

**SECURITY CONTRACT**

**REGISTERED WITH ACKNOWLEDGEMENT DUE**

F. No. 19-2/08-Contract/ Vol.IV/

Date : /7/2011.

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**DIRECTORATE OF MEDICINAL & AROMATIC PLANTS RESEARCH  
BORIAVI – 387 310, DIST : ANAND (GUJARAT)**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR PROVIDING THE  
SECURITY SERVICES AT MAIN CAMPUS, BORIAVI AND FARM CAMPUS, LAMBHVEL**

- [A] Cost of Tender Form **Rs.1000/-** (Rupees one thousand only) **IN PERSON** and  
**Rs 1,100/-** (Rupees one thousand one hundred only) **BY POST**
- [B] Last date of sale of Tender Form is 10/08/2011 up to 16.30 hrs
- [C] Last date of receipt of Tenders in Office is 11/08/2011 up to 15.30 hrs
- [D] Tenders to be opened on 12/08/2011 at 11.00 hrs.
- [E] The tender document is also available at our web-site: [www.dmapr.org.in](http://www.dmapr.org.in)

NOTE : If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.

- [E] Tender to remain open for acceptance up to 90 days from the date of opening.

**NOTE :**

1. The Director, Directorate of Medicinal & Aromatic Plants Research, Boriavi may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.

**DIRECTORATE OF MEDICINAL & AROMATIC PLANTS RESEARCH  
BORIAVI – 387 310, DIST : ANAND (GUJARAT)**

Note :-All communications must be addressed to the Director (by designation), Directorate of Medicinal & Aromatic Plants Research, Boriavi – 387 310, Dist : Anand

**INVITATION OF TENDER  
FOR THE SECURITY SERVICES AT**

- [1]. MAIN CAMPUS, BORIAVI  
[2]. FARM CAMPUS, LAMBHVEL

From : **Director,  
Directorate of Medicinal & Aromatic Plants Research,  
Boriavi – 387 310, Dist : Anand, Gujarat**

To

Dear Sir(s),

Sealed Tenders are hereby invited for contract of **providing of Security on Job/Service contract at Main Campus, Boriavi and Farm Campus, Lambhvel**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs. 36,000/- (Rupees Thirty six thousand only)** must be deposited in the form of demand draft/pay order payable to "ICAR Unit – DMAPR payable at Anand" (at par cheques etc. are not acceptable). The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD will be refunded to the unsuccessful tenderers' as promptly as possible whereas in the case of successful tenderer, EMD will be refunded after deposition of Security Deposit @ 5% of the contract value in form of Demand Draft.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of Bid Security will be forfeited by the DMAPR. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council/DMAPR.

4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the DMAPR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

7. If Tenderer does not accept the offer, after issue of letter of award by DMAPR within 15 days, the offer made shall be withdrawn & Bid Security forfeited.

8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed " **providing of Security on Job/Service contract at Main Campus, Boriavi & Lambhvel Farm**" with address of this office and of the Tenderer. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the Office not later than **15.30 hrs. on 11/8/2011**.

Tender received after the specified date and time for receipt of tender, shall not be considered.

9. The rates quoted by each firm for job/service security contract in Tenders be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

10. The Directorate of Medicinal and Aromatic Plants Research does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

11. The Selected Agency/Successful Tenderer has to deposited **a Security Deposit @ 5% the contract value** through Account payee Demand Draft, only after receiving a communication from the DMAPR. In the event of non-deposition of the same, the Bid Security will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

12. No interest on security deposit and earnest money deposit shall be paid by the Council/Institute to the Tenderer.

13. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rule.

14. The Director, Directorate of Medicinal & Aromatic Plants Research reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

15. Decision of the Director, Directorate of Medicinal & Aromatic Plants Research will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.

16. Acceptance by the Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

17. The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, and as per rules.

18. **The following documents/vouchers are required to be enclosed** with the Tenders form which is the terms and conditions of the Tenders document:

- (a) Registration certificate (valid) of the firm under the work contract of the Appropriate Authority. **[Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act]**
- (b) **Last three years experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the **details in enclosed tabular form [page No. 14 of the document]**.
- (c) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.

- (d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the **last three years**.
- (e) Employee EPF registration certificate issued by local govt. etc.
- (f) Employee ESI registration certificate issued by local govt. etc.(if applicable)
- (g) Nos. of guards/supervisors registered under ESI & EPF separately. (Security Guards/Supervisors) required their ESI & EPF contributions. Documentary proof of vouchers [i.e. **challan for the month of Jan-2011 to March-2011**] to be required and must be attached.
- (h) Income Tax Permanent Account Number allotted by the Income Tax Dept.
- (i) Service Tax No. allotted by Central Custom and Excise Dept. [**please attach a copy of challan for the month of Jan-2011 to March-2011**]
- (j) Copy of Valid license under the Private Security Agencies(Regulation) Act,2005 from the appropriate authority of the State of Gujarat.
- (k) Only those firms will be considered for financial bid who will qualify in the technical bid.
- (l) Successful Tenderer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of appropriate value for each work at his own cost.

**Note : (I) The technical bids and financial bids may be submitted in separate envelops to be sealed and put in a main cover.**

**(II) Please attach a Photostat copy of the all documents mentioned against Sl. No. 18 (a) to (j).**

Yours faithfully,

**Assistant Administrative Officer  
For and on behalf of the Director,  
DMAPR, Boriavi – 387 310**

**TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES AT MAIN CAMPUS, BORIAVI & FARM CAMPUS, LAMBHVEL**

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Full Name & Address of the Tenderer :  
in addition to Post Box No.,  
if any, should be quoted in all  
communications to this office

Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

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From

To

**The Director,  
Directorate of Medicinal & Aromatic Plants Research,  
Boriavi – 387 310, Dist : Anand**

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **providing of Security on Job/Service contract at Main Campus, Boriavi & Farm Campus, Lambhvel** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II to accompany this Tenders are at pages\_\_\_\_\_

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order / DD No. \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn in favour of "ICAR Unit – DMAPR, and payable at \_\_\_\_\_ is enclosed as earnest money required.

Yours faithfully,

**Dated :**

**Signature**  
**Telephone No. Office**  
**Resi. Mobile**

**Witness** \_\_\_\_\_

**Address** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Signature of witness to contractor's signature**

**Address :**

**Name & Signature of Witness :**

**Address:**

**SCHEDULE TO TENDERS**

**PART – I**

1. Name of the Firm/Agency
2. Full address with Post Box No.  
And Telephone No. if any
3. Constitution of the Firm/ Agency (Attached copy)
  - a) Indian Companies Act, 1956
  - b) Indian Partnership Act, 1932  
(Please give names of partners)
  - c) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
  - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration
  - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner

- 5, Name and Full Address of your Banker's
6. Your Permanent Income Tax No./Circle/Ward
7. Please attach a copy of Licence granted under Sub-section (5) of Section 7 of **the Private Security Agencies (Regulation) Act, 2005**
- 8.. Any other relevant information

**PART – II**

8. Earnest Money Deposited: Yes/No

**PART – III**

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting DMAPR regarding the contract

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF SECURITY SERVICES AT MAIN CAMPUS, BORIAVI & FARM CAMPUS, LAMBHVEL.**

**Scope of Work:**

The work of providing of security services at Main Campus, Boriavi and Farm Campus, Lambhvel shall have to be under taken without causing any damage to the DMAPR properties. In case, any damage is caused by the guards deployed by the contractor while executing security work at Main Campus, Boriavi and Farm Campus, Lambhvel the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable / immovable property at Main Campus, Boriavi & Farm Campus, Lambhvel. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to restore the loss caused to the DMAPR on account of such theft . For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the premises.

- 1] The contractor shall not sublet the work without prior written permission of the DMAPR.
- 2] Payment for security work will be made monthly upon submission of pre-receipted bill. However, the bill may be prepared with full details indicating all the charges separately keeping in view the actual mandays provided during the month.
- 3] The Contractor has to pay the wages to the guards as per the prevailing minimum wages according to the minimum labour wages act in the relevant field
- 4] The contractor has to pay the **Variable Dearness Allowance** at the enhanced rate announced by the govt. from time to time. If the contractor fails to pay the **VDA** to the guards the same will be deducted from the bill and will be disbursed to the guards. The DMAPR, Boriavi will pay the **Variable Dearness Allowance at the enhanced rate announced by the Govt. from April, 2012 without any statutory obligations.**
- 5] An earnest money of Rs. 36,000/- (Rupees thirty six thousand only) in the form of DD/Pay Order (No other form of money transfer is acceptable) is required to be attached with the Tender. No Tender will be considered without the Bid Security. The Bid Security will be forfeited if the bidder resiles from the offer.
- 6] The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event , the work of maintenance of Security at Main Campus, Boriavi and Farm Campus, Lambhvel shall be got done from other source at the expenses of the defaulting firm.
- 7] All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (summer, winter and rainy season) to the personnel with identity cards.
- 8] All essential items for security services personnel like **Torch, Lathi, whistles** etc.be provided by the agency at its own cost. Stationary required to maintain various entries/records shall be provided by the agency.

- 9] The Security Services shall have to be provided for the entire locality of the Main Campus, Boriavi and Farm Campus, Lambhvel both inside and at its main gates. The campuses can be inspected any day any time.
- 10] After physical inspection of the site, a very detailed assessment/requirements of security personnel for providing security services at the Main Campus, Boriavi and Farm Campus, Lambhvel shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
- 11] The agency shall employ good and reliable persons with robust health and clean record within the age group of **25 to 45 years**. In case any of the personnel so provided is not found suitable, the DMAPR shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a verbal/written communication will have to replace such persons immediately.
- 12] The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The DMAPR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
- 13] The contractor will discharge all his legal obligations in respect of the guards to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the DMAPR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, Directorate of Medicinal & Aromatic Plants Research shall be final and binding on the contractor.
- 14] The selected agency shall provide the necessary personnel for providing Security services at Main Campus, Boriavi & Farm Campus, Lambhvel as per labour acts prevalent in Central Govt.
- 15] Income Tax will be deducted from the payments due for the work done as per rule.
- 16] The guards should be able to communicate in Hindi and also in English if possible.
- 17] Security personal should not leave their points unless and until the reliever comes for shift duties, Security supervisor will maintain all the registers, which are kept at main gate & other points.
- 18] Security personal have to check all the office buildings, rooms after 6.00 PM to ensure to whether whole building is locked properly.
- 19] Security personal should not give lenient or casual impressions in the duties and they should be alert and attentive.

- 20] Security personal should observe movement of all the staff, labourers and visitors etc.
- 21] Security personal should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
- 22] All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty at main gate while coming inside and while going out.
- 23] Proper entries are to be made while handing over key to any staff of DMAPR and while taking over too.
- 24] The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor / Security Guards going on leave under intimation to this office.
- 25] Changing of Security Supervisor / Security Guards should be intimated to the Officer-in-charges, Security.
- 26] Patrolling to the identified points as per Annexure to be carried out .
- 27] The Security staff should follow the codal formalities of Security System while on duty.
- 28] The Security personnel should ensure that proper gate pass has been issued by the competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contact office Officer-in-charge, Security.
- 29] It will be the duty of the Security Agency to keep entire Main Campus, Boriavi and Farm Campus, Lambhvel free of stray dogs.

**LIQUID DAMAGES CLAUSE:**

1. *An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by DMAPR and if no action is taken within one hour liquidated damages clause will be invoked.*
2. *Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons(s) will have to be replaced immediately.*

The Director, Directorate of Medicinal & Aromatic Plants Research reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, Directorate of Medicinal & Aromatic Plants Research shall be final and binding on the contractor / agency in respect of any clause covered under the Contract .

## SCHEDULE-II

### SCOPE OF THE WORK REQUIRED SECURITY ATTENTION AT VARIOUS POINTS:-

#### MAIN CAMPUS, BORIAVI

- |    |            |                            |
|----|------------|----------------------------|
| 1. | Main Gate  | Round the Clock (in shift) |
| 2. | Field Area | Round the Clock (in shift) |
| 3. | Buildings  | Round the Clock (in shift) |

#### FARM CAMPUS, LAMBHVEL

- |    |             |                            |
|----|-------------|----------------------------|
| 1. | Gate No.1   | Round the Clock (in shift) |
| 2. | Gate No.2   | Round the Clock (in shift) |
| 3. | Field Area  | Round the Clock (in shift) |
| 4. | Colony Area | Round the Clock (in shift) |

#### **Note:-**

- 1. Additional guards have also to be deployed during the important meetings /functions as and when required. No extra payment will be made on this account .**
- 2. Separate arrangement for security supervisor should be made for both the farm campus (one of the ex-serviceman can act as security supervisor).**
- 3. Firm to whom contract is awarded should deploy one field officer who can coordinate with security in-charge(DMAPR) for smooth conduct of security services.**
- 4. Duty hours should not be burdensome to the security personnel.**
- 5. The gun men for the night surveillance should be ex-servicemen (Defense only)**

**CHECK LIST REQUIRED TO BE SUBMITTED ALONG WITH TENDER DOCUMENTS:**

Name of the Firm:

	E.M.D. for Rs.36,000/- furnished	
[a]	Registration certificate of the firm under the work contract of the Appropriate Authority. [Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/Or any other Act.]	
[b]	<b>Last three years experience</b> of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the <b>details in enclosed tabular form</b> [page No. 15 of the document]	
[c]	Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.	
[d]	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the <b>last three years.</b>	
[e]	Employee EPF registration certificate issued by local govt. etc.	
[f]	Employee ESI registration certificate issued by local govt. etc(if applicable)	
[g]	Nos. of guards/supervisors registered under ESI & EPF separately. (Security Guards/Supervisors) required their ESI & EPF contributions. Documentary proof of vouchers [i.e. <b>challan</b> for the month of <b>January,2011 to March,2011</b> ] to be required and must be attached.	
[h]	Income Tax Permanent Account Number allotted by Income Tax Deptf.	
[i]	Service Tax No. allotted by Central Custom and Excise Dept. [Please attach a copy of challan for the month of <b>January,2011 to March,2011</b> ]	
[j]	Copy of Valid license under the Private Security Agencies(Regulation) Act,2005 from the appropriate authority of the State of Gujarat.	
[k]	Latest circulars of VDA applicable to the service & region (Watch and Ward)	



**DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH  
BORIAVI -387310 [ANAND], GUJARAT**

**SECURITY SERVICE**

Name of the Agency/Firm:

<b>MAIN CAMPUS AT DMAPR, BORIAVI:</b>						
Sr. No	Work	Duration	Mandays Requirement			Category of [please specify]
			Supervisor	Guard	Gunman with Gun	
1	Providing Security at Main Gate, Field Area, Buildings etc. Round the Clock in shifts	6.00 AM to 2.00 PM	-	2	-	Trained Guard
2		2.00 PM to 10.00 PM	-	2	-	Trained Guard
3		10.00 PM to 6.00 AM	-	3	-	Trained Guard
4		6.00 AM to 2.00 PM	1	-	-	Ex-servicemen [defense services]
5		2.00 PM to 10.00 PM	1	-	-	Ex-servicemen [defense services]
6		10.00 PM to 6.00 AM	-	-	1	Ex-servicemen [defense services]
<b>FARM CAMPUS AT DMAPR, LAMBVEL:</b>						
1	Providing Security at Gate No.1, Gate No.2, Field Area, Colony Area etc. Round the Clock in shifts	6.00 AM to 2.00 PM	-	2	-	Trained Guard
2		2.00 PM to 10.00 PM	-	2	-	Trained Guard
3		10.00 PM to 6.00 AM	-	3	-	Trained Guard
4		6.00 AM to 2.00 PM	1	-	-	Ex-servicemen [defense services]
5		2.00 PM to 10.00 PM	1	-	-	Ex-servicemen [defense services]
6		10.00 PM to 6.00 AM	-	-	1	Ex-servicemen [defense services]

**CALCULATION**

	Engagement of manpower per day	Rate per day/per manpower	Financial involvement of one month <i>[Minimum Wages X no. of manpower X 30.5 days]</i>
Security Supervisors			
Security Guards			
Gunman with gun			
<b>[I] Grand Total</b>			
[II] Provision of VDA to be increased from <b>October,2011</b> only			
[III] EPF @ 13.61 % (this may vary from time to time as announced by the Government)			
[IV] Bonus @ 8.33% (this may vary from time to time as announced by the Government)			
[V] Liability other than EPF/Bonus/Service Tax/Income Tax included in the Tender			
[VI] The cost of liveries/material (average for 1 month), Service Charge of the contractor (for 1 month), Income Tax (for one month bill)			
	Total [I] + [II] + [III] + [IV] + [V] + [VI]		
	Service Tax @		
Grand Total [should be tallied with the rate quoted in the Tender]			

Signature of the Agency/Firm or his representative

**FINANCIAL BID :-**

*(This financial bid to be enclosed in a separate envelop with seal)*

**Last date for receipt of Tender : 11/08/2011 UP TO 15.30 hrs**  
**Date of opening of tenders : 12/08/2011 AT 11.00 hrs**  
**At DMAPR., Boriavi – 387 310**

To,

**The Director,  
Directorate of Medicinal & Aromatic Plants Research,  
Boriavi – 387 310**

Sir,

I/We wish to submit our Tenders for providing the Security Services at Main Campus, Boriavi & Farm Campus, Lambhvel on the following rates

<b>Sr.No.</b>	<b>Particulars</b>	<b>Per Month</b>
1.	Monthly consolidated rate offered for <b>providing the Security Services at Main Campus, Boriavi &amp; Farm Campus, Lambhvel ( as per schedule II)</b> in accordance with the highest standards of Security Services and as per the terms and conditions specified in the Tenders including all manpower, material, transportation, specially covered all acts & Service tax, Income Tax and other taxes etc. as applicable from time to time.	Rs. ( in figures) _____ _____ _____ Rs. ( in words) _____ _____ _____

Present rate of Service Tax is \_\_\_\_\_%

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

**Signature** \_\_\_\_\_  
**Name & Address of the Firm** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_  
**Mobile No.** \_\_\_\_\_