No. 11(36)/NIScPR/G/2026

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH

Vigyan Sanchar Bhawan
Dr. K. S. Krishnan Marg, Near Pusa Gate
New Delhi – 110012 (India) and
Vigyan Soochna Bhawan
14, Satsang Vihar Marg, New Delhi – 110067
25843130,25842990 extn. 276 & 358
(www.niscpr.res.in)

E-TENDER DOCUMENT

Name of work:- **"Providing of Security Services at NIScPR, Pusa and SV Marg Campus, New Delhi" for a period of 02 (two) years.**

No. 11(36)/NIScPR/G/2026

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH

Vigyan Sanchar Bhawan
Dr. K. S. Krishnan Marg, Near Pusa Gate
New Delhi – 110012 (India) and
Vigyan Soochna Bhawan
14, Satsang Vihar Marg, New Delhi - 110067
Ph. No. 25843130,25842990 extn. 276 & 358
(www.niscpr.res.in)

Name of work:- **"Providing of Security Services at NIScPR, Pusa and SV Marg Campus, New Delhi" for a period of 02 (two) years.**

Contents

S.No.	Description	No. of Pages
1	Covering Page, Tender Document	01
2	Contents	02
3	Notice Inviting Tenders	03
4	General Condition & Eligibility of Bidder	04-12
5	Scope of work for providing security service	13-19
6	Integrity Pact Information	20
7	Jurisdiction	21
8	Check list for Technical Bid Documents	22
9	Tender Acceptance Letter (Annexure-I)	23
10	Bank Details of Vendor (Annexure-II)	24
11	Performance Guarantee Form (Annexure-III)	25
12	Participation of Near Relatives of Employees in Tender (Annexure-IV)	26
13	Work experience Form (Annexure-V)	27
14	Agreement to be signed on award of tender (Annexure-VI)	28
15	Integrity Pact Format (Annexure-VII)	29-34
16	Undertaking (Annexure-VIII)	35
17	Format of Bid Security Declaration (Annexure-IX)	36

Total no of pages: 36

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH

NOTICE INVITING TENDER

Name of the work : **"Providing of Security Services at NIScPR, Pusa and SV Marg Campus, New Delhi" for a period of 02 (two) years.**

E-tender is invited under single packet bid system from the registered security agencies, having capacity to provide physically fit ex-servicemen/ex-paramilitary personnel to perform the security duties at the premises of CSIR- National Institute of Science Communication and Policy Research, Dr. K.S. Krishnan Marg, Pusa Gate, New Delhi-110012 and Satsang Vihar Marg, New Delhi-110067 on contract basis having an approximate tender value of ₹3,50,000/- (Rupees three crore fifty lacs only) **for a period of two years. Total manpower: 28 unarmed Security Guards (including 02 female guards) + 02 Security Supervisors + 05 Reliever Guards. At least 90% ex-servicemen have to be deployed. For complete details please visit CSIR-NIScPR website www.niscpr.res.in and GeM Portal.**

Sl. No.	Name of the work	Providing of Security Services at CSIR- National Institute of Science Communication and Policy Research
1,	Duration	Two years
2.	Cost of Tender	₹3,50,00,000/- (Rupees three crore fifty lacs only)
3.	Cost of Tender Document	Zero
4.	Document Publish date	As per BID
5.	Bid submission start date	
6	Bid submission end date	
7	Bid opening date	
8	EMD @ 2%	Rs7,00,000 /- (Rupees Seven lacs only) To be paid through online A/c No. 110003874485 IFSC Code: CNRB0019100 in favour of Director, CSIR- National Institute of Science Communication and Policy Research payable at New Delhi.
9	Performance Security (to be submitted by the successful bidder on acceptance of Award of work).	5% of contract value
10.	Financial Status	The Agency shall produce a solvency certificate of value of Rs. 30,00,000/- (Rupees thirty lacs only) from a Nationalized/ Schedule Bank.

Note : Only online bids will be accepted. If any of the above dates is declared a holiday, the action will be taken on the next working day.
Security agencies are required to submit their bids online.

Controller of Administration

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH

Director, CSIR- National Institute of Science Communication and Policy Research, Dr. K.S. Krishnan Marg, Pusa Gate, New Delhi-110012 and Satsang Vihar Marg, New Delhi-110067 invites online tenders under single packet bid system from the registered security agencies, having capacity to provide physically fit ex-servicemen/ex-paramilitary personnel to perform the security duties at the premises of CSIR- National Institute of Science Communication and Policy Research, Dr. K.S. Krishnan Marg, Pusa Gate, New Delhi-110012 and Satsang Vihar Marg, New Delhi-110067 on contract basis having an approximate tender value of ₹3,50,00,000/- (Rupees three crore fifty lacs only) , for a period of two years. Total manpower: 28 unarmed Security Guards (including 02 female guards) + 02 Security Supervisors + 05 Reliever Guards. At least 90% ex- servicemen have to be deployed. For complete details please visit CSIR-NIScPR website www.niscpr.res.in and GeM Portal.

NOTE: Security Agencies/bidders have to quote their Service Charge in Percentage only on minimum wages. All other applicable liabilities such as Bonus, GST, EPF, ESIC etc., which may vary from time to time as per Govt. orders, will be reimbursed to the contractor by CSIR- National Institute of Science Communication and Policy Research on production of documentary proof.

ELIGIBILITY OF THE BIDDERS :-

i) The security agency should hold a valid licence under the Private Security Agencies (Regulation) Act, 2005 (Delhi/NCR) or be empanelled with the Directorate General Resettlement (DGR).
ii) The security agency should hold a valid licence/registration under the Contract Labour (Regulation & Abolition) Act, 1970.
iii) The security agency should have valid ESIC and EPF registrations, PAN and GST registration.
iv) The security agency should be registered under the Companies Act.
v) The security agency should submit an up-to-date Income Tax Clearance Certificate.
vi) The Agency should have a minimum of 70 (seventy) ex-servicemen on its payroll. (Please submit the list of ex-service men).
vii) Agency should have successfully carried out work of a similar level (at least three security contracts each amounting to 40% OR two security contracts each amounting to 50% OR a single security contract amounting to 80% of estimated cost during the last three years in CSIR and its National Laboratories/Govt./Semi-Govt./Autonomous Bodies/Public Sector Undertaking). (Please submit copies of work orders and satisfactory completion certificates.)
viii) The bidder should have an annual turnover of Rs. 2,00,00,000/- (Rupees two crore only) or above in each of the preceding three financial years (2023-24, 2024-25 & 2025-26), duly certified by a Chartered Accountant.

Note : Kindly upload documents mentioned at (i) to (viii) above as single scanned document.

1 QUALIFICATION OF THE BIDDERS:

1.1 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.

1.2 A copy of the Partnership Deed has to be provided in case the Bidder is a partnership firm.

1.3 The Bidder shall submit full details of his ownership and control and shall submit the Certificate of Incorporation along with its Memorandum and Articles of Association, if it is a Company or Society etc.

1.4 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- National Institute of Science Communication and Policy Research 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.

1.5 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.

1.6 The Bidder has to deposit EMD of Rs7,00,000 /- (Rupees Seven lacs only) through online transfer /DD/Pay Order/FD in favour of Director, CSIR- National Institute of Science Communication and Policy Research payable at New Delhi A/c No. 110003874485 IFSC Code: CNRB0019100.

2 ONE BID FOR EACH BIDDER

2.1 Each bidder shall submit only one tender either by himself or by his partner. If a bidder or any o the partners participate in more than one bid, the bids are liable to be rejected.

2.2 Bids of all those firms whose past performance in last 05 years in CSIR System has remained unsatisfactory shall not be considered and shall be liable to be rejected outright.

2.3 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) will have to be submitted.

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

2.5 Bids from firms/agencies in the nature of a joint venture, consortium or association will not be entertained by CSIR-NIScPR in the bidding process.

2.6 The Agency shall produce a solvency certificate of value of Rs. 30,00,000/- (Rupees thirty lacs only) from a Nationalized/Schedule Bank.

Security Agencies fulfilling the conditions may submit online tender to Director, CSIR- National Institute of Science Communication and Policy Research (https://niscpr.res.in). The tenderer must ensure that all the requisite documents i.e. PSARA/Director General of Resettlement, PAN issued by the Income Tax Department, Contract Labour Licence (Central), registrations under ESIC, EPF and GST, satisfactory performance certificates issued by the Organizations for providing security services in the last three years etc. are submitted along with the EMD of Rs. 6,84,004/- (Rupees six lacs eighty-four thousand and four only) in favour of Director, CSIR- National Institute of Science Communication and Policy Research A/c No. 110003874485 IFSC Code: CNRB0019100. Failing this, the tender shall be rejected. The tender document can be downloaded from the GeM portal/Institute website. Tenders received up to the time and date mentioned above will be opened by a duly constituted Tender Opening Committee. Tenders received after due date & time and/or without EMD/Exemption shall not be considered. The Institute will follow the latest Government of India rules and regulations as applicable from time to time.

Director, CSIR- National Institute of Science Communication and Policy Research reserves the right to accept or reject any or all the tenders received or to accept any or all the tenders wholly or partially, without assigning any reasons thereof. In case of Holiday on any particular day, the tender will be opened on next working day at same time.

Controller of Administration

GENERAL TERMS AND CONDITIONS:-

1. The Security Agency is to provide Security Services at both the premises of CSIR-NIScPR i.e. Pusa Campus and S.V. Marg Campus.

2. At all the places where Security Services is to be provided, bidder shall engage ex-servicemen/ex-paramilitary personnel. Security Services shall be provided with best endeavours for the protection of materials and the staff working in the premises of CSIR-National Institute of Science Communication and Policy Research, including deployment of one security guard having technical knowledge and sufficiently capable of monitoring surveillance of the premises on CCTV, etc.

3. Wage rates for Security Supervisors & Security Guards (including two female guards) will be payable as per Minimum Wages declared by Government of India or State Government, whichever is higher, and amended from time to time. In case of deployment of non-ex-servicemen, the rates for Skilled & Semi-skilled workers will be paid as per Chief Labour Commissioner (Central) or State. In this case the Security Guard will be considered under Semi-skilled and Security Supervisor under the Skilled category. The bidder must quote only his Service Charge online in percentage (%) both in numbers and words. All statutory liabilities/taxes & EPF, ESIC, Bonus and GST etc. will be reimbursed by CSIR- National Institute of Science Communication and Policy Research on production of proof. At least 90% ex-servicemen have to be deployed. Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned and the disputed amount has to be submitted in the first instance at the time of tender submission.

VISIT TO CSIR- National Institute of Science Communication and Policy Research

3.1 The bidder is required to provide security services at the premises of CSIR- NIScPR and is advised to visit and acquaint himself/the guards/supervisors deployed by him 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-NIScPR and Campuses 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.

4. **CLARIFICATION FOR TENDER DOCUMENT**

4.1 In case the bidder has any doubt about the meaning of anything contained in the TENDER document, he shall seek clarification from the **Controller of Administration** CSIR-**NISc**PR, **coa**@niscpr.res.in **Telephone** Numbers 25843130,25842990 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 communication between the bidder and the CSIR-NIScPR shall be carried out in writing.

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

5. **PREPARATION OF BIDS**

5.1 The Bidder has to quote service charge (Contractor's profit) on minimum wages (excluding Taxes, EPF, ESIC, GST & Bonus etc.) online only as mentioned in price bid.

5.2 Conditional bids/offers shall be summarily rejected.

6. BID SECURITY:

6.1 The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs7,00,000 /- (Rupees Seven lacs only) through Demand Draft/Fixed Deposit/Online transfer of money in favour of Director, CSIR-National Institute of Science Communication and Policy Research, New Delhi. The Bid Security should remain valid for a period of ninety days beyond the final bid validity period.

6.2 Bid securities/ 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.

6.3 Bid Security (Earnest Money Deposit) of Rs7,00,000 /- (Rupees Seven lacs only) of the successful bidder shall be returned after submission of Performance Guarantee (5% of work awarded) issued by a Scheduled Bank.

6.4 Bid Security (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- National Institute of Science Communication and Policy Research.

7. ACCEPTANCE OF BIDS:

7.1 The Director, CSIR-NIScPR, reserves the right to accept or reject any tender, or reject all tenders, without assigning any reason thereof. The Director shall not be bound to accept the lowest or any other tender and reserves the right to terminate the tendering process at any stage by issuing a written notice to the bidders. Tenders submitted without Earnest Money Deposit (EMD) or a valid exemption certificate, wherever applicable, shall be rejected outright without any further notice or correspondence.

7.2 Tender will be rejected if it is found that the contractor is blacklisted on previous occasions by any of the Govt. Departments/Semi-Govt./Institutions/Local Bodies/Municipalities/ Public Sector Undertakings, Autonomous Bodies etc.

8. AWARD OF CONTRACT:

8.1 CSIR-NISCPR will award the contract to the bidder quoting the lowest service charge 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.

8.2 The successful bidder will be required to execute an agreement in the form appended hereto within a period of 15 days from the date of issue of Award Letter.

8.3 The successful bidder shall be required to furnish a Performance Guarantee within 15 days of receipt of Award Letter for an appropriate amount in the form of Bank Guarantee/FDR from a bank in favour of Director, CSIR-National Institute of Science Communication and Policy Research, New Delhi. 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.

8.4 The bid shall remain valid for acceptance for a period of 90 days from the last date of submission of bids, or for such period as prescribed in the GeM bid document.

9. TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES:

9.1 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- National Institute of Science Communication and Policy Research. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.

9.2 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 deployed by the Contractor, the supervisory staff of the Institute will supervise in their areas of responsibility.

9.3 All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the CSIR- National Institute of Science Communication and Policy Research.

9.4 Contractor and its security personnel shall take proper and reasonable precautions to preserve the Institute from theft, loss, destruction, waste or misuse of its property. The security guards/security supervisors will not misuse any responsibility given to them by the CSIR- National Institute of Science Communication and Policy Research and shall not knowingly lend to any person or company any of the property of the CSIR-NIScPR under its control.

9.5 The security staff shall not accept any gratification/bribe/enticement or reward in any form.

9.6 The contractor shall have the responsibility to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract at his own cost.

9.7 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.

9.8 The personnel engaged by the contractor shall be in proper uniform of the Contracting firm, be properly groomed and neat & clean, bearing proper name badge, wearing closed shoes/boots, along with cap/hat, raincoat/woollen coat or jacket (as per weather conditions) and properly equipped with whistle, baton/stick (danda) and good quality torch with working batteries, failing which this will invite a penalty of Rs.100/- in each occasion when they are found without any of the

aforementioned. Habitual offenders shall be removed from the security duty of CSIR-NIScPR. The penalty on this account shall be deducted from the Contractor's bills.

9.9 The personnel engaged must be extremely courteous and display pleasant mannerisms in dealing with the Staff and Visitors of CSIR-NIScPR and they should project an image of utmost discipline and devotion to duty. They should not have any addictions, nor indulge in any vice or addiction while on duty. During their duty time they must not talk for prolonged periods/use social media/view movies or videos or do any other work on their mobile phone or on mobile phone of any other person. If observed or found doing so, the contracting firm shall remove such person from the duty point forthwith and provide immediate replacement guards/supervisor to NIScPR. The CSIR-NIScPR shall have right to have any guard/supervisor removed in case of staff/visitors complaints or as decided by representative of the CSIR-NISCPR if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

9.10 The eight-hour shifts generally run from 0600 hrs. to 1400hrs., 1400 hrs. to 2200hrs. and 2200 hrs. to 0600hrs. However, the timings of the shifts are changeable and shall be fixed by the CSIR-NIScPR from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the CSIR-NIScPR for double duty, if any.

9.11 The payment to the contractor would be made on <u>monthly basis</u> 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-NISCPR and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by this Institute.

9.12 Any damage or loss caused by contractor's personnel to CSIR-NIScPR in whatever form shall be recovered from the contractor.

9.13 The CSIR-NIScPR 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 shifts manned by contractor's personnel for the purpose of payment under the contract.

9.14 In case (a) any of contractor's personnel(s) deployed under the contract is/are absent, a penalty equal to double the wages of the number of guards/supervisors absent on that particular day shall be levied by the CSIR-NIScPR and the same shall be deducted from the contractor's bills. (b) In case the personnel deployed by the contractor under the contract fail 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 this agreement shall be levied.

9.15 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, etc. The contractor's personnel shall attend the court as and when required.

9.16 The contractor shall have and maintain his own Establishment/Administration etc. at his own cost to ensure effective and satisfactory performance of his liabilities and responsibilities under the contract.

9.17 The contractor shall bear all the expenses incurred on torches and cells, batons/lathis/ballams etc. and all other equipment & implements such as stationery for writing duty charts and registers at security check points for record keeping as per requirements.

9.18 The CSIR-NIScPR shall not be responsible for providing residential accommodation to any of the security personnel engaged by the contractor.

9.19 The contractor shall disburse the wages to its security personnel deployed in the CSIR-NIScP by the 7th of every month online/through ECS/through bank account of security personnel as per Labour Law.

9.20 Only online bids submitted through the GeM portal under the single packet bid system will be valid. Offline bids shall not be accepted.

9.21 The security personnel will be rotated after completion of eleven months or earlier, as decided by the concerned officers of the Institute who are responsible for maintenance of security of the Institute.

9.22 Contractor will be fully responsible for any accident or mishaps involving security personnel engaged by the contractor and the contractor solely would be liable to pay any claims made by the victims. The contractor shall indemnify the CSIR-NIScPR from any claims arising out of accidents, disabilities of any nature or death arising out of any of the provisions under law, or any other nature in respect of all the guards/supervisors/personnel engaged by the contractor. The contractor will fully indemnify CSIR-NIScPR against all claims in this regard.

9.23 The contractor and his staff shall follow the rules and regulations of the CSIR-NIScPR in force and instructions issued from time to time for Eco-campus/Green-Campus also. The CSIR-NIScPR will be free to take action against the contractor for violating the same.

9.24 . The upper age limit of Security Guards and Security Supervisors shall be 65 years, in consonance with the prevailing guidelines of the Directorate General Resettlement (DGR) and the provisions of the Private Security Agencies (Regulation) Act, 2005, subject to general physical fitness of the person deployed.

9.25 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. As and when any of the 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.

9.26 Relaxation in the experience and turnover criteria shall be available to MSEs and Startups as per Government of India provisions, subject to submission of relevant documents. Suitable preference shall be given to MSE in terms of Govt. of India's provisions.

The Eligibility, Purchase Preference and other conditions as detailed in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012, issued by Ministry of Micro, Small and Medium Enterprises, Office of Development Commissioner (MSME) dated 23rd March 2012, as amended from time to time, and Order No. P45021/2/2017-PP (BE-II) dated: 16 Sep 2020 issued by DPIIT, Ministry of Commerce and Industry, GoI will also be applicable in addition to other conditions mentioned in this Tender Document. Bidders must indicate whether they are MSEs/Startups and attach the relevant certificate.

9.27 All notices, communications, reference and complaints made by the firm or the contractor concerning the bid shall be through GeM only.

9.28 The firm shall have to provide the contact details of a nodal person for being contacted on 24x7 basis.

10. SCOPE OF WORK FOR PROVIDING SECURITY SERVICE:

10. 1 The Security Supervisor of the contractor shall be responsible for making overall security arrangements in the CSIR-NIScPR Campuses located at Pusa Gate & SV Marg, New Delhi.

10.2 The Security Supervisor will ensure that the instructions issued related to security arrangements by CSIR-NIScPR are strictly followed and there should be no lapse of any kind.

10.3 No outsiders are allowed to enter the Institute (both campuses) without proper Gate Pass issued by the authorized Officer/Person of the CSIR-NIScPR at the main gate/reception.

10.4 No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for In-Out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be made available to the contractor or his Security Personnel and it shall be the duty of the contracting firm/their deployed personnel to obtain the same and update the information from time to time.

10.5 The officers and staff of the CSIR-NIScPR will keep the Identity Cards with them for checking and allowing entry by Security Personnel.

10.6 Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the CSIR-NIScPR and the same will be communicated by the concerned authorities from time to time for its optimum utilization.

10.7 The Security Supervisor/Guard will also take rounds of all the important and sensitive points of the premises as specified by the Institute. The Guard deployed at each security point shall be alert to their surrounding areas and take limited rounds within their security point/areas for surveillance of their designated areas and also for prevention of any offence by others.

10.8 The Guards on duty will also take care of the surveillance and protection of fixed and movable assets such as vehicles, scooters/motor cycles/bicycles etc. parked in the parking sites located within the premises.

10.9 Entry of street dogs and stray animals into the premises is to be prevented. They should be driven out immediately without cruelty.

10.10 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.

10.11 The security guard on duty shall not leave his/her designated point/area of duty or the premises of the Institute until his/her reliever reports for duty and has reached his/her point to take over the charge from him/her.

10.12 Any other provisions as advised by the Director, CSIR-NIScPR may be incorporated in the agreement at a later stage. The same shall also be binding on the Contractor.

10.13 The Bidder undertakes not to charge any money/fee/deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/ resources engaged by it and deployed at CSIR-

NIScPR sites. The Bidder further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the employer (NIScPR) and GeM shall have the right to take appropriate independent actions including termination of the Contract.

10.14 The Security Agency is to provide professional and quality services to CSIR-NIScPR. Its entire staff deployed at CSIR-NIScPR must be issued with permanent Identity Cards and Uniforms as stated below:

10.15

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.	Lanyard	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	1 for each

Winter Dress : Woollen Jersey (with uniform colour) – 1 for each

Rainy Season :

1. Gum Boot - 1Pair each
2. Rain Coat - 1 No.for each

10.15 To issue a temporary pass for the officers/ staff not having the Identity Card after consulting the designated officers of the CSIR -NIScPR

10.16 Entry of Officers/Staff during holidays **and before/ after working hours:**

i. Officers/ Staff may not be permitted to enter on Holidays or before a specified time in the morning and remain in the office premises up to a specific time after working hours unless special permission is available from the designated officers. The presence of officers/ staff during such period would be restricted for official purposes.

In addition to the above, the firm is required to provide the following services:

(a) Safeguard against trespassing
(b) Security of life of the staff at campus and property/assets of CSIR -NIScPR
(c) Introduction and implementation of anti-theft measures
(d) Liaison with the local police authorities
(e) Liaison with local fire-fighting officials in emergency.

(f) Providing security cover to various official functions organized by CSIR -NIScPR
(g) Keeping vigil and undertaking surveillance for control of untoward incidents, especially involving outside elements
(h) Control of stray cattle and canine menace
(i) Any other task as may be entrusted by CSIR -NIScPR authorities with regard to the security and safety.
(j) The Security Supervisor/Guards should be capable of handling fire related incidents with the help of fire extinguishers/equipment.
(k) The security guards on patrol duty shall take care of all the water pumps, valves, water hydrants etc. installed all over the CSIR -NIScPR premises and report the problem, if any to the concerned authorities.
(l) The security guards on duty shall check all the vacant rooms of the CSIR -NIScPR after office hours and will ensure that all electrical equipment/lights/fans etc. are switched off and the rooms are securely locked

10.17 The firm shall provide 02 Security Supervisors (not below the rank of JCO or equivalent) + 33 unarmed Security Guards (31 male, including 05 relievers, and 02 female) [of whom at least 90% should be ex-servicemen/ex-employees of the Para Military Forces] at CSIR-NIScPR premises. They will be deployed in eight-hour shifts on a round-the-clock basis. The female security guards shall be deployed in two shifts, as decided by CSIR-NIScPR, to meet the requirements relating to women's security at both campuses.

10.18 The firm shall ensure that no part of the Council land is trespassed, encroached or squatted upon, or suffers from any unauthorized occupation or use.

10.19 Deployment of staff:

The security guards will be deployed by the firm as per the following details:

First Shift - 6.00 AM to 2.00 PM,
Second Shift - 2.00 PM to 10.00 PM,
Third Shift – 10.00 PM to 6.00 AM (Next Day)

The Security locations within the aforementioned CSIR-NIScPR campuses will be communicated as per requirement.

The number of security guards may increase / decrease depending upon the requirement as envisaged by the CSIR-NIScPR. The list of all security personnel deployed in the CSIR - NIScPR containing their residential address, age, educational qualification shall be submitted to the office at the commencement of the contract. The contractor will further intimate any subsequent change about their particulars immediately.

11. CONTRACTOR'S OBLIGATIONS:

11.1 That for providing satisfactory services under this contract, the contractor has agreed to deploy a total of 02 Supervisors, 28 Security Guards and 05 relievers on different points of the CSIR-NIScPR Campuses.

11.2 That for performing security duties, the Contractor shall deploy persons round the clock in 08-hour shifts only. The upper age limit of the personnel deployed shall be as stated in Clause 9.24. Any expenditure on this account will be the responsibility of the contractor.

11.3 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.

11.4 That the Contractor shall issue identity cards to the security guards.

11.5 That Director of the Institute or any other persons 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.

11.6 That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR-NIScPR to be taken out of the premises without a Gate Pass signed by the designated officials.

11.7 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 Labs/Instt. and if there is any loss to the Labs/Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the loss to the Labs/Instt. the Contractor shall report promptly to the Labs/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.

11.8 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 alcoholics or drug addicts and do not indulge in any activity prejudicial to the interest of the CSIR-NIScPR. 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.

11.9 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-NIScPR accrue implicitly or explicitly.

11.10 That the contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Minimum Wages Act, EPF Act, ESI Act, Payment of Bonus Act, Maternity Benefit Act, Shops and Establishment Act and relevant Acts etc. as applicable and amended from time to time.

11.11 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.

11.12 In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any settlement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability, be penalized leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed for every default, 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.

11.13 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.

11.14 The Contractor shall provide one (01) metal detector, one (01) under vehicle inspection mirror (UVIM) and one (01) Security baton at each of the CSIR-NIScPR campuses, i.e. Pusa and Satsang Vihar Marg Campus, New Delhi, at his own cost and risk. The Contractor shall ensure that all the above equipment remains in proper working condition and is readily available for use throughout the contract period. The Contractor shall also ensure that the security personnel deployed are trained in the proper use of this equipment and use it as per the instructions of CSIR-NIScPR.

11.15 The Contractor shall provide four (04) searchlights at each of the CSIR-NIScPR Campuses i.e. Pusa and Satsang Vihar Marg Campus, New Delhi at his own cost and risk and shall ensure that the same remain in proper working condition throughout the contract period.

11.16 The Contractor shall provide adequate numbers (10 each minimum) of walkie-talkie sets at both CSIR-NIScPR Campuses at his own cost and risk to ensure effective communication and coordination among security personnel during duty hours. The walkie-talkie sets shall be kept in proper working condition throughout the contract period in order to avoid any inconvenience to the proper security arrangement at both the NIScPR campuses.

11.17 The Contractor shall be solely responsible for ensuring the safety, security and well-being of female security guards. The contractor shall make all necessary arrangements to ensure their safety while reporting for and leaving duty, in accordance with the applicable labour laws and extant Govt. of India Rules & Regulations.

11.18 The wearing of uniforms by the contractual staff deployed for duty in the CSIR - NIScPR shall be compulsory.

12. CSIR-NIScPR 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 made on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab/Institute in this regard.
2. That the aforesaid amount has been agreed to be paid by CSIR-NIScPR to the Contractor. The contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

13. PAYMENT CONDITIONS

1. The contractor will be responsible for making the payment directly to the Bank accounts of its workers by the 7th of each month from his own sources and subsequently raise the bill for reimbursement, which will be verified on the basis of actual amount disbursed based on attendance.

2. The contractor will submit the monthly bills for reimbursement in duplicate after satisfactory completion of the work and payment to the workers, to the office for certificate for pro rata reimbursement. The office on the receipt of the bill will check the work record and thereafter process the bill for payment.

3. Payment will be made by the institute to the contractor on monthly basis on submission of bills along with the certificate of satisfactory performance of work from the concerned officer of the CSIR-NIScPR. The payment towards EPF, ESI, Bonus, Service Charge and GST shall be claimed by the contractor on submission of sufficient proof of remittance.
4. In case of any delay in processing of the bills, the contractor would be required to ensure the payment of its workers by the 7th of every month and there shall be no linkage between this payment and settlement of the contractor's bill from the CSIR-NIScPR.

5. The contractor shall remit the statutory remittances of EPF/ESI/GST every month as per extant rules, exclusively for CSIR-NIScPR, and shall not combine with the remittances of any other firm.
6. The contractor shall ensure that all his manpower gets wages at the rates (Minimum Wages) fixed by the applicable Competent Authority from time to time. The contractor shall ensure that the wages etc. paid to its manpower so deployed are in conformity with the provisions of the Contract labour (Regulation and Abolition) Act, 1970 and the rules made thereunder. The contractor will ensure that payment of wages to its manpower is made by the 7th of every month and wage slips are issued to every manpower. In case CSIR-NIScPR so decides, the Contractor shall open his bank account in a bank/branch to be indicated for the purpose of receiving payment from CSIR - NIScPR.

14. PENALTIES / LIABILITIES

1. That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further work may be got done from another agency at the risk and cost of the Contractor.

2. The Contractor is required to commence the work from the date specified in the work order. In the event of failure, a penalty @ 1% of the monthly value of contract per day shall be imposed on non-commencement of work subject to the condition that in no case, it shall exceed 10% of the total value of the contract cost. The Director, CSIR-NIScPR shall have the power to condone the delay, reduce or remit the penalty so imposed to any extent, on the written application of the contractor, in case the Director finds that the grounds given by the contractor are reasonable and satisfactory. Otherwise, the Director may terminate the contract and security money deposited by him shall be forfeited.

3. The security money shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the CSIR-NIScPR on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.

15. **COMMENCEMENT AND TERMINATION :**

1. That this agreement shall come into force w.e.f. ..... and shall remain in force for a period of two years or till the award of a fresh security services contract, whichever is earlier. This agreement may be extended on the basis of satisfactory performance by the contractor, for up to three months, in case the fresh tender for security services is not finalized.

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

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

b) By giving one month's notice by CSIR-NIScPR on account of the following:

i) Committing breach by the contractor of any of the terms and conditions of this agreement.

ii) Assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Director, CSIR-NIScPR.

c) The contractor being declared insolvent by Competent Court of Law.

3. 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.

4. 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 creates any disruption/hindrance/problem of any nature for CSIR-NIScPR.

16. **ARBITRATION**

1. In the event of any question/dispute/difference arising under this 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.

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

3. Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996 and the rules made thereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceeding under this clause.

17. INTEGRITY PACT:

17.1 The Pact essentially envisages an agreement between the prospective vendors/ bidders and the buyer, committing the persons/ officials of both sides, not to resort to any corrupt practices in any aspect/ stage of the contract. Only those vendors/bidders who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- Promise on the part of the principal not to seek or accept any benefit, which is not legally available;
- Principal to treat all bidders with equity and reason;
- Promise on the part of bidders not to offer any benefit to the employees of the Principal not available legally;
- Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contract, etc.
- Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/IPC Act;
- Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates;
- Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary;
- Bidders to disclose any transgressions with any other company that may impinge on the anti corruption principle.
- Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act 1988 and other Financial Rules/Guidelines etc. as may be applicable to the organization Concerned.

17.2 Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the completion of contract. After award of work, the IEMs shall look into any issue relating to execution of contract, if specifically raised before them. As an illustrative example, if a contractor who has been awarded the contract, during the execution of contract, raises issue of delayed payment etc. before the IEMs, the same shall be examined by the panel of IEMs.

However, the IEMs may suggest systemic improvements to the management of the organization concerned, if considered necessary, to bring about transparency, equity and fairness in the system of procurement.

18. Medical Examination and Verification of Antecedents:

The contractor will ensure that the guards/supervisors deployed by him fulfil the conditions of verification of character and antecedents of the guards, training of the guards, medical examination of the guards and physical standards of the guards in accordance with the provisions contained in Delhi Private Security Agencies (Regulation) Rules, 2009, as amended from time to time.

19. **JURISDICTION**

The Courts at Delhi/NCR only shall have the jurisdiction for the purpose of this contract.

19.1 All liabilities arising out of accident or death of security personnel while on duty shall be borne by the contractor.

19.2 The Director, in the public interest, reserves all rights to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and condition of the tender.

19.3 L1 will be decided on the basis of Service charges out of the technically qualified firms as per prescribed procedure on GeM.

Checklist for Technical Bid Documents

S.No.	Document to be attached	Page No.
1	EMD details	
2	Name, address of firm/Agency Telephone/Mobile Numbers and e-mail for communication regarding the bid	
3.	Self attested copies of registration under Private Security Agencies (Regulation) Act 2005 (Delhi/NCR)/empanelment with the Directorate General Resettlement (DGR).	
4	Self attested copy of licence under the Contract Labour (Regulation & Abolition) Act, 1970.	
5	Self attested copy of registration under the Shops and Establishment Act.	
6	Self attested copy of registration under the Companies Act.	
7	Self attested copy of PAN card of Company/Proprietor	
8	Self attested photocopy of GST Registration Number	
9	Self attested photocopy of valid EPF Registration Number	
10	Self attested photocopy of valid ESIC Registration Number	
11.	Self attested copy of up-to-date Income Tax Clearance Certificate	
12	Self attested copy of the list showing a minimum of 70 (seventy) ex-servicemen on its payroll.	
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	Self attested copy of Solvency Certificate of value of Rs. 30.00 lacs	
15	Signed copy of NIT	
16	Signed copies of Annexure I, II, IV, V, VII & IX	

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

Annexure-I

TENDER ACCEPTANCE LETTER

(To be given on company letter head)

Date:

To,

The Director
NIScPR,
Dr. K.S. Krishnan Marg,
New Delhi-110012

Sub: Acceptance of Terms & Conditions of Tender

Tender No.

Name of tender/Work: Providing of Security Services at CSIR-NIScPR, Pusa & SV Marg Campus, New Delhi

Dear Sir,

1. **I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the website(s) namely GeM portal (https://gem.gov.in) as per the advertisement given in the above website(s).**

2. **I/We hereby certify that I/We have read the entire terms and conditions of the tender documents, which form part of the contract agreement, and I/We shall abide by the terms/conditions /clauses contained therein.**

3. **The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.**

4. **I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality/entirely.**

5. **I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Deptt./Public sector undertaking.**

6. **I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefor, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

Yours faithfully,

(Signature of the bidder, with official seal)

Annexure-II

The relevant details of bank account may be furnished for Electronic Clearance System (ECS). The beneficiary is requested to either provide the Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.

BANK ACCOUNT DETAILS FOR RTGS / NEFT OF THE AGENCY

1. NAME AND ADDRESS OF THE AGENCY _____
2. NAME OF THE BANK _____
3. ACCOUNT NUMBER _____
4. BRANCH NAME _____
5. MICR No. _____
6. IFSC CODE _____

SIGNATURE OF THE CONTRACTOR

Annexure-III

PERFORMANCE GUARANTEE

To

Council of Scientific & Industrial Research

In consideration of Council of Scientific & Industrial Research (hereinafter) called "The Council" having awarded to M/s. _____ a Company registered under the Companies Act, 2013 (hereinafter) called the Contractor, a contract for (hereinafter) called the said contract under the terms and conditions of an Agreement dated _____ made between the Council and the Contractor hereinafter called the said agreement and Council agreed to accept a Deed of Guarantee as hereinafter provided for Rs. _____ (Rupees _____ only) from a Scheduled Bank towards due performance of the contract by the Contractor as per the terms and conditions of the contract on the condition that the Bank on demand from the Council and without demur pay to the Council the aforesaid amount.

1. We, _____ Bank Ltd., (hereinafter) referred to as the 'bank' do hereby undertake to pay to the Council an amount not exceeding Rs. _____ against loss or damage caused to or suffered or would be caused to or suffered by the Council by reasons of any breach or breaches of any of the terms or conditions of the said agreement by the said contractor.

2. We, _____ Bank Ltd., do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Council by stating the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Council for reasons of any breach by the said contractor(s) of any of the terms & conditions contained in the said Agreement or by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. This guarantee shall come into force immediately and continue in force and remain valid till six months after the completion of all works under the said contract which according to the terms of the said contract should be six months from the probable date of completion viz., the _____ day of _____. If, however, the period of the completion of the works under the said contract is for any reason extended and upon such extension if the Contractor fails, before the terms of this guarantee expires, to furnish a fresh or renewed guarantee for the extended period, the Bank shall pay to Council the said sum of Rs. _____ or such lesser sum as Council may demand.

4. This guarantee shall not be affected by any change in the constitution of the Bank or of the Contractor.

5. Notwithstanding anything hereinbefore contained, the liability of the Bank under this guarantee is restricted to Rs. _____ (Rupees _____ only) and claim or demand under this guarantee is presented to the Bank within six months from that date all the rights of Council under this guarantee shall be forfeited and the Bank shall be released and discharged from all obligations hereunder.

Annexure-IV

PARTICIPATION OF NEAR RELATIVES OF EMPLOYEES IN THE TENDER IN UNITS

(On Letter Head of the Bidder)

I_____S/o_____

hereby certify that none of my relative(s) is/are employed in CSIR-NIScPR/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-NIScPR/CSIR shall have the absolute right to take any action deemed fit without any prior intimation to me.

TENDERER'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, son's wife, son's daughter, son's daughter's son, daughter's 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 respect whatsoever, the decision of the Director, CSIR-NIScPR shall be final and binding.

ANNEXURE - V

WORK EXPERIENCE

The bidder must attach 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 Services were provided (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 & certificate Experience	Remarks if any
1						

(Signature of the Authorized Person)

Name
Seal

Annexure-VI

Agreement to be signed on award of Tender

(No. 11( )/NIScPR/G/2026 dated)

This AGREEMENT MADE on this _____ day of Two thousand twenty-six BETWEEN the Council of Scientific & Industrial Research, New Delhi, 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 the contractor(s) of the OTHER PART

WHEREAS the CSIR is desirous of giving a job contract for providing the Security services at (name of the Labs/Instt) which is 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 the 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 :-

That the work order, terms & conditions as mentioned in NIT and the rates quoted by the firm shall form part of this agreement.

In witness whereof the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of CSIR-NIScPR
Contractor

Witness :-

(1) _____ 1) _____

(2) _____ (2) _____

Counter signed by
Finance & Accounts Officer, NIScPR

ANNEXURE –'VII'

Format of Integrity Pact

INTEGRITY PACT

The Council of Scientific and Industrial Research, a society incorporated under the Societies Registration Act-1860, having its corporate registered office at "Anusandhan Bhavan", 2 Rafi Marg, New Delhi-110001 represented by CSIR-NIScPR, Dr. K.S. Krishnan Marg, New Delhi (*name of the procuring Entity*) hereinafter referred to as "The Principal" which expression shall mean and include, unless the context otherwise requires, its successors and permitted assigns.

And

M/s _____ represented by Designated Partner/ Director/ Chief Executive Officer herein referred to as "The Bidder/Contractor" which expression shall mean and include, unless the context otherwise requires, its successors and permitted assigns.

Preamble

The Principal proposes to procure Security Services at a competitive price in conformity with the specifications, under laid down organizational procedures, and the BIDDER/Contractor is willing to offer/has offered the said services; and

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.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows

Section 1 – Commitments of the Principal

01. 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.

02. 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)

01. 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 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 t he 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.

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

03. The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

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

01. 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

01. 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.

02. 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.

Section 5 – Previous transgression

01. 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.

02. 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

01. 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.

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

03. 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

01. 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

01. 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.

02. 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.

03. 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.

04. 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.

05. As soon as the Monitor notices, 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.

06. 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.

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

08. 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.

09. The word ‘Monitor’ would include both singular and plural.

Section 9 – Pact Duration

01. This Pact begins when both parties have legally signed 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.

02. 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

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

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

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

04. The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

05 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)

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.

11. The name and contact details of the Independent External Monitor (IEM) are as under:
(1)SHRI JAGDIP NARAYAN SINGH, IAS (Retd). jagdipsingh@yahoo.com
(2)SHRI ARUN KUMAR GUPTA, Ex-CMD, SCI guuptaarun55@rediffmail.com,
Alternate Email Id- akg2629@gmail.com

ANNEXURE-VIII

(To be submitted by the contractual security manpower of the successful Service Provider/bidder after award of contract)
(This has to be verified/countersigned by Notary)

UNDERTAKING

1.I,……S/D/o……R/o……
……..engaged as Security guard/staff appointed by M/s ……. Bidder/service provider is willing to work with CSIR-NIScPR, Dr. K.S.Krishnan Marg, Pusa, New Delhi-110012 through M/s…...in accordance with the instructions given to me from time to time. It has been made clear to me that I shall not have any claim for permanent service in CSIR-NIScPR and no representation on this behalf shall be entertained by the Director CSIR-NIScPR Delhi.

2. Such engagement shall be strictly temporary and I shall abide by the terms and order mentioned in the agreement.

3. There is no criminal case pending or registered in the past and as on date against me.

4. None of my relatives is working in CSIR-NIScPR, or the details of such relatives working in CSIR-NIScPR are provided below:

S.No	Name of the CSIR NIScPR Employee	Designation	Location of CSIR-NIScPR	Relation

If any statement is/are found to be false or misleading I am liable to be terminated from the services immediately.

*I will not participate in any union activities against CSIR-NIScPR.

Signature:……..
Authorized Signatory of Bidder/service provider/Firm
(With Stamp)
Place: ……..
Date: ……..

Signature: ……
Name:……
Post: ……
Place: ……
Date: ……

Annexure – IX

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(ON COMPANY LETTER HEAD)

(To be submitted by all the bidders)

I/We, the authorized signatory of M/s_____ , participating in the subject GeM

Bid No. ……., for the job of ……. (Name of Bid as

per GeM), do hereby declare that in the event:

I/We withdraw/modify our bid during the period of validity OR

I/We commit any other breach of tender conditions/contract which would have otherwise attracted forfeiture of EMD

OR

I/We fail to /refuse to initiate the execution of the awarded Contract as per the terms and conditions of the contract

then I/We could be suspended from being eligible for bidding/award of all future tender(s) for a period as applicable per the Incident Management Policy of GeM.

Signature and seal of authorized signatory of Bidder Name of Authorized Signatory:.....

बिड संख्या/Bid Number: GEM/2026/B/8297467
दिनांक /Dated: 20-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-11-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-12-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम/Department Name	Department Of Scientific And Industrial Research (dsir)
संगठन का नाम/Organisation Name	Council Of Scientific And Industrial Research (csir)
कार्यालय का नाम/Office Name	Csir Niscpr
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :cbsingh@niscpr.res.in Buyer Email id: pretesh.nist@nic.in
वस्तु श्रेणी /Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
अनुबंध अवधि /Contract Period	2 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	200 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes | Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	700000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	27

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :
DIRECTOR, CSIR-NISCPR
CSIR NIScPR, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology
(Director, Csir-national Institute Of Science Communication And Policy Research)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder

shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years: Please refer to NIT uploaded as ATC. The Bidders must comply with the ATC Terms & Conditions to qualify in the Technical Evaluation.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years: Please refer NIT in ATC

Additional Conditions specific to this bid: Please refer to NIT uploaded as ATC. The Bidders must comply with the ATC Terms & Conditions to qualify in the Technical Evaluation.

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	Driver’s License
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pretesh Kumar	110012,K. S. KRISHNAN MARG, PUSA GATE, NEW DELHI	2	• Tenure/ Duration of Employment (in months) : 24 • Basic Pay (Minimum daily wage) : 1361.92 • Provident Fund (INR per day) : 115.38 • EDLI (INR per day) : 6.8 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 6.8 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (31)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	Driver’s License

विवरण/ Specification	मूल्य/ Values
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pretesh Kumar	110012,K. S. KRISHNAN MARG, PUSA GATE, NEW DELHI	31	• Tenure/ Duration of Employment (in months) : 24 • Basic Pay (Minimum daily wage) : 1024 • Provident Fund (INR per day) : 115.38 • EDLI (INR per day) : 6.8 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 6.8 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Female
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	Driver’s License
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pretesh Kumar	110012,K. S. KRISHNAN MARG, PUSA GATE, NEW DELHI	2	• Tenure/ Duration of Employment (in months) : 24 • Basic Pay (Minimum daily wage) : 1024 • Provident Fund (INR per day) : 115.38 • EDLI (INR per day) : 6.8 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 6.8 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

4. **Service & Support**

   AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Service & Support**

   Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

7. **Service & Support**

   The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

8. **Purchase Preference (State)**

   Bid reserved for MSE from the State of Bid Inviting Authority: Procurement under this bid is reserved for purchase from Micro and Small Enterprises from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal. If the bidder wants to avail themselves of the reservation benefit, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible to participate in this bid. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility based on documentary evidence submitted, while evaluating the bid. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

9. **Past Project Experience**

   Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

10. **Buyer Added Bid Specific SLA**

    File Attachment Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of

Single Bid / Proprietary Article Certificate (PAC) Buying.

3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---