

NCAOR hereby engages Contractor to provide the Services at the Locations and for the period subject to the terms and conditions hereinafter specified.

3 PERSONNEL: As stipulated in tender document.

- 4 Scope of work as stipulated in the tender document.
- 5 GATE/ ENTRY PASS OR AUTHORISATION : As stipulated in tender document.
- 6 LEGAL AND REGULATORY COMPLIANCES : As stipulated in tender document.
- 7 Staff Integrity
- a) The Contractor shall ensure that the Contractor's personnel deputed to BGRL in connection with the Services have been registered with the Police Authorities and shall produce a copy of the verification, if required by BGRL for the purpose of ascertaining any person's character or integrity.
- b) The Contractor shall pay its employees deputed to provide Services at the Location(s), wages which are not less than the minimum wages prescribed under any applicable law for the applicable category.
- 8 PRICE OF SERVICES: As stipulated in tender document.
- 9 PAYMENT PROCEDURE : As stipulated in tender document Penalty clause as stipulated in the tender document
- 10 PERIOD & TERMINATION : As stipulated in tender document.
- 11 FORCE MAJEURE: As stipulated in tender document.
- 11 DUTIES AND POWER/AUTHORITY

The duties and authorities of the BGRL's representative are to act on behalf of the BGRL for:

- (i) Overall supervision of contract performance and co-ordination for obtaining satisfactory services envisaged under this Agreement
- (ii) Proper utilization of services.
- (iii) Monitoring of performance and progress.
- (iv) Commenting / countersigning on reports made by the CONTRACTOR's representative in respect of services envisaged under this Contract after satisfying himself with the facts of the respective cases.
- (v) He shall have the authority, but not obligation at all times and any time to inspect / test / examine / verify any materials, personnel, services, procedures and reports etc. directly or indirectly pertaining to the execution of the work. However, this shall not construe to imply an acceptance by the inspector. Hence, the overall responsibility of quality of work shall rest solely with the CONTRACTOR.
- (v) Each and every document emerging from rendering of services in support of any claim by the contractor has to have the countersignature/comments of the BGRL's representative without which no claim will be entertained by the BGRL.

CONTRACTOR's representative:

- (i) The CONTRACTOR's representative shall have all the powers requisite for the performance of the services.
- (ii) He shall liaise with BGRL's representative for the proper co-ordination and timely completion of the works and on any matter pertaining to the services.
- (iii) He will extend full co-operation to BGRL's representative / inspector in the manner required by them for supervision / inspection / observation of material, personnel, procedures, performance, reports and records pertaining to the services.
- (iv) To have complete charge of CONTRACTOR's personnel engaged in the performance of the services and to ensure compliance of rules and regulations and safety practices.

12. Terms and Conditions laid down in tender document are an integral part of this agreement

IN WITNESS WHEREOF PARTIES above named have duly executed this Agreement on the.....day,month andyear first above written. SIGNED & DELIVERED on behalf of National Centre for Antarctic & Ocean Research/Borehole Geophysics Research Laboratory | Above named by Shri _____, its _____ and authorized signatory in the presence of:

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SIGNED & DELIVERED on behalf of | _____ (Contractor) | above named by Shri _____ | its _____ and authorized | signatory pursuant to the authority | conferred by resolution of the Board of | Directors of the said Company passed | on _____ a copy whereof is | annexed hereto and marked Annexure "I". | In the presence of:

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