सीएसआईआर-भारतीय पेट्रोलियम संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
आई० आई० पी० मोहकमपुर, हरिद्वार रोड, देहरादून – 248 005 (उत्तराखंड)

सं. सीएसआईआर-आईआईपी/सुरक्षा/295/सा०.2026 दिनांक: 27.10.2026

निविदा आमंत्रण सूचना

निदेशक, सीएसआईआर- आई० आई० पी०, देहरादून की ओर से पंजीकृत सुरक्षा एजेंसियों (जो की भूतपूर्व सैनिक/भूतपूर्व अर्ध सैनिक बल कार्मिक उपलब्ध कराने में सक्षम हो) से दो वर्ष के लिए (संतोषजनक प्रदर्शन के बाद एक और साल के लिए बढ़ाया जा सकता है) भारतीय पेट्रोलियम संस्थान, मोहकमपुर, देहरादून स्थित परिसर में सुरक्षा सेवाएँ देने हेतु, दो बिड सिस्टम (तकनीकी एवं वित्तीय दर) ई-निविदा आमंत्रित की जाती है। निविदा की सम्पूर्ण जानकारी सीएसआईआर-आईआईपी वैबसाइट www.iip.res.in और GeM Portal पर उपलब्ध है।

01	अवधि	दो साल (संतोषजनक प्रदर्शन के बाद एक और साल के लिए बढ़ाया जा सकता है)
02	अनुमानित लागत	रु 3,23,00,000.00
03	टेंडर का मूल्य	शून्य (शुल्क रहित)
04	टेंडर पब्लिकेशन की तिथि	27.10.2026, 3:00 p.m.
05	बिड जमा करने की प्रारंभिक तिथि	28.10.2026, 11:00 a.m.
06	प्रिबिड मीटिंग	03.11.2026, 3:00 p.m.
07	बिड जमा करने की अंतिम तिथि	16.11.2026, 3:00 p.m.
08	बिड (टेक्निकल बिड) खोलने की तिथि	17.11.2026, 3:00 p.m.
09	बयाना राशि ई एम डी /	रू 6,46,000.00 (अनुमानित लागत का 2%) देहरादून में देय "निदेशक, आईआईपी" के पक्ष में किसी भी राष्ट्रीयकृत बैंक से रेखांकित डिमांड ड्राफ्ट द्वारा भुगतान किया जाना है अथवा paid through online A/c No. SBI-30266912400 from any Commercial Bank, in favour of "Director, CSIR-IIP", payable at Dehradun. जीएफआर के नियम 170 के अनुसार, सूक्ष्म, लघु और मध्यम उद्यम (एमएसएमई) विभाग द्वारा जारी एमएसई खरीद नीति में परिभाषित सूक्ष्म और लघु उद्यमों (एमएसई) को बयाना जमा राशि (ईएमडी) के भुगतान से छूट दी गई है।
10	परफॉर्मेंस सिक्यूरिटी (कार्य के पुरस्कार की स्वीकृति पर सफल बोलीदाता द्वारा प्रस्तुत किया जाना है	कांट्रैक्ट वैल्यू का 05%

सूचना: केवल ऑनलाइन बिड़ ही मान्य होगी। यदि किसी उपरोक्त तिथि को अवकाश घोषित होता है तो अगले कार्यदिवस पर वह कार्यवाही होगी। बोलीदाताओं को सलाह दी जाती है कि वे केवल आवश्यक डिजिटल हस्ताक्षरित स्कैन की गई दस्तावेजों की फाइलें, ईएमडी की प्रति के साथ अपलोड करें। सुरक्षा एजेंसियों को अपनी बोलियाँ ऑनलाइन जमा करनी होगी। बोलीदाताओं को यह भी सलाह दी जाती है कि वे बोलिया ऑनलाइन जमा करने से पहले निविदा दस्तावेजों में दिए गए निर्देशों को ध्यानपूर्वक पढ़ें और उनका पालन करें।

प्रशासनिक अधिकारी
27/10/26

CSIR-INDIAN INSTITUTE OF PETROLEUM

(Council of Scientific and Industrial Research)

IIP. Mohkampur, Haridwar Road, Dehra Dun – 248 005 (Uttarakhand)

No. CSIR-IIP/Security/295/Gen.2026 Date: 27.10.2026

NOTICE INVITING E-TENDER

Name of Work . Providing of Security Services at CSIR-IIP, Dehradun and its premises.

e-Tender is invited online under Two-Bid system from the registered security agencies having capacity to provide ex- servicemen/ex-paramilitary physically fit personnel to perform the security duties at the premises of CSIR-Indian Institute of Petroleum, Mohkampur, Haridwar Road, Dehradun, 248005:- for a period of two years (extendable by another year after satisfactory performance). For complete tender details please visit CSIR-IIP website www.iip.res.in & GeM Portal.

SNo.	Name of Work	Providing of Security Services at CSIR-Indian Institute of Petroleum
1	Duration	Two year (extendable by another year after satisfactory performance.)
2	Estimated cost of the work	Rs. 3,23,00,000
3	Cost of the Tender Document	Zero
4	Document Publish date	27.10.2026, 3:00 p.m.
5	Bid submission start date	28.10.2026, 11: 00 a.m.
6	Pre-bid Meeting	03.11.2026, 3:00 a.m.
6	Bid submission end date	16.11.2026, 3:00 p.m.
7	Bid (Technical Bid) opening date	17.11.2026, 3:00 p.m.
8	EMD	Rs.6,46,000.00 (2% of estimated cost) To be paid through online A/c No. SBI-30266912400 or by crossed Demand Draft from any Commercial Bank, in favour of "Director, CSIR-IIP", payable at Dehradun. *In accordance with Rule 170 of GFR, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME), are exempted from payment of Earnest Money Deposit (EMD).*
9	Performance Security (to be submitted by successful bidder on acceptance of Award of work)	05% of Contract Value

Note- **Only online bids will be accepted**. If any Holiday is declared on any above date, the action will be taken on next working day.

Bidders are advised to upload only the required digitally signed scanned files of documents, along-with copy of EMD. Bid documents with 100 dpi with black and white option, which helps in reducing size of the scanned document. Bidders must ensure that all the uploaded documents should be of good quality. Vague/poor quality/illegible documents, incomplete document, a corrupt file received (soft copy) will not be accepted.

Bidders are also advised to read carefully and follow the instructions provided in the tender documents before online submission of bids.

Administrative Officer

27/10/26

CSIR- INDIAN INSTITUTE OF PETROLEUM
(Council of Scientific and Industrial Research)
Mohkampur, Dehradun-248005

No. CSIR-IIP/Security/295/Gen.2026

Director, CSIR-Indian Institute of Petroleum, Dehradun invites online tender under Two-Bid system from the registered security agencies, either by themselves or as partnership firm/Co operative Society having capacity to provide physically fit ex-servicemen/ex-paramilitary personnel to perform the security duties at the premises of CSIR-Indian Institute of Petroleum, Dehradun located at IIP, Mohkampur (Haridwar Road), Dehradun on contract basis for a period of two year (extendable by another year after satisfactory performance of the work. Not more than 2 annual extensions shall be granted), tender value approximate Rs.3,26,00,000.00.

1. Aspiring Bidders, who have not enrolled/ registered in the e-tender, should enroll/register before participating through the website GeM Portal.

2. The prospective bidding firms/agencies/parties/contractors of the nature of a joint venture, consortium or association will not be entertained by CSIR-IIP in the bidding process.

3. The Bidder has to deposit Earnest Money (EMD) of Rs. **Rs 6,46,000.00** (Rupees Six Lakh Forty Six Thousand only) i.e. 2% of the estimated value through DD/Pay Order or online in favour of Director, CSIR-Indian Institute of Petroleum, Dehradun, A/c No. SBI- 30266912400. The scanned copy of the same has to be submitted in soft copy format online. In accordance with Rule 170 of GFR, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from payment of EMD subject to production of relevant exemption certificate.

4. The duly filled tender document shall not be accepted if not accompanied by the scanned copy of the DD/Pay order towards the requisite bid EMD.

5. The DD towards the EMD should bear the date after the date of publication of NIT.

6. Scanned copies of all documents mentioned above should be signed by authorized signatory of the bid offer.

7. Director, CSIR-IIP reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof.

27/10

ELIGIBILITY CRITERION FOR BIDDERS

- The bidder should be a legally valid registered entity and be registered under the Shops and Establishment Act with a fully functioning office in Dehradun within one month after the award of contract.

- The Bidder should be registered under:
  - Private Security Agency Regulation Act 2005 for the state of Uttarakhand/ Dehradun.
  - Should have a valid PAN No/ GST registration number/ EPF No./ ESIC Registration.
  - The number of present security contracts under the Security Agency should not have less than 50 Security Guards as per EPF/ECR.
  - The Bidder should be/ should have been earlier registered with the Directorate General Resettlement (DGR), Ministry of Defence, Govt. of India

- The Security Agency should have executed/ completed similar service for the last three financial years in Govt./ Semi Govt./ Autonomous Bodies/ PSU:
  - One similar completed service costing not less than the amount equal to 80% of the estimated cost, **OR**
  - Two similar completed services each costing not less than the amount equal to 50% of the estimated cost, **OR**
  - Three similar completed services each costing not less than amount equal to 40% of the estimated cost.
  - Should have successfully completed 2 DGR sponsored contracts. The Security Agency should enclose the letter of award issued by the Client/ Principal Employer giving reference to the DGR sponsorship letter.

Relaxation for experience will not be allowed for MSME/MSEs as procurement is related with critical security operations & as per clause no. 3 of OM No. 20/2/2014-PPD, Ministry of Defence, DOE, Procurement Policy Division dated 20.09.2016, "the procurement of items related to public safety, health, critical security operations and equipments", the procuring entities may prefer the vendors to have prior experience rather than giving orders to new entities.

- The bidder should have valid ISO9001, ISO 45001, ISO18788:2015 certification issued before the date of issue of NIT.
- Proof of minimum Average annual financial turnover of related services i.e. Rs. 1.30 crore for the last 03 years (enclose Turn-over Certificate issued by CA under seal bearing license no. of CA).
- Solvency certificate of the value of Rs. 1,30,00,000/-(Rupees One Crore Thirty Lakh Only) issued from a Nationalized/ Scheduled bank within last one calendar months from the date of publishing of this NIT shall be acceptable.
- **Submission and signing of the Integrity Pact on Rs. 100/- *non-judicial* stamp paper in the prescribed format (Annexure "A") is mandatory. Bids received without Integrity Pact shall be summarily rejected and no representation shall be entertained.**
- Declaration that he is related or not related to any officer in CSIR-IIP, Dehradun /or in any of the Lab./Instt. of the CSIR. If yes, then details of such relationship have to be furnished with technical bid. (Format as per Annexure- B).
- Self-Declaration on non-judicial stamp paper of Rs.100/- shall be submitted to the effect that the bidding firm has not been declared as a defaulter/under liquidation/ court receivership or similar proceedings and not bankrupt. (Format as per Annexure - C).
- Blacklisting/non-blacklisting certificate from taking part in Govt. tender on Rs. 100 non-judicial stamp paper is to be furnished mandatorily otherwise the bid submitted will be straight away rejected. The same shall be made during date of publication & closing date of the present tender only (as per Annexure-D)
- A duly signed undertaking that no money will be charged from the contractual workers engaged with him in the name of registration Fee, Uniform, Security Deposit, Identity Card etc., is to be furnished as per Annexure – E.

All the duly notarized non-judicial stamp paper shall be procured during date of publication & closing date of the present tender only

Sr. No.	Particulars	Eligibility Criteria	Supporting documents to be submitted
1	Legal Valid Entity	The Bidder shall necessarily be a legally valid registered entity under the Shops and Establishment Act.	Self attested copy of registration under the Shops and Establishment Act.
2	Registration:	The Bidder should be registered with the Department of Income Tax, Department of GST, Employees Provident Fund Organisation, Employees State Insurance Corporation, Private Security Agencies Regulation Act 2005 and other relevant statutory bodies.	Self attested copies of PAN, GST, EPFO Registration, ESIC Registration, Private Security Agencies Regulation Act 2005 registration for the state Uttarakhand – shall be acceptable.
3	Infrastructure	The number of security guards available with the agency in Uttarakhand shall not be less than 50 guards. The bidder shall have four wheeler vehicle in the name of bidder for patrolling and surprise checks.	Self attested copy of ECR of the EPF contribution for the month of July, August & September 2026 of 50 guards. Self attested copy of registration certificate of four wheeler vehicle shall be acceptable.
4	Financial Status	The agency shall produce a solvency certificate of value of Rupees 1,30,00,000/-(Rupees One Crore Thirty Lakh Only) from a Nationalized/Scheduled Bank.	Attested copy of Solvency certificate of the value of Rs. 1,30,00,000/-(Rupees One Crore Thirty Lakh Only) issued from a Nationalized/ Scheduled bank within last one calendar months from the date of publishing of this NIT shall be acceptable.
5	Turnover	The agency shall produce Average Turnover for last three financial years.	Proof of minimum average annual financial turnover of related services i.e. Rs. 1.30 crore for the last 03 years (enclose Turn-over Certificate issued by CA under seal bearing license no. of CA).
6	Experience	The Bidder should have a minimum experience of providing security services at least for 3 years in Govt./Semi Govt./Autonomous Bodies/PSUs/. The experience shall be calculated up to the date of publishing of the NIT. The agency must have successfully executed / completed similar service for the last five financial years: a) One similar completed service costing not less than the amount equal to 80% of the estimated cost, **OR** b) Two similar completed services each costing not less than the amount equal to 50% of the estimated cost, **OR** Three similar completed services each costing not less than amount equal to 40% of the estimated cost.	A list of clientele (along with contact address, contact number and number of manpower deployed with each client) of the bidder and experience letter / certificate from the clients. Only self attested copies of work completion certificates mentioning the details of work executed, total completed value of work exclusively for Security services.
7	ISO	The bidder should have valid ISO9001, ISO45001, ISO18788:2015 Certificate	Enclose self attested copy of certificate.
8	Registration/ Empanelment with DGR	The bidder should be/ should have been registered with DGR earlier and should have successfully completed 2 contracts sponsored by DGR	Please enclose the letter of award issued by the Client/ Principal Employer giving reference to the DGR sponsorship letter.

27/10

9	Integrity Pact	The Bidder should submit the Integrity Pact	Submission and signing of the Integrity Pact on Rs. 100/- Non-judicial stamp paper in the prescribed format is mandatory – As annexure 'A'
10	No Relation Certificate	The Bidder should submit the No Relation Certificate	Signed copy of no relation certificate – As annexure 'B'
11	No conviction/ bankrupt certificate	The Bidder should submit the no conviction/ bankrupt certificate	Self-Declaration on non-judicial stamp paper of Rs.100/- shall be submitted to the effect that the bidding firm has not been declared as a defaulter/under liquidation/ court receivership or similar proceedings and not bankrupt. (Format as per Annexure - C).
12	Non blacklisting	The Bidder should submit the non blacklisting certificate	Blacklisting/non-blacklisting certificate from taking part in Govt. tender on Rs. 100 non-judicial stamp paper is to be furnished mandatorily otherwise the bid submitted will be straight away rejected. The same shall be made/furnished during date of publication & closing date of the present tender only - as Annexure – 'D'
13	Undertaking	The Bidder should submit the undertaking	A duly signed undertaking that no money will be charged from the contractual workers - as Annexure 'E'

Note:

- ***The bidders who do not fulfill the criteria as stated above shall be rejected during the Evaluation of Technical Bid.***
- ***Bid of all those firms whose past performance in this Institute has remained unsatisfactory shall not be considered and shall be liable to be rejected out rightly.***

29/10

2. SCOPE OF WORK FOR PROVIDING SECURITY SERVICES

The Security Agency will provide young, dynamic, trained, experienced and well build Security Guards and security supervisors (ex-serviceman only).

1. CSIR-IIP land, buildings, fittings and fixtures therein, plant and machineries, equipment's installed (both inside and outside), office records, movable and immovable items belonging to CSIR-IIP in its entire area.

2. Safety of Trees, electric overhead installations, water pipelines, boundary walls etc. In CSIR- IIP and any new installation likely to come up in these premises, during the contract period.

3. The security agency is expected to provide 'On the Job training' to its staff going to be deployed at CSIR-IIP in such a way that they are trained to –

- Permit the entry of officers, scientists, staff, students, workers, visitors etc. in to CSIR-IIP only after verifying their identity.
- Permit the entry of visitors from main gate only, after confirming from the designated officers / staff to be visited upon, that the entry is for the official purpose.
- Permit employees from other Government departments having passes issued by CSIR-IIP after verifying their Identity cards, Certificates from their office that they are required to perform duties in CSIR-IIP.
- Permit entry / exit of the official vehicles of CSIR-IIP and personal / private vehicles of officers, scientists, staff, students, workers, visitors etc. in to CSIR-IIP after ensuring that only the authorized persons are inside the vehicle. All vehicles entering / exiting the premises are required to be checked thoroughly for all security reasons.
- Permit entry of private vehicles bringing material to CSIR-IIP stores, after confirming from the designated officers / staff of CSIR-IIP and the Delivery Challan / Invoice, that the entry is for official purpose only.
- Permit officers / staff / students / workers who do not possess their Identity card during the time of their entry, after issuing them temporary passes from the visitor pass slip.
- Permit entry of officers, scientists, staff, students, workers, visitors etc. during non-working hours, only after confirming from designated officer(s) that their entry during such non-working hours is officially required in the interest of CSIR-IIP.
- Maintain record of all vehicles entering inside CSIR-IIP, in detail, such as purpose, duration of stay, out timings etc.
- Check and maintain material gate passes issued by HODs/Authorized person by HOD (both returnable as well as non-returnable) for any material going out of CSIR-IIP, through main gate only.

27/10

- Prevent any part of CSIR-IIP land (more than 250 acres) from being trespassed, encroached or squatted upon or suffer from any un-authorized occupation or use.
- Provide assistance in case of any natural or man-made disaster.

4. The Security Agency would provide 04 Ex-servicemen security supervisors to supervise 31 trained and experienced security guards with educational qualification of minimum 12th pass, deployed in three shifts (first shift – 6 am to 2 pm, second shift – 2 pm to 10 pm and third shift - 10 pm to 6 am) as stated in the table below:

Sl. No.	Location	Morning shift 6:00 a.m. to 2:00 p.m.	Day shift 2:00 p.m. to 10:00p.m.	Night shift 10:00 p.m. to 6:00 a.m.
1.	Gate No. 1	01	01	01
2.	Gate No. 2 (Guards)	02	02	01
	Gate No. 2 (Supervisors)	02	01	01
3.	Main Building	01	01	01
4.	DIIP' Bungalow	01	01	01
5.	Guest House	01	01	01
6.	T-5 Gate- Entry from colony to Office	01	01	01
7.	C-6/Patrolling Guard	01	01	02
8.	Store Yard			01
9.	Training Centre			01
10.	ETL / AFLAD Post		01	01
11.	Power House Gate – 11	01	01	01
	TOTAL Guards (per day)	**09**	**10**	**12**
	TOTAL Supervisors (per day)	**02**	**01**	**01**

Total 31 Guards without arm (including one lady guard) and 04 Supervisor per day + 5 relievers

5. The number of security guards / supervisors and security posts may increase or decrease depending upon the requirement as envisaged by CSIR-IIP from time to time. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the CSIR-IIP, Dehradun and the same will be monitored personally by the concerned authorities from time to time for its optimum utilization.

- The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises.
- Entry of the street-dogs and stray animals into the premises is to be prevented. They should be at once driven out.
- The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open space all over the premises.
- It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray animals.
- The Security Supervisor/Guards are required to display mature behavior, especially towards staff and visitors.
- The Security Guard on duty shall not leave the premises until his reliever reports for duty.

27/10

6. The list of security personnel deployed in CSIR-IIP mentioning their details such as current residential address, permanent address, age, educational qualification, medical status along with certificate from local police authorities clearing their antecedent verification etc. is required to be submitted to CSIR-IIP at the commencement of the job-contract by the Contractor. Any subsequent change in this data must be intimated officially to this office, from time to time.

7. The Security Agency is expected to provide professional and quality services to CSIR-IIP. Its entire staff deployed at CSIR-IIP must be issued with a permanent Identity Card and uniform as stated below:

Summer Dress:

Sl No.	*Item*	*Quantity*
1.	Shirt	02 Nos.
2.	Trouser	02 Nos.
3.	Shoe	1 pair
4.	Socks	2 pair
5.	Belt Leather/ web belt	1 for each
6.	Line yard	1 for each
7.	Whistle	1 for each
8.	Shoulder badge/ monogram of the security agency	1 for each
9.	Stars (for security supervisor)	2 pair for each
10.	Cap	

WINTER DRESS: Jersey Woolen (with uniform colour) - 1 for each

RAINY SEASON:

Sl. No	Item	Quantity (for each)
1.	Gum Boot	1 pair
2.	Rain Coat	1 No.

In addition to above sufficient number of Cane Stick/ Lathis/Ballams and Torches (Heavy duty) to be provided to each Security Post.

8. The Security Agency will provide suitable mode of communication to the guards for communicating with the supervisor, one mobile phone to be used as 'security helpline' in CSIR-IIP campus.

9. The Security supervisor will be responsible for overall security arrangements of CSIR-IIP campus covered in the contract, during tenure of his shift. Security Supervisor will ensure that the instructions issued related to security arrangement by CSIR-IIP, Dehradun are strictly followed and there should be no lapse of any kind.

10. All security personnel deployed by the security agency at CSIR-IIP must be trained in Fire-Fighting and Disaster Management Procedures. They will have to pro-actively act as first line of fire fighting and disaster management mechanism even before the arrival of any help from outside CSIR-IIP.

11. The Security Agency must have its own four wheeler vehicle for patrolling (track adjacent to boundary of campus, the approx distance within 10 km.) without extra remuneration in CSIR-IIP for minimum two times in a week in addition to routine Guard Check Rounds of boundary wall by its officials at different seniority level.

22/10

5. TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES

1. The Contractor will maintain a duty register and shall record daily deployment of security personnel at the designated duty point. This will be countersigned by the Security Officer/authorized official of the CSIR-IIP. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.
2. Adequate supervision shall be provided by the contractor to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the security personnel of the Contractor deployed, the supervisory staff will supervise in their areas of responsibility.
3. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the CSIR-IIP.
4. Contractor and its security personnel shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the CSIR-IIP and shall not knowingly lend to any person or company any of the effects of the CSIR-IIP under its control.
5. The security staff shall not accept any gratitude or reward in any shape.
6. The contractor shall have at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
7. Under the terms of their engagement agreement with the Contractor, the Security personnel shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
8. The personnel engaged by the contractor shall be in proper dress neat and clean bearing proper name badges failing which invites a penalty of Rs.100/- in each occasions and habitual offenders should be removed from the security duty of CSIR-IIP. The penalty on this account shall be deducted from the Contractor's bills.
9. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff of CSIR-IIP and visitors and should project an image of utmost discipline. The CSIR-IIP shall have right to have any person removed in case of staff /visitors complaints or as decided by representative of the CSIR-IIP if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
10. The eight hours shift generally starts from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shifts are changeable and shall be fixed by the CSIR-IIP from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the CSIR-IIP for double duty, if any.
11. The payment to the contractor would be made on monthly basis based on the actual shift manned/operated by the personnel engaged by the contractor and based on the documentary proof jointly signed by Security Officer/representative of the CSIR-IIP and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by this Institute.
12. Any damage or loss caused by contractor's persons to CSIR-IIP in whatever form shall be recovered from the contractor.
13. The CSIR-IIP will allow familiarization of the security arrangements required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
14. In case (a) any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the CSIR-IIP and the same shall be deducted from the contractor's bills.

27/10

(b) In case, if the personnel deployed by the contractor under the contract fails to report for duty in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in agreement shall be levied.

15. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The contractor's personnel shall attend the court as and when required.
16. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure effective and satisfactory performance of his liabilities and responsibilities under the contract.
17. The contractor shall bear all the expenses incurred on torches and cells, lathis/ballams etc. and stationary for writing duty charts and registers at security check points and records keeping as per requirements.
18. The CSIR-IIP shall not be responsible for providing residential accommodation to any of the security personnel engaged by the contractor.
19. The contractor shall disburse the wages to its security personnel deployed in the CSIR-IIP by 7th of every month online /through ECS /through bank account of security personnel.
20. Only on-line bids (Technical and Financial) will be valid. Off-line bids shall be opened only in case where due to any technical snag, it is well established, beyond doubt that not even a single bidder is able to apply online. If on-line bid is made by even a single bidder, it will be considered that on line bid is functioning and in that case off-line bids will not be opened.
21. The security personnel will be rotated after completion of eleven months.
22. Contractor will be fully responsible for any accident or mishaps involving security personnel engaged by the contractor and the contractor would pay claims made by these victims. The contractor shall indemnify the CSIR-IIP from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the contractor. The contractor will fully indemnify CSIR-IIP against all claims in this regard.
23. The contractor and his staff shall follow the rules and regulations of the CSIR-IIP in force and instructions issued from time to time for **Eco campus** also. The CSIR-IIP will be free to take action against the contractor for violating the same.
24. The security guards engaged by the contractor shall not be over 55 years in any case. However, Supervisors retiring from the ranks of JCO's or equivalent can be engaged up to the age of 60 years.
25. The contractor shall be fully responsible for providing minimum wages, EPF, ESI etc in accordance with the terms and conditions of the agreement, to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
26. The CONTRACTOR shall obtain Labour License under the Contract Labour (R&A) Act, 1970 from the licensing authority within one month from the date of commencement of the contract and submit a copy of the same to CSIR-IIP immediately on receipt.

CONTRACTOR'S OBLIGATIONS:

A.1 That the contractor shall provide the following services:-

a) i) Security at_____points (Shift A) between 06 AM to 02 PM as per Annexure – I.

ii) Security at _____points (Shift B) between 02 PM to 10 PM as per Annexure- 1 to this agreement.

iii) Security at _____points (Shift C) 10 PM to 06 AM as per Annexure- 1 to this agreement.

2. That for providing satisfactory services under this contract, the Contractor has agreed to deploy a total of 04 Supervisors and 31 Security Guards (including 05 relievers) on different points, the details of which are given in Annexure-1.

29/10

3. That for performing security duties, the Contractor shall deploy persons round the clock in 8 hours shifts only. That the Contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duty. It is further agreed that the Contractor shall engage physically fit persons and below the age of 55 years for security guard duties and security supervisors retiring from the ranks of JCO's or equivalent can be engaged up to the age of 60 years.
4. That the Contractor shall communicate the proof of ex-service men, the names, parentage. residential address, age, etc. of the persons deployed at each point.
5. That for purpose of proper identification of these employees of the Contractor deployed at various points, the Contractor shall issue identity Cards/Identification document of these security guards/cleaners, etc. and they shall be duty bound to display the identity cards at the time of duty.
6. That the Director of the Lab./Instt. or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons so deployed by the Contractor in order to ensure that required number of persons are deployed and that they are doing their duties.
7. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated official. The Lab./Instt. will intimate to the Contractor the specimen signatures of the officials designated and authorized to sign the Gate Pass. Any change will be intimated in writing. The COA/AO of the Lab./Instt. shall make suitable arrangements to ensure compliance.
8. That it shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets moveable and immovable of the Lab./Instt. and if there is any loss to the Lab./Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the loss to the Lab./Instt. and the contractor shall report promptly to the Lab./Instt. any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the Contractor.
9. That on taking over the responsibility of providing security arrangements, the Contractor shall formulate the mechanism and duty assignment of Security personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the security arrangement from time to time and advise the Director of the Lab. in writing about additional measures for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab. Instt. or the officer designated by the Director in this respect from time to time.
10. The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel deployed in the premises of the Institute. The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of Nation/ CSIR-IIP. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
11. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, etc. are being used by their workers while carrying out works. CSIR-IIP shall not be liable for any compensation in case of any fatal injury/death caused to or by any man power while performing/discharging their duties/for inspection or otherwise.

B.1. **That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the work shall be the employees of the Contractor for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue implicitly or explicitly.**
2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
3. That the Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour laws. The Contractor shall provide full information in respect of

21/10

the wages etc. paid to its employees so deployed in conformity with the provisions of Contractor Labour (Regulation and Abolition) Act, 1970.

4. That the Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under Law, namely, under the Minimum Wages Act, P.P.Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time.
5. That the Contractor shall conform to the provisions of Central/State Act (s) or the Regulations on the subject as well as terms and conditions of this Agreement.
6. That the Contractor shall make the payment of wages etc. to the persons so deployed online in their bank account and shall on demand furnish copies of wages register/muster roll etc. to the Lab./Instt. for having paid all the dues to the persons deployed by the Contractor for the work under the Agreement. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the CSIR in this respect as per the provisions of Contract Labour (Regulation & Abolition) Act, 1970. The Contractor shall comply with or cause to be complied, with the contractor's Labour Regulations made by CSIR from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorizedly made, maintenance of wage book, wage slip publications of scale of wages and terms of employment inspection and submission of periodical returns.
7. That the Contractor has represented that he is already registered under the Contract Labour (Regulation & Abolition) Act, 1970, as amended. Any obligations and/or formalities which are required to be fulfilled under the said Act or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR. The Contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
8. That the Uniforms supplied by the Contractor at his own cost to the persons deployed for this work, shall include Grey bush- shirt, army cut OG trousers, boots, web belt (with baton strap), baton, beret with ceremonial heckle and line yead, whistle, loaded torches, etc. The seasonal equipment such as Jerseys, great coats in winters and rain- coats in monsoon shall also be provided by the Contractor at his cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab/Instt.
9. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservations of peace and protection of persons and property of CSIR.
10. That in case any of the persons so deployed by the Contractor does not come up to the mark or performs his duties properly or indulges in any unlawful riots or disorderly conduct, the Contractor shall take suitable action against such employee on the report of Lab./Instt. and CSIR in this respect.
11. The Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./ Instt. CSIR in case of any of the aforesaid act on the part of the person so deployed or otherwise.
12. That the Contractor shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs.
13. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contractor Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability, be penalized leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed for every defaults, breach or furnishing, making, submitting, filing such materially incorrect statement and in the event of the Contractor defaulting continuously in this respect, the performance/security money shall be liable to be forfeited or appropriated.

C.1 That the Contractor shall keep the CSIR indemnified against all claims whatever in respect of the employees deployed by the Contractor at various points. In case any employee of the Contractor so deployed enters in dispute of any nature whatever, it will be the prior responsibility of the Contractor to contest the same. The Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatever and shall keep CSIR indemnified in this respect.

2. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets i.e. moveable and immovable as mentioned in Para A-8 above

3. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments made to the Contractor under this Contract for providing security services.

4. That the Contractor shall furnish an indemnity bond from the Bank/ General Insurance Corporations at its own cost to indemnify CSIR against any claim arising out of or connected with this agreement.

5. In all purposes, the Security supervisor/ Security Guards are the employees of the Security Agency. There is no employer/ employee relationship between the Security Supervisor/ staff and the Principal Employer.

II. CSIR-IIP OBLIGATIONS:

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid a service charge as quoted in the Financial bid/Price Bid on monthly basis. The salary and other allowances shall be paid on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Instt. in this regard.

2. That the aforesaid amount has been agreed to be paid by CSIR to the Contractor. The Contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

III. COMMENCEMENT AND TERMINATION:

1. That this agreement will come into force with effect from ..... and shall remain in force for a period of two year. The agreement may be extended on such terms and conditions as are mutually agreed upon.
2. That this agreement may be terminated on any of the following contingency:-

(a) On the expiry of the contract period as stated above.

(b) By giving one month's notice by CSIR on account of:
(i) Losses suffered by CSIR due to lapse of security
(ii) For committing breach by the Contractor of any of the terms & conditions of this agreement;
(iii) On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting whole or part of the contract to any third person.

(c) On Contractor being declared insolvent by Competent Court of Law.
During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption/hindrance/problem of any nature to CSIR.

27/10

IV. **ARBITRATION:**

(i) In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute

(ii) The award of the arbitrator shall be final and binding on both the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.

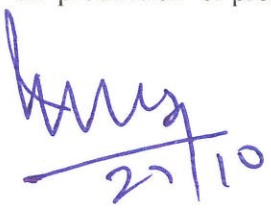
(iii) Subject to the aforesaid provision, the Arbitrator & Conciliation Act 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to arbitration proceedings under this clauses.

GENERAL INSTRUCTIONS TO THE BIDDERS:

1. The Security Agencies for providing Security Services at the premises of CSIR-IIP under which the bidder shall engage ex-servicemen/ex-paramilitary personnel and shall use its best endeavor's to provide security to the Main Entry Gate, Buildings, Guest House, Gas and other Plants, Electric Sub-Station, Colony Gate, C-6/ Patrolling in campus, T-5 Gate, Director's Bunglow, Store yard, ETL/ AFLAD, Training Centre, Equipments, R&D area, Materials.

Patrolling of boundaries of the premises twice a week by four wheeler vehicle owned by the Contractor for which a register will be maintained and in addition to routine guard check rounds by its officials at different seniority level.

2. Wages rate for Security Supervisor & Security Guard (including a lady guard) will be payable as per Minimum Wages declared by Government of India or Government of Uttarakhand, whichever is higher, from time to time. In case of deployment of non ex-serviceman the rates of Semiskilled and Un-skilled worker will be paid as per Chief Labour Commissioner (Central). In this case the Security Guard will be considered under the Semi-skilled and Security Supervisor under the skilled category. The Bidder must quote only his Service Charge online in percent age (%) both in numbers and words. All statutory liabilities/taxes & EPF, ESIC, Bonus and GST etc. will be reimbursed by CSIR-IIP on production of proof.



4 QUALIFICATION OF THE BIDDERS

4.1 The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid. In case the bids are signed by the proprietor/partner/Director the relevant documents i.e. Letter of Proprietorship, partnership deed or DIN number to be attached with documents.

4.2 Memorandum of Understanding has to be provided in case the Bidder comprises of Partnership Firm.

4.3 The Bidder shall submit full details of his ownership and control and shall submit the certificate of incorporation, if it is a Company or Society etc.

4.4 Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the price bid will not include any such amount. If the CSIR subsequently finds to the contrary, the Director, CSIR-IIP reserves the right to declare the Bidder as non-compliant and declare rejection of his bid and treat the contract if already awarded to the Bidder to be null and void.

4.5 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4.6 ONE BID FOR BIDDER

4.7 Each Bidder shall submit only one tender either by himself. If a Bidder or any of the partner participate in more than one bid, the bids are liable to be rejected.

4.8 Bid of all those firms whose past performance in this Institute has remained unsatisfactory shall not be considered and shall be liable to be rejected out rightly.

4.9 Evidence of adequacy of working capital for the smooth execution of this contract (access to line(s) of credit and availability of other financial resources).

4.10 If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

5. VISIT TO CSIR-IIP

5.1 The bidder is required to provide security services at the premises CSIR-IIP and is advised to visit and acquaint himself/them with the operational system. The costs of visiting shall be borne by the Bidder. It shall be deemed that the contractor has undertaken a visit to the CSIR-IIP and is aware of the operational conditions prior to the submission of the tender documents. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

6. CLARIFICATION FOR TENDER DOCUMENT

6.1 In case the Bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the SO(G) @ ramesh.joshi@csir.res.in before submitting his bid and such clarification, along with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the CSIR-IIP shall be carried out in writing.

6.2 Except for any such written clarification issued by the Section Officer, CSIR- IIP which is expressly stated to be an addendum to the tender document issued by the CSIR-IIP, no written or oral communication, presentation or explanation by any other employee of the CSIR-IIP shall be taken to bind or fetter the CSIR-IIP under the contract.

7. PREPARATION OF BIDS

7.1 The Bidder has to quote service charge (Contractor's Profit) on minimum wages (of Center) (excluding Taxes, EPF, ESIC, GST & bonus etc) online only as mentioned in Price Bid.

7.2 Conditional bids/offers shall be summarily rejected.

8 BID SECURITY:

8.1 The contractor shall deposit **Earnest Money Deposit (EMD) for an amount of Rs. 6,46,000.00/- (Six Lakh Forty Six Thousand only)** through DD/Fixed Deposit/online transfer of money in favour of Director, CSIR-Indian Institute of Petroleum, Dehradun. The EMD should remain valid for a period of forty five days beyond the final bid validity period.

8.2 EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8.3 Earnest Money Deposit of Rs. 6,46,000.00 of the successful bidder shall be returned after submission of Performance Guarantee issued by a commercial bank.

8.4 EMD shall be forfeited if the bidder withdraws his bid during the period of validity of the tender or if the successful bidder refuses or neglects to execute the Contract or fails to provide the required number of security personnel or fails to furnish the **required Performance Guarantee within the time frame specified by the CSIR-IIP.**

Performance Guarantee/ Security Deposit: On award of the contract, the successful firm will be required to deposit an amount equivalent to 5% of the contract value as Performance Security Deposit / Performance Guarantee may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee (including e-Bank Guarantee) from a National/Schedule Bank or online payment. On-line payment shall be in Beneficiary name:
Director, CSIR-IIP, Dehradun
Account No.: 30266912400
IFSC Code: SBIN0002359
Bank Name: State Bank of India
Branch Address: IIP, Mohkampur, Dehradun – 248 005, Uttarakhand

This will be retained by the Authority for the due and faithful fulfillment of the contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. No interest shall be payable by the Authority on the amount of Performance Security Deposit / Performance Guarantee.

The Authority reserves the right to forfeit fully or partly the Performance Guarantee/Security in the event of failure on the part of the contractor to execute the contract or compliance of all or any of the terms & conditions of the contract. The decision of Director, CSIR-IIP, Dehradun in this regard shall be final & binding. In case the contract is further extended beyond the initial period of two year, the Performance Guarantee/Security will have to be accordingly renewed/extended by the successful tender(s) before the letter is issued by IIP for extension of the contract for any further period as decided by CSIR-IIP.

29/10

09. ACCEPTANCE OF BIDS:

9.1. CSIR-IIP reserves the right to accept any tender and to reject any or all the tenders and not bound to accept the lowest or any tender and may at any time by notice in writing to the bidders terminate the tendering process. **Tender without EMD or exemption certificate will be rejected without any further action/notice.**

9.2. Tender will be rejected if it is found that the contractor is black listed on previous occasions by any of the Govt. Department /Institution/Local Body/Municipality/Public Sector Undertaking, etc.

10. AWARD OF CONTRACT:

10.1. CSIR-IIP will award the contract who will quote lowest service charge, bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. In case there are more than one L1 bidders the selection shall be based on GeM selection criteria.

10.2. The successful bidder will be required to execute an agreement in the form appended hereto within a period of 10 days from the date of issue of Award Letter.

10.3. The successful bidder shall be required to furnish a Performance Guarantee **within 15 days** of receipt of Award Letter for an appropriate period and amount in the form of FDR issued from a comercial bank in favour of Director, CSIR-Indian Institute of Petroleum, Dehradun. The Performance Guarantee shall remain valid for a period of **sixty days** beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Guarantee shall also be extended by the contractor accordingly.

11. The Bid shall remain valid for acceptance for a period of 90 days from the last date of submission of tender.

12. OPENING AND EVALUATION OF TENDERS:

- The Pre-qualification Technical Bids will be opened online.
- The bid of any bidder who has not complied with one or more of the conditions of the tender prescribed in the terms and conditions will be summarily rejected.
- Conditional tender will also be summarily rejected.
- Subsequently, the technical bids will be evaluated by the Technical Evaluation Committee duly constituted by Competent Authrority, CSIR-IIP.

FINANCIAL BID REQUIREMENTS

Financial Bid Evaluation and Determination of the successful bidder

1. Bidder qualifying technically shall be qualified for next stage of opening of financial bids. The bidders who do not fulfill technical criteria shall stand rejected from further process of bid evaluation.

2. The bidder with the lowest value (service charges in percentage) shall be deemed as the L-1 bidder for award of contract. Other bidder's ranking shall be arranged depending on the price bid percentage quoted in ascending order by each of the bidder in price bid form. In case there are more than one L1 bidders the selection shall be as per the GeM norms.

3. The numbers of required manpower is as given in the scope of work.

4. Bidders are requested to submit the financial price bid in the format provided on GeM Portal, no other format is acceptable.

5. Service charge shall be paid only on basic wages (i.e. exclusive of GST, EPF, ESI, Bonus, overtime etc. as per rules from time to time).

Note: Contractors, before quoting rates must ensure that they should taken into consideration various aspects such as deduction of Income tax and GST at source, deployment of their own supervisor(s) responsible for effective control, other expenses to run the establishment effectively, payment of statutory charges to their contract persons as well as to the state Govt/statutory bodies.

Checklist for Technical Bid Documents

S.No.	Documents to be attached	Page No.
1.	Name, address of firm/Agency with Telephone/Mobile Numbers and e-mail to inform them regarding opening of price bid etc.	
2.	Self attested copies of registration under Private Security Agencies (Regulation) Act 2005	
3.	Authorized person of the firm/agency etc. name & designation and office address telephone/Mobile Number	
4.	Self attested copy of registration under the Shops and Establishment Act	
5.	Tendering Agency Profile	
6.	Self attested copy of PAN card of Company/Proprietor	
7.	Self attested photocopy of GST Registration Number	
8.	Self attested photocopy of valid EPF Registration number	
9.	Self attested photocopy of valid ESIC Registration Number	
10.	Self attested copy of ISO 9001, ISO 45001, ISO18788:2015 Certificate	
11.	Self attested copy of registration with Director General of Resettlement (DGR).	
12.	Self attested copy of last three months Electronic Challan cum Returns (ECR)	
13.	Self attested copies of proof of experience for providing security services in the last three years with satisfactory performance certificates issued by the central govt./ state or autonomous organization where the agency has provided/ providing security services	
14.	List of clientele alongwith experience letters from the clients	
15.	Self attested copy of proof of 'minimum Average annual financial turnover' of related services i.e. Rs. 1.30 crore for the last 03 financial years (enclose Turn-over Certificate issued by CA under seal bearing license no. of CA).	
16.	Solvency Certificate of value of Rupees 1,30,00,000/-(Rupees One Crore Thirty Lakh Only).	
17.	Self Attested copy of Registration certificate of four wheeler	
18.	Signed copy of the terms & conditions of the contract having signature of the bidder on each page	
19.	Submission and signing of the Integrity Pact on Rs. 100/- Non-judicial stamp paper in the prescribed format is mandatory – As annexure 'A'	
20.	Signed copy of no relation certificate – As annexure 'B'	
21.	Self-Declaration on non-judicial stamp paper of Rs.100/- shall be submitted to the effect that the bidding firm has not been declared as a defaulter/under liquidation/ court receivership or similar proceedings and not bankrupt. (Format as per Annexure - C).	
22.	Blacklisting/non-blacklisting certificate from taking part in Govt. tender on Rs. 100 non-judicial stamp paper is to be furnished mandatorily otherwise the bid submitted will be straight away rejected. The same shall be made/furnished during date of publication & closing date of the present tender only - as Annexure – 'D'	
23.	A duly signed undertaking that no money will be charged from the contractual workers - as Annexure 'E'	

27/10

Signature of the Bidder/Authorized Person
(Name and Address of the Bidder)

Tender Agency's Profile

1.	Tender No. and date	
2.	Name, address of firm/agency and telephone numbers	
3.	Registration no. of the firm	
4.	Name, Designation, Address & Tel. no. of the authorized person of firm/ agency to deal with	
5.	Please specify as to whether tenderer is sole proprietor/ partnership firm/ company or any other establishment	
6.	Name, address and telephone nu. Of head/ partners etc. be specified	
7.	PAN No.	
8.	GST Registration No.	
9.	Details of EMD deposited: • Amount: • DD No./ online transfer number: • Date: • Name of issuing bank	
10.	Authorisation	
11.	Any other document, if any	

Declaration by the bidder- 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.

DATE: TENDERER'S SIGNATURE WITH SEAL

TECHNICAL BID FORM

(On Letter Head of the Bidder)

No. CSIR-IIP/Security/295/Gen. 2026

To,
The Director, CSIR-IIP,
Indian Institute of Petroleum
IIP, Mohkampur
Dehradun – 248 005

Dear Sir,

1. Having examined the conditions of contract and specifications including addenda, the receipt of which is hereby duly acknowledged, we, undersigned, offer to undertake the work of PROVIDING SECURITY SERVICES AT CSIR-Indian Institute of Petroleum, Dehradun in conformity with the terms and conditions mentioned in the tender document.

2. We undertake that if our Bid is accepted, we will execute the work/ services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.

3. If our Bid is accepted, we will obtain the performance security of a Commercial Bank for a sum of Rs. ---------- (Rupees ---------- Only).

4. We agree to abide by this Bid for a period of 45 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid, you may receive.

7. We have enclosed herewith the details of online transfer/ DD for a sum of Rs. -------/- (Rupees ------- Only) towards Bid security.

EMD particulars D.D. No. .....dated.....

(Bid Security)

Name of the Bank:
Branch:
Dated this .....day of.....(the year)

TENDERER'S SIGNATURE
DATE :
OFFICIAL STAMP:

ANNEXURE - A

Format of Integrity Pact

INTEGRITY PACT

Between
Council of Scientific & Industrial Research (CSIR) a Society registered under the Indian Societies Act 1860 represented by **CSIR-Indian Institute of Petroleum, Dehradun** hereinafter referred to as "The Principal".

And .....herein referred to as "The Bidder/ Contractor."

Preamble
The Principal intends to award, under laid down organizational procedures, contract/s for .....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

(a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

(c) The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

(a) The Bidder(s)/Contractor(s) will not, directly or through any other Person or firm, offer, promise or

27/10

give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

(b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, Certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)//Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annexure.

(e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future Contracts

(1) If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex -"B".

Section 4 – Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

27/10

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings."

Section 6 – Equal treatment of all Bidders / Contractors/ Sub-contractors

(1) The Bidder(s)/Contractor(s) undertake(s) to demand from all Subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders / Contractors/ Subcontractors

(1) If the Principal obtains knowledge of conduct of a bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitors

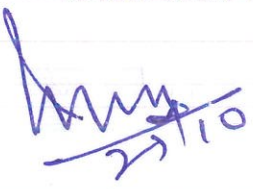
(1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS (A), CSIR.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Subcontractor(s) with confidentiality.

(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notice, or believes to notice, a violation of this agreement, he will so inform



the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(6) The Monitor will submit a written report to the JS(A), CSIR within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

(7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.

(8) If the Monitor has reported to the JS(A),CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally singed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by JS(A), CSIR.

Section 10 – Other provisions

(1) This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. New Delhi

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the Principal)	(For & On behalf of Bidder/Contractor)
(Office Seal)	(Office Seal)
Place.....	Place.....
Date.....	Date.....
Witness 1:(Name & Address):	
Witness 2::(Name & Address):	

27/10

Terms and Conditions of IEM in CSIR and constituent Labs/Instts.:

1. The engagement will be as independent External Monitor (IEM) on contract basis in Council of Scientific and Industrial Research and its constituent Labs./Instts. Spread across India.

2. The Major role of the IEM would be implementation of integrity pact in CSIR for entering into contracts for procurement of material and service contracts with a threshold value of 3 Crore and above (under revision) to prevent/reduce/eliminate corruption, bribes or any other unethical practices.

3. The IEM is to Monitor and review the tendering process from inception to the culmination of the contract and compliance to the Integrity pact therein.

4. The IEM would be required to review independently and objectively, whether and to what extent the parties (CSIR or its Lab/Contractor) comply with the obligations under the Integrity pact therein.

5. The IEM will not be subject to instructions by the representatives of the parties and will perform their functions neutrally and independently.

6. The Independent External Monitor will not have administrative or enforcement responsibilities. He will co-ordinate his efforts with the help of the Chief Vigilance Officer, CSIR and other anti-corruption institutions such as the Central Vigilance Commission, New Delhi. He may engage services of outside agencies such as accounting firms, law firms etc. with prior approval of Joint Secretary (Administration), CSIR for CSIR Hq. and Director for CSIR Labs. If required, in discharge of his responsibilities.

7. A contentious issue may be referred to the nominated IEM of the contract either by CSIR or its Lab or by a bidder/contractor or by CVO. If referred to by a party other than CSIR, then IEM will duly inform CSIR (Joint Secretary, Administration)/ Director of CSIR Lab prior to commencement of his/her investigation.

8. The independent External Monitor will have access to all officers and all records of CSIR or its Laboratories relating to the matter connected with or incidental to the tender or contract of having a bearing with that. He/ She will also have access to bidder's records and information regarding its dealing with CSIR.

9. IEM may hold meetings with the bidder or contract processing officers or Joint meetings with both to resolve complaints.

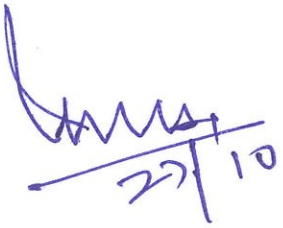
10. If the Independent External Monitor observes or suspects an irregularity, he/she will inform Head of the Division. Once the Independent External Monitor is satisfied that an irregularity has taken place, he/she may inform Joint Secretary (Administration) at CSIR Head Quarter or Director of CSIR Lab.

27.10

Details of the Independent External Monitor (IEMs) are as under:

1. Shri Jagadip Narayan Singh IAS (Retd)
   C-54,Bharatendu Harishchandra Marg
   Anand Vihar, Delhi – 110 092
   Email: jagadipsingh@yahoo.com

2. Shri Arun Kumar Gupta, Ex-CMD, SCI
   68 B, Nandanvan CHS Sector 17,
   Nerul, Navi Mumbai – 400 706
   email: guptaarun55@rediffmail.com



Annexure - B

PARTICIPATION OF NEAR RELATIVES OF EMPLOYEES IN THE TENDER IN UNITS

I _____ S/o _____ R/o _____ hereby certify that **none** of my relative(s) as defined below is/ are employed in CSIR-IIP / CSIR as per details given in tender document.

In case at any stage, if it is found that the information given by me is false / incorrect, CSIR-IIP / CSIR shall have the absolute right to take any action deemed fit without any prior intimation to me.

BIDDER'S SIGNATURE
DATE :
OFFICIAL STAMP:

Definition:
A person shall be deemed to be a relative of another if,
(a) they are members of a Hindu undivided family;

or
(b) they are husband and wife,

or
(c) the one is related to the other in the following manner; father, mother (including step mother), son (including step son), son's son's son, son's son's wife, son's daughter, son's daughter's son's wife, daughter's daughter, daughter's daughter's husband, brother (including step brother), brother's wife, Sister (including step sister), sister's husband.

In case of dispute of any kind and in any respect whatsoever, the decision of the Director, CSIR-IIP shall be final and binding.

27.10

Annexure - C

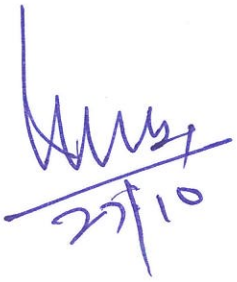
UNDERTAKING

NON-CONVICTION OF ANY OFFENSE/ under liquidation/ court receivership or similar proceeding and not bankrupt

(to be furnished on non-judicial stamp paper of Rs. 100/-)

This is to certify that I_____, _____ _____a resident of _____ _____have never been found guilty/convicted of any administrative offense and/or crime/ under liquidation/court receivership or similar proceeding and not bankrupt.

Signature of the Bidder



Annexure – D

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT. TENDER
(to be furnished on non-judicial stamp paper of Rs. 100/-)

I / We Proprietor/ Partner(s)/ Director(s) of M/s _____ hereby declare that the firm/company namely M/s _____ has not been blacklisted or debarred in the past by Government organization from taking part in Government tenders.

OR

I / We Proprietor/ Partner(s)/ Director(s) of M/s _____ hereby declare that the firm/company namely M/s _____ was blacklisted or debarred by _____, or any other Government Department from taking part in Government tenders for a period of _____ years w.e.f_____. The period is over on _____and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected /cancelled by and EMD/Security Deposit shall be forfeited. In addition to the above, CSIR-IIP will not be responsible to pay the bills for any completed / partially completed work.

BIDDER'S SIGNATURE

DATE :

OFFICIAL STAMP:

27/10

Annexure - E

UNDERTAKING

We/I Proprietor/Partner(s)/Director(s) of M/s.....hereby declare that no money will be charged from the contractual workers engaged with him in the name of registration Fee, Uniform, Security Deposit, Identity Card etc.

If any such type of misconduct come to notice of the Principal Employer the contract shall be terminated and penalties will be imposed as per SLA of GeM.

Dated: .....

Name & Signature of the Bidder with Official Stamp



ANNEXURE-I

DETAILS OF DUTY POINTS AND DEPLOYMENT OF MANPOWER FOR PROVIDING SECURITY SERVICES

(A) CSIR-IIP main campus at Mohkampur, Dehradun (The requirement of security staff and duty points may vary as per actual requirement from time to time) deployed in three shifts (first shift – 6 am to 2 pm, second shift – 2 pm to 10 pm and third shift - 10 pm to 6 am) as stated in the table below:

Sl. No.	Location	Morning shift 6:00 a.m. to 2:00 p.m.	Day shift 2:00 p.m. to 10:00p.m.	Night shift 10:00 p.m. to 6:00 a.m.
1.	Gate No. 1	01	01	01
2.	Gate No. 2 (Guards)	02	02	01
	Gate No. 2 (Supervisors)	02	01	01
3.	Main Building	01	01	01
4.	DIIP' Bungalow	01	01	01
5.	Guest House	01	01	01
6.	T-5 Gate- Entry from colony to Office	01	01	01
7.	C-6/Patrolling Guard	01	01	02
8.	Store Yard			01
9.	Training Centre			01
10.	ETL / AFLAD Post		01	01
11.	Power House Gate – 11	01	01	01
	TOTAL Guards (per day)	**09**	**10**	**12**
	TOTAL Supervisors (per day)	**02**	**01**	**01**

Total 31 Guards without arm (including one lady guard) and 04 Supervisor per day + 5 relievers

- Besides the above check points/ duty shifts, contractor has to ensure the security of the entire Institute including colony area from all undesired men and animals and deploy the security supervisors and Guards immediately at the point of need or bring situation under control.

- 01 Security Supervisor and 05 Security Guards shall be provided as relievers required in case of Off of the above staff. Hence in no case the attendance shall be more than total attendance allowed, as per labour laws, of the above sanctioned strength.

ANNEXURE-II

WORK EXPERIENCE

The bidder must attached self attested copies of experience certificates in the form of Work order/ successful completion/ experience certificates in respect of Security Services provided by them in Govt./ Semi Govt./ Autonomous Bodies/ PSU/ Govt. Banks/ CSIR/ Govt. funded organizations for works done in last 03 years. Details should also be filled in below format (unnecessary/ irrelevant certificates should be avoided). Bidders to attach separate sheet if required.

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

27/10

(Signature of the Authorized Person)

Name :

Seal

Annexure – III

Details of ONGOING Works

The bidders must attach self-attested copies of work order/extension letter/ certificates clearly proving the ongoing of the works during last three years.

SNo.	Name and address of Govt. Semi Govt/ Autonomous Bodies/ PSU/ Govt. Banks/ CSIR/Govt funded organizations of ongoing works	Work Award/ Extension letter/ certificate proving ongoing of work	Duration of the work	No. of security personnel deployed	Remarks, if any

27.10

Signature of Authorized person

Name:

Seal:

Agreement to be signed on award of Tender

(No. CSIR-IIP/Security/295/Gen.2026, dated .....)

This AGREEMENT made on this _____day of Two Thousand Twenty Between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at Anusandhan Bhawan, Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART And M/S _____at _____ (herein after referred to as Contractor) of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the security services at (name of the Lab./Instt.) which is a constituent unit of CSIR (hereinafter referred to as the Lab./Instt.) and whereas the contractor has offered to provide the security services at name of the lab on the terms and conditions hereinafter stated. AND WHEREAS Contractor has represented that he is registered as Contractor under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. NOW, THEREFORE, BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed as follows:-

A. TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES

1. The Contractor will maintain a duty register and shall record daily deployment of security personnel at the designated duty point. This will be countersigned by the Security Officer/authorized official of the CSIR-IIP. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.
2. Adequate supervision shall be provided by the contractor to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the security personnel of the Contractor deployed, the supervisory staff will supervise in their areas of responsibility.
3. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the CSIR-IIP.
4. Contractor and its security personnel shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the CSIR-IIP and shall not knowingly lend to any person or company any of the effects of the CSIR-IIP under its control.
5. The security staff shall not accept any gratitude or reward in any shape.
6. The contractor shall have at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
7. Under the terms of their engagement agreement with the Contractor, the Security personnel shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
8. The personnel engaged by the contractor shall be in proper dress neat and clean bearing proper name badges failing which invites a penalty of Rs.100/- in each occasions and habitual offenders should be removed from the security duty of CSIR-IIP. The penalty on this account shall be deducted from the Contractor's bills.
9. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff of CSIR-IIP and visitors and should project an image of utmost discipline. The CSIR-IIP shall have right to have any person removed in case of staff /visitors complaints or as decided by

27/10

representative of the CSIR-IIP if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

10. The eight hours shift generally starts from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shifts are changeable and shall be fixed by the CSIR-IIP from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the CSIR-IIP for double duty, if any.
11. The payment to the contractor would be made on monthly basis based on the actual shift manned/operated by the personnel engaged by the contractor and based on the documentary proof jointly signed by Security Officer/representative of the CSIR-IIP and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by this Institute.
12. Any damage or loss caused by contractor's persons to CSIR-IIP in whatever form shall be recovered from the contractor.
13. The CSIR-IIP will allow familiarization of the security arrangements required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
14. In case (a) any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the CSIR-IIP and the same shall be deducted from the contractor's bills.

(b) In case, if the personnel deployed by the contractor under the contract fails to report for duty in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in agreement shall be levied.

15. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The contractor's personnel shall attend the court as and when required.
16. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure effective and satisfactory performance of his liabilities and responsibilities under the contract.
17. The contractor shall bear all the expenses incurred on torches and cells, lathis/ballams etc. and stationary for writing duty charts and registers at security check points and records keeping as per requirements.
18. The CSIR-IIP shall not be responsible for providing residential accommodation to any of the security personnel engaged by the contractor.
19. The contractor shall disburse the wages to its security personnel deployed in the CSIR-IIP by 7th of every month online /through ECS /through bank account of security personnel.
20. Only on-line bids (Technical and Financial) will be valid. Off-line bids shall be opened only in case where due to any technical snag, it is well established, beyond doubt that not even a single bidder is able to apply online. If on-line bid is made by even a single bidder, it will be considered that on line bid is functioning and in that case off-line bids will not be opened.
21. The security personnel will be rotated after completion of eleven months.
22. Contractor will be fully responsible for any accident or mishaps involving security personnel engaged by the contractor and the contractor would pay claims made by these victims. The contractor shall indemnify the CSIR-IIP from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the contractor. The contractor will fully indemnify CSIR-IIP against all claims in this regard.
23. The contractor and his staff shall follow the rules and regulations of the CSIR-IIP in force and instructions issued from time to time for **Eco campus** also. The CSIR-IIP will be free to take action against the contractor for violating the same.
24. The security guards engaged by the contractor shall not be over 55 years in any case. However, Supervisors retiring from the ranks of JCO's or equivalent can be engaged up to the age of 60 years.

22/10

25. The contractor shall be fully responsible for providing minimum wages, EPF, ESI etc in accordance with the terms and conditions of the agreement, to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.

26. The CONTRACTOR shall obtain Labourer License under the Contract Labour (R&A) Act, 1970 from the licensing authority within one month from the date of commencement of the contract and submit a copy of the same to CSIR-IIP immediately on receipt.

B. SCOPE OF WORK FOR PROVIDING SECURITY SERVICES

The Security Agency will provide young, dynamic, trained, experienced and well build Security Guards and security supervisors (ex-serviceman only).

1. CSIR-IIP land, buildings, fittings and fixtures therein, plant and machineries, equipment's installed (both inside and outside), office records, movable and immovable items belonging to CSIR-IIP in its entire area.

2. Safety of Trees, electric overhead installations, water pipelines, boundary walls etc. In CSIR- IIP and any new installation likely to come up in these premises, during the contract period.

3. The security agency is expected to provide 'On the Job training' to its staff going to be deployed at CSIR-IIP in such a way that they are trained to –

- Permit the entry of officers, scientists, staff, students, workers, visitors etc. in to CSIR-IIP only after verifying their identity.

- Permit the entry of visitors from main gate only, after confirming from the designated officers / staff to be visited upon, that the entry is for the official purpose. A visitor pass is required to be made at the Visitor's Management Kiosk.

- Permit employees from other Government departments having passes issued by CSIR-IIP after verifying their Identity cards, Certificates from their office that they are required to perform duties in CSIR-IIP.

- Permit entry / exit of the official vehicles of CSIR-IIP and personal / private vehicles of officers, scientists, staff, students, workers, visitors etc. in to CSIR-IIP after ensuring that only the authorized persons are inside the vehicle. All vehicles entering / exiting the premises are required to be checked thoroughly for all security reasons.

- Permit entry of private vehicles bringing material to CSIR-IIP stores, after confirming from the designated officers / staff of CSIR-IIP and the Delivery Challan / Invoice, that the entry is for official purpose only.

- Permit officers / staff / students / workers who do not possess their Identity card during the time of their entry, after issuing them temporary passes from the visitor pass slip.

- Permit entry of officers, scientists, staff, students, workers, visitors etc. during non-working hours, only after confirming from designated officer(s) that their entry during such non-working hours is officially required in the interest of CSIR-IIP.

- Maintain record of all vehicles entering inside CSIR-IIP, in detail, such as purpose, duration of stay, out timings etc.

- Check and maintain material gate passes issued by HODs/Authorized person by HOD (both returnable as well as non-returnable) for any material going out of CSIR-IIP, through main gate only.
- Prevent any part of CSIR-IIP land (more than 400 acres) from being trespassed, encroached or squatted upon or suffer from any un-authorized occupation or use.
- Provide assistance in case of any natural or man-made disaster.

4. The Security Agency would provide 04 Ex-servicemen security supervisors to supervise 31 trained and experienced security guards with educational qualification of minimum 12th pass, deployed in three shifts (first shift – 6 am to 2 pm, second shift – 2 pm to 10 pm and third shift - 10 pm to 6 am) as stated in the table below:

Sl. No.	Location	Morning shift 6:00 a.m. to 2:00 p.m.	Day shift 2:00 p.m. to 10:00p.m.	Night shift 10:00 p.m. to 6:00 a.m.
12.	Gate No. 1	01	01	01
13.	Gate No. 2 (Guards)	02	02	01
	Gate No. 2 (Supervisors)	02	01	01
14.	Main Building	01	01	01
15.	DIIP' Bungalow	01	01	01
16.	Guest House	01	01	01
17.	T-5 Gate- Entry from colony to Office	01	01	01
18.	C-6/Patrolling Guard	01	01	02
19.	Store Yard			01
20.	Training Centre			01
21.	ETL / AFLAD Post		01	01
22.	Power House Gate – 11	01	01	01
	TOTAL Guards (per day)	**09**	**10**	**12**
	TOTAL Supervisors (per day)	**02**	**01**	**01**

Total 31 Guards without arm (including one lady guard) and 04 Supervisor per day + 5 relievers

5. The number of security guards / supervisors and security posts may increase or decrease depending upon the requirement as envisaged by CSIR-IIP from time to time. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the CSIR-IIP, Dehradun and the same will be monitored personally by the concerned authorities from time to time for its optimum utilization.

- The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises.

27/10

- Entry of the street-dogs and stray animals into the premises is to be prevented. They should be at once driven out.
- The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open space all over the premises.
- It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray animals.
- The Security Supervisor/Guards are required to display mature behavior, especially towards staff and visitors.
- The Security Guard on duty shall not leave the premises until his reliever reports for duty.

6. The list of security personnel deployed in CSIR-IIP mentioning their details such as current residential address, permanent address, age, educational qualification, medical status along with certificate from local police authorities clearing their antecedent verification etc. is required to be submitted to CSIR-IIP at the commencement of the job-contract by the Contractor. Any subsequent change in this data must be intimated officially to this office, from time to time.

7. The Security Agency is expected to provide professional and quality services to CSIR-IIP. Its entire staff deployed at CSIR-IIP must be issued with a permanent Identity Card and uniform as stated below:

Summer Dress:

SlNo.	*Item*	*Quantity*
1.	Shirt	02 Nos.
2.	Trouser	02 Nos.
3.	Shoe	1 pair
4.	Socks	2 pair
5.	Belt Leather/ web belt	1 for each
6.	Line yard	1 for each
7.	Whistle	1 for each
8.	Shoulder badge/ monogram of the security agency	1 for each
9.	Stars (for security supervisor)	2 pair for each
10.	Cap	

WINTER DRESS: Jersey Woolen (with uniform colour) - 1 for each

RAINY SEASON:

Sl. No	Item	Quantity (for each)
1.	Gum Boot	1 pair
2.	Rain Coat	1 No.

In addition to above sufficient number of Cane Stick/ Lathis /Ballams and Torches (Heavy duty) to be provided to each Security Post.

8. The Security Agency will provide suitable mode of communication to the guards for communicating with the supervisor, one mobile phone to be used as 'security helpline' in CSIR-IIP campus. The Security Agency must have its own four wheeler vehicle for patrolling (track adjacent to boundary of campus, the approx distance within 10 km.) without extra remuneration in CSIR-IIP for minimum two times in a week in addition to routine Guard Check Rounds of boundary wall by its officials at different seniority level.

9. The Security supervisor will be responsible for overall security arrangements of CSIR-IIP campus covered in the contract, during tenure of his shift. Security Supervisor will ensure that the instructions issued related to security arrangement by CSIR-IIP, Dehradun are strictly followed and there should be no lapse of any kind.

10. All security personnel deployed by the security agency at CSIR-IIP must be trained in Fire-Fighting and Disaster Management Procedures. They will have to pro-actively act as first line of fire fighting and disaster management mechanism even before the arrival of any help from outside CSIR-IIP.

11. The Security Agency must have its own four wheeler vehicle for patrolling in CSIR-IIP for minimum two times in a week in addition to routine guard check rounds by its officials at different seniority level.

CONTRACTOR'S OBLIGATIONS:

A.1 That the contractor shall provide the following services:-

a) i) Security at_____points (Shift A) between 06 AM to 02 PM as per Annexure – I.

ii) Security at _____points (Shift B) between 02 PM to 10 PM as per Annexure- 1 to this agreement.

iii) Security at _____points (Shift C) 10 PM to 06 AM as per Annexure- 1 to this agreement.

2. That for providing satisfactory services as per para 1 above under this contract, the Contractor has agreed to deploy a total of 04 Supervisors and 31 Security Guards (including 05 relievers) on different points, the details of which are given in Annexure-1.
3. That for performing security duties, the Contractor shall deploy persons round the clock in 8 hours shifts only. That the Contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duty. It is further agreed that the Contractor shall engage physically fit persons and below the age of 55 years for security guard duties and security supervisors retiring from the ranks of JCO's or equivalent can be engaged up to the age of 60 years.
4. That the Contractor shall communicate the proof of ex-service men, the names, parentage. residential address, age, etc. of the persons deployed at each point.
5. That for purpose of proper identification of these employees of the Contractor deployed at various points, the Contractor shall issue identity Cards/Identification document of these security guards/cleaners, etc. and they shall be duty bound to display the identity cards at the time of duty.
6. That the Director of the Lab./Instt. or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons so deployed by the Contractor in order to ensure that required number of persons are deployed and that they are doing their duties.
7. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated official. The Lab./Instt. will intimate to the Contractor the specimen signatures of the officials designated and authorized to sign the Gate Pass. Any change will be intimated in writing. The Section Officer of the Lab./Instt. shall make suitable arrangements to ensure compliance.
8. That it shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets moveable and immovable of the Lab./Instt. and if there is any loss to the Lab./Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the loss to the Lab./Instt. And the contractor shall report promptly to the Lab./Instt. any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the Contractor.
9. That on taking over the responsibility of providing security arrangements, the Contractor shall formulate the mechanism and duty assignment of Security personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the security arrangement from time to time

27/10

and advise the Director of the Lab. in writing about additional measures for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab. Instt. or the officer designated by the Director in this respect from time to time.

10. The contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel deployed in the premises of the Institute. The contractor shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of Nation/CSIR-IIP. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
11. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, etc. are being used by their workers while carrying out works. CSIR-IIP shall not be liable for any compensation in case of any fatal injury/death caused to or by any man power while performing/discharging their duties/for inspection or otherwise.

B.1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the work as per para 01 above shall be the employees of the Contractor for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue implicitly or explicitly.

2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
3. That the Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour laws. The Contractor shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contractor Labour (Regulation and Abolition) Act, 1970.
4. That the Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under Law, namely, under the Minimum Wages Act, P.P.Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time.
5. That the Contractor shall conform to the provisions of Central/State Act (s) or the Regulations on the subject as well as terms and conditions of this Agreement.
6. That the Contractor shall make the payment of wages etc. to the persons so deployed online in their bank account and shall on demand furnish copies of wages register/muster roll etc. to the Lab./Instt. for having paid all the dues to the persons deployed by the Contractor for the work under the Agreement. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the CSIR in this respect as per the provisions of Contract Labour (Regulation & Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the contractor's Labour Regulations made by CSIR from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorizedly made, maintenance of wage book, wage slip publications of scale of wages and terms of employment inspection and submission of periodical returns.
7. That the Contractor has represented that he is already registered under the Contract Labour (Regulation & Abolition) Act, 1970, as amended. Any obligations and/or formalities which are required to be fulfilled under the said Act or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR. The Contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
8. That the Uniforms supplied by the Contractor at his own cost to the persons deployed for this work, shall include Grey bush- shirt, army cut OG trousers, boots, web belt (with baton strap), baton, beret with ceremonial heckle and line yead, whistle, loaded torches, etc. The seasonal equipment such as Jerseys, great coats in winters and rain- coats in monsoon shall also be provided by the Contractor at his

27/10/26

cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab/Instt.

9. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservations of peace and protection of persons and property of CSIR.
10. That in case any of the persons so deployed by the Contractor does not come up to the mark or performs his duties properly or indulges in any unlawful riots or disorderly conduct, the Contractor shall take suitable action against such employee on the report of Lab./Instt. and CSIR in this respect.
11. The Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./ Instt. CSIR in case of any of the aforesaid act on the part of the person so deployed or otherwise.
12. That the Contractor shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs.
13. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contractor Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability, be penalized leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed for every defaults, breach or furnishing, making, submitting, filing such materially incorrect statement and in the event of the Contractor defaulting continuously in this respect, the performance/security money shall be liable to be forfeited or appropriated.

C.1 That the Contractor shall keep the CSIR indemnified against all claims whatever in respect of the employees deployed by the Contractor at various points. In case any employee of the Contractor so deployed enters in dispute of any nature whatever, it will be the prior responsibility of the Contractor to contest the same. In case CSIR in made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatever and shall keep CSIR indemnified in this respect.

2. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets i.e. moveable and immovable as mentioned in Para A-8 above
3. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments made to the Contractor under this Contract for providing security services.
4. That the Contractor shall furnish an indemnity bond from the General Insurance Corporating at its own cost to indemnify CSIR against any claim arising out of or connected with this agreement.

II. **CSIR-IIP OBLIGATIONS:**

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid a service charge as quoted in the Financial bid/Price Bid on monthly basis. The salary and other allowances shall be paid on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Instt. in this regard.
2. That the aforesaid amount has been agreed to be paid by CSIR to the Contractor. The Contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

27/10

III. **COMMENCEMENT AND TERMINATION:**

1. That this agreement will come into force with effect from ..... and shall remain in force for a period of two year (extendable by another year after satisfactory performance). The agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingency:-

(a) On the expiry of the contract period as stated above.

(b) By giving one month's notice by CSIR on account of:
(i) Losses suffered by CSIR due to lapse of security
(ii) For committing breach by the Contractor of any of the terms & conditions of this agreement;
(iii) On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting whole or part of the contract to any third person.

(c) On Contractor being declared insolvent by Competent Court of Law.
During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.
It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption/hindrance/problem of any nature to CSIR.

IV. **ARBITRATION:**

(iv) In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute

(v) The award of the arbitrator shall be final and binding on both the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.

(vi) Subject to the aforesaid provision, the Arbitrator & Conciliation Act 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to arbitration proceedings under this clauses.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of

The Contractor

Witness:

1. _____
2.. _____

Council of Scientific and Industrial Research
Anusandhan Bhavan, 2 Rafi Marg, New Delhi-110001.

1._____
2._____