



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR N.E.H. REGION
UMROI ROAD, UMIAM – 793 103, MEGHALAYA



No: RC (G) 12/2004/Pt.II

Dated: Umiam, the 4th January, 2016

**INVITATION OF TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES AT ICAR
RESEARCH COMPLEX'S OFFICE CAMPUS & RESIDENTIAL COLONY, UMROI
ROAD, UMIAM-793 103, MEGHALAYA.**

- A. **Cost of the Tender Form** : Rs.1,000/- (Mandatory Non- Refundable, can be deposited to the cashier and a photocopy of the receipt can be produced as evidence or can also be deposited in the form of demand draft/ banker's cheque, drawn in favour of the Director, ICAR Research Complex, payable at Umiam).
- B. Last date of receipt of Tenders in office is **25.01.2016** upto **1:00P.M.** Tenders received after the due date and time, shall not be considered under any circumstances.
- C. Tenders shall be opened at 3:00 PM preferably on the same day/on following day at 11.30.A.M.

Note:

If the date fixed for opening of Tender is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday, but there will be a change in the time for opening indicated above.

- D. Tender to remain open for acceptance upto 90 days from the date of opening.
- E. The Tender document is also available at our website www.icarneh.ernet.in www.icarnehadmin.org.

Note:

1. The Director, ICAR Research Complex, Umiam Meghalaya, may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenders.
2. If the date upto which the Tender is open for acceptance is declared to be a holiday, the Tenders shall be open in the next working day.
3. Before filling up the Tender Papers, agencies are advised to go through the Tender Paper thoroughly and accordingly fill up the contents thereof, as per the norms of Tender. After submission of the Tender, no request for any alteration is permissible.



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR NEH REGION
UMROI ROAD, UMIAM – 793 103, MEGHALAYA**



Note: **All communications must be addressed to the Administrative Officer (G) (by designation) ICAR Research Complex for NEH Region, Umroi Road, Umiyam– 793103 Meghalaya.**

INVITATION OF TENDER FOR THE SECURITY SERVICES AT ICAR RESEARCH COMPLEX'S

- 1. OFFICE CAMPUS**
- 2. RESIDENTIAL COLONY**

Dear Sir(s),

Please read the terms and condition mentioned in the Tender Document carefully, **failure to comply with any of the conditions/directives mentioned in the Document, shall lead to non – consideration/forfeiture for your bid and no further request in this regard shall be considered.**

1. Sealed Tenders are hereby invited on behalf of the Director, ICAR Research Complex, Umiyam, Meghalaya from reputed Security Services Agencies, with experience in Government, Autonomous Institutions or large Private Institutions for outsourcing of Security Services at Office Campus and Residential Colony of ICAR Research Complex for NEH Region, Umiyam, Meghalaya. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs.64,147/-** must be deposited in the form of Demand draft/ Banker's Cheque/ Bank Guarantee etc. **in favour of the Director, ICAR Research Complex**, payable at Barapani. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/cheque number and date, failing which the Tenders will not be opened. **The Tenders shall not be considered if earnest money is not deposited with the Tenders.**
3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tender, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the Institute. In event of the offer made by the Tenderer are not accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute (Form – R).
4. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be

communicated by means of a separate letter along with the Tender. **Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed' otherwise the Tenders shall be rejected.**

5. The Tenders are liable to be ignored if complete information, as required, is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have the authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If the Tenderer does not accept the offer within 10(ten) days of the issue of the letter of award by the Institute, the offer made shall be withdrawn & the earnest money shall be forfeited.
7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.
8. The original copy of the Tenderers is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed "**Tender No. RC(G)12/2004/Pt.III dated ____ December, 2015 being TENDER for OUTSOURCING OF SECURITY SERVICES AT ICAR RESEARCH COMPLEX, UMIAM** and addressed to **The Administrative Officer (G), ICAR Research Complex for NEH Region, Umiam – 793103**" address of this office and of The Tenderer should give their complete address on the bottom left corner of the Main Cover. **The cost of the Tender as well as the Earnest Money should be mandatory kept in the Technical Bid only.** The Financial Bid should consist of the rates, their detailed break-ups, etc. **Non-compliance of this shall lead to non-consideration of the Bid.** Right is reserved to reject outstation Tenders. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tender box, kept in the CAO Room of the ICAR Research Complex for NEH Region, Umiam– 793103, Meghalaya not later than **1.00 P.M. on 25th January, 2016.**
9. The rates quoted by each firm for job service contract in Tenders is to be given both in words and figures, failing which the same is liable to rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. Please also state the name and address of your permanent representative, if any.
10. **Trading license issued by the Khasi Hills Autonomous District Council should be provided by the Non-Tribal tenderers & Tribals should provide Scheduled Tribal Certificate, failing which the tender are liable to be rejected.**
11. The Institute does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the tenders. You are, however, at liberty to Tender for the whole or any portion of it or to state in the Tender that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders shall not be accepted.
12. No interest on Earnest Money Deposit shall be paid by the Institute to the Tenderer.
13. The Service tax or any other tax which is as per the rule of Govt. of India or State Govt. shall be the liability of the agency to deposit in concerned department as per the rule.

14. The Director, ICAR Research Complex, Umiam, Meghalaya reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
15. Decision of the Director, ICAR Research Complex, Umiam, Meghalaya, shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract, will be settled at his level and will not be referred to arbitration.
16. The following documents/ vouchers are required to be enclosed with the Tender form, which are the terms and conditions of the Tenders document:-
 - I. The Security Agency should have the proper up-to-date Registration License and verifications thereof, duly issued by the Home Department of the State Government for engagement of Security Personnel as notified under **Private Security Agencies (Regulation) Act, 2005** and further notification by the State Govt. in this regard, failing which their application may not be considered. They also must have an independent EPFA/C [code] no. issued by the Regional P.F. Commissioner, and a duly attested copy for both must be invariably provided along with the Tender. Employees ESI registration certificate, if any, may also be submitted.
 - II. The Agency/Firm should have a minimum annual turnover of R. 10 lakhs or more for the last 3 (three) financial year i.e. 2012-13, 2013-14 and 2014-15 duly audited financial report for the last 3 financial year has to be mandatory enclosed.
 - III. Last 2/3 years continuous experience (preferable) of the firm in the field of providing such Security services in a min. of 2 Central/ State Govt. or Autonomous bodies/ Corporations of Govt. of India/ reputed public or private organizations with minimum deployment of 50 or more Security Personnel's. Please provide the complete details in enclosed tabular form.
 - IV. Certified copies of services where the Tenderer is providing the Security services for the last 2/3 years.
 - V. No. of Guards/Supervisors registered under ESI & EPF separately. Minimum 20 numbers of (Security Guards/Supervisors) require their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - VI. The certificate of Service tax, sales tax, income tax etc. issued by the Govt., clearly mentioning their Account No., should also be submitted.
 - VII. The Tenderer Agency has to give a Certificate that they have not been Blacklisted in the past five years by any Institution, Govt./Private and shall also give an Affidavit duly attested by the Notary Public (in original) on a non-judicial Stamp Paper of Rs. 10/- that there is no Vigilance /CBI case pending against the Agency/Tenderer.
 - VIII. Certificate/License with regard to the Engagement of Workers/Employees as per Labour Law of Government of India.
 - IX. Details of the Equipments (viz. Search Mirror, Motor Bike, Walkie-Talkie, Search Light, etc.) to be employed by the Firm/Agency for the Security Services, should also be mandatory given.

17. **Other terms and conditions:**

- a) The Agency/ Firm shall have to pay the minimum wages to the Security Personnel as per the provisions of the Minimum Wages Act and amendments thereof.
- b) The rates quoted by the Agency/ Firm should be valid for a minimum period of one year from the date of award of the contract.
- c) The Security Agency/ Firm will bear all the dues related to EPF, ESI, etc. wherever applicable and should ensure all the dues are paid within the prescribed time limit. Any penalty/ interest charges, etc. levied by any statutory authority with regard to the above shall be fully borne by the Security Agency/ Firm itself, and the office shall in no way be responsible for such payments/ charges.

- d) In case of loss/ theft/ shortage caused by / attributable to the Personnel deployed by the Security Agency /Firm, the Director reserves the right to claim damages.
- e) The Security Agency/ Firm shall have to maintain the Attendance Register, Wages Register etc. which shall be produced to the concerned authority as and when called for.
- f) The Successful Tenderer shall submit the bill(s) to the Estate Officer on or before 4th of every succeeding month & ensure payment of wages on or before 10th/11th of every month to their personnel provided to the Institute in the presence of the Estate Officer or any other official nominated for the purpose. The Security Agency/ Firm shall ensure to deposit EPF, ESI etc. of their employees in time. While submitting the bills to the office for a particular month, the Security Agency/ Firm shall ensure to submit the following documents also:-
 - I. A copy of the Attendance Register showing the attendance of all the Security Personnel for the month for which the bill is being claimed along with a copy of the **Wages/ Payment Register** showing the payment made to all the Security Personnel in the preceding month.
 - II. A copy of the Challan of the dues paid to the EPF office, ESIC and other authorities, as applicable, in the preceding month.
 - III. Other documents as and when asked by the Authorities.
- g) Only those firms will be considered for financial bid who will qualify in the technical bid.
- h) Successful Tenderer will have to enter into a detailed contract agreement with the ICAR Research Complex, on a non-judicial stamp paper of Rs.100/-for each work.
- i) The Security Agency should ensure that the Minimum Requirements of Educational Qualification/Physical Standards, as set by the Government from Time to Time, for each Security Personnel deployed by the Agency are duly complied with.
- j) Other terms and conditions as laid down by the Competent Authority as and when applicable, depending upon the circumstances/ changes in the policies.

18. Break up of details regarding the manpower required for accomplishment of work as under Schedule - II, as well as the breakup of the rates quoted under Financial Bid should also be compulsorily given, failing which the bids are liable to be rejected.

19. For any query/ clarification, the under mentioned may be communicated:

Administrative Officer: Sh. S. Das Biswas
Contact No. : 0364-2570355

Email :

Note: The technical bids and financial bids must be submitted in separate envelopes to be sealed and put in a main cover. Non compliance of this shall lead to non- consideration of the bid and the bid document need to be signed in each and every pages of tender documents submitted.

-sd-
Administrative Officer,
For and on behalf of the Director
ICAR Research Complex for NEH Region

TENDER FOR THE SECURITY SERVICES AT ICAR RESEARCH COMPLEX’S OFFICE
CAMPUS & RESIDENTIAL COLONY, UMROI ROAD, UMIAM– 793103, MEGHALAYA

Full Name & Address of the Tenderer in

Addition to Post Box No., if any, should

be quoted in all communications to this

Telephone No.:

Fax/ Cellular No.:

E-mail address.:

Any other Relevant Information

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.....

.....

From _____

To, The Administrative Officer,
ICAR Research Complex for NEH Region,
Umroi Road, Umiam, Meghalaya – 793103.

Sir,

I/ We have read all the particulars regarding the General Information and other terms and conditions of the contract for providing Security on Job/Service contract at ICAR RESEARCH COMPLEX's OFFICE CAMPUS & RESIDENTIAL COLONY, UMROI ROAD, UMIAM, MEGHALAYA – 793103, and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule- I to this Tender and

I/ We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of 6 months/one year in the event of award of the Contract.

I/ We shall be bound by a communication acceptance dispatched within the prescribed time.

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

The following pages have been added to and form a part of this Tender _____.

The total number of Pages in the Techno—Commercial Bid is _____.

Demand Draft/Bank Guarantee No. _____ dated _____

Of Rs.15,000/- drawn in favour of the Director, ICAR Research Complex and payable at Umiam is also enclosed as Earnest Money Deposit.

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

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

I/We have duly signed and sealed each and every page of the Tender Document showing our unconditional acceptance of all the Terms and Conditions of the Tender.

Yours faithfully,

Signed & Sealed of the Tenderer

**EVERY PAGE SO ATTACHED WITH THIS TENDER BEARS MY SIGNATUR AND
THE OFFICE SEAL.**

Demand Draft No.----- of Rs.----- drawn in favour
of the Director, ICAR Research Complex and payable at Umiam is enclosed as
Earnest Money Deposit.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

**GENERAL INFORMATION & OTHER TERM & CONDITIONS OF THE CONTRACT
FOR PROVIDING OF SECURITY SERVICES AT ICAR RESEACH COMPLEX FOR NEH
REGION, UMAM.**

1. **Scope of Work**: The work of providing Security services at ICAR Research Complex's Office Campus & Residential Colony, Umroi Road, Umiam, including protecting the premises, property and personnel of the Institute, shall have to be undertaken without causing any damage to the ICAR properties. In case any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at Office Campus & Residential Colony, the same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the movable/immovable property at Office Campus & Residential Colony. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the ICAR on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.
2. The contractor shall not sublet the work without prior written permission of the Institute.
3. The contract can be terminated at any point of time, if the services of the firm are not found satisfactory. In such an event, the work of maintenance of Security at Office Campus & Residential Colony shall be got done from other source at the expenses of the defaulting firm.
4. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both Summer & Winter) to the personnel with photo identity cards and name plates.
5. All essential items for security services personnel like Torch, Lathi, etc. will be provided by the agency at its own cost.
6. The Security services shall have to be provided for the entire locality of the Office Campus & Residential Colony, both inside and at its main gates. The Colony/Complex can be inspected any day any time.
7. The agency shall employ good and reliable persons with robust health & mind and clean record, preferably within the age group of 25 to 40 years (relax able for ex-servicemen). In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons therefore and the agency, on receipt of a written communication, shall have to replace such persons immediately.
8. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, etc.
9. The contractor will discharge all his legal obligations in respect of the workers/guards to be employed /deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules & regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account

of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR Research Complex shall be final and binding on the contractor.

10. The selected agency shall provide the necessary personnel for providing Security services at ICAR Research Complex's Office Campus & Residential Colony, Umroi Road, Umiam as per labour acts prevalent in the state.
11. The guards/workers should be able to communicate in Hindi and also in English, if possible, should perform per shift/per day.
12. They should not leave their points unless and until the reliever comes for shift duties. Security supervisor will maintain all the registers, which are kept at main gate & other points.
13. They have to verify all the office buildings, rooms after 4:30PM to ensure as to whether all buildings, rooms are locked properly.
14. From 10.00PM to 6.00AM at least one security personnel/supervisor must be on patrolling duty in the campuses (Office as well as Residential) by rotation.
15. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
16. They should observe movement of all the staff, labourers and visitors etc. & register it.
17. They should not allow anybody with vehicles to Office & Colony Campus without proper entry in the visitors registers.
18. All Security the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also.
19. Proper entries are to be made while taking over & handing over keys to any staff of ICAR.
20. The Security Personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor/ Security Guards going on leave, under intimation to this Office.
21. Changing of Security Supervisor/ Security Guards should be intimated to the Security in-charge of the Institute.
22. Patrolling to the identified points as per Annexure to be carried out.
23. The Security staff should follow the codal formalities of Security System while on duty.
24. The Security Personnel should ensure that proper gate pass has been issued by the Competent Officer for the items being taken out of the campus. In case of any doubt, they should contact the Officer in-charge, Security, immediately.
25. It will be the duty of the Security Agency to keep entire Office Campus & Residential Colony free of stray dogs/cattles.

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

27. Liquidated damages clause:

- a) An amount of Rs.500/-will be levied as liquidated damages per day. Whenever & wherever it is found that the work is not upto the mark in any point it will be brought to the notice of the supervisory staff of the firm by ICAR and if no action is taken within one hour liquidated damages clause will be invoked.
- b) Any misconduct /misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
- c) If the required no. of security guards/supervisors are less than the minimum required, a penalty of Rs.500/- per guard, per shift, per day will be deducted from the bill.

28. Other Important Terms & Conditions guiding the Tender / Contract :

- a) Agency run by the Non-Tribal should produce Trading License issued by the KHADC at the time of awarding the Contract.
- b) Civilian security personnel deployed by the Agency must possess Training Certificate issued by the Training Centre of the recognized Training Agency. In the case of Defence/ Para-military/ State Police / Home Guard, proper discharged certificate issued by the Competent Authority, stating that they are eligible for re-employment as Security Personnel in any organization.
- c) Security Agency should submit the Character and Antecedents Certificate for each Security Personnel, duly verified by the concerned police station, to the Institute.
- d) Security Supervisor/ Guards deployed will have to work round the clock shift wise. The total working hours will not exceed 8 hours a day.
- e) The Agency will arrange Security Personnel for Holidays, etc. at their own cost.
- f) The Security Personnel deployed by the Security Agency shall neither claim any right to be appointed / regularised by ICAR, nor can they be treated as employees of ICAR at any given point of time.
- g) All Security the Security Personnel should have insurance coverage. In case of any unwarranted occurrence during the performance of their duties, ICAR shall, in no way, be responsible for paying any indemnity or make good the losses.

29. Any other terms & conditions as decided by the Director, ICAR Research Complex, for time to time depending upon the requirements/change in policies, etc. and that shall be binding on the Security Agency / Firms.

-sd-

**Administrative Officer,
For and on behalf of the Director
ICAR Research Complex for NEH Region**

SCHEDULES TO THE TENDERS

PART-ISCHEDULES-I

1. Name of the Firm/ Agency
2. Registration No. under PSA(R) Act, 2005.
3. Full address with Post Box No.
Telephone No./Fax No./Email No. etc.
4. Constitution of the Firm/ Agency
 - a) Indian Companies Act, 1956
 - b) Indian Patnership Act, 1932
(Please give names of patners)
 - c) Any other Act, if not, the owners
5. Name and Address of your Bank/s :
6. Your Permanent Income Tax No./Circle/Ward:
7. Date since when continuous in Security Service:

AUTHORISED SIGNATORY

Date: _____

Place: _____

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

SCOPE OF THE SECURITY SERVICES REQUIRED FOR THE VARIOUS POINTS:

ICAR RESEARCH COMPLEX PREMISES :

- | | |
|--|-----------------|
| 1. Main Gate No. 1 (including ATIC & Conference Hall)Round the Clock
Registration Entry. | |
| 2. Gate No. 2 (VIP Guest House & KVK Admn. Building) | Round the Clock |
| 3. Gate No. 3 (Farmer's Hostel, FSRP, Estate, Dairy, Fishery, etc.) | Round the Clock |
| 4. Gate No. 4 (Sr. Farm Manager's Office, KVK, Engineering etc.) | Round the Clock |
| 5. Gate No. 5 (Agronomy, Horticulture field, etc.) | Round the Clock |
| 6. Gate No. 6 (An. Nutrition, An. Production, Agroforestry,
Water Management field, etc.) | Round the Clock |

ICAR RESEARCH COMPLEX RESIDENTIAL COLONY:

- | | |
|---|-------------------|
| 1. Main Gate (In front of I.O.C.) Registration Entry. | Round the Clock |
| 2. Gate No. 2 (near Type I Quarter) & Colony Patrolling | Round the Clock |
| 3. Gate No. 3 Director's Residence | Round the Clock |
| 4. Recreation Hall | 6:00AM to 10:00PM |
| 5. Children's Park | 5:00PM to 10:00PM |

SCHEDULED-III

Details of the Last 2 years experience/ work done

SI No	Name of the Deptt./ Organisation & Name of Contact Person with Ph.No.	Period		No. of Guards deployed	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID :-

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

Last date for receipt of Tender:

Opening of financial bid:

Committee Room, Director's Building

ICAR Research Complex, Umiam.

To,

The Administrative Officer
ICAR Research Complex
Umroi Road, Umiam

Sir,

I / we wish to submit our Tender for providing the Security Services at ICAR Research Complex Office Campus and Residential Colony, Umiam, Meghalaya on the following rates:-

No.	Particular	Per Month
1	Monthly consolidated rate offered for providing the Security Services at ICAR Research Complex Office Campus and Residential Colony, Umiam, Meghalaya (as per schedule II) in accordance with the highest standards of Security Services and as per the terms and conditions specified in the Tenders including all labour, transportation, material, specially covered all acts & taxes etc. as applicable from time to time.	
		(Rupees in figure)
		(Rupees in word)
2	Alternatively, Monthly per head rate offered for:- 1) Security Supervisor 2) Security Guard	

Details about the Break-up of the Rates quoted i.e. EPF, ES IC, Service Charges/Taxes etc has been given in a separate sheet. Rates quoted above are all inclusive of Minimum Wages, all types of Statutory and Legal Obligations and all applicable Taxes. No charges/claims over and above the rates quoted shall be claimed by the undersigned.

Signature _____

Name and Seal of the Firm _____

**APPLICATION FOR REQUEST TO REFUND THE EMD AMOUNT WITH REGARD
TO THE TENDER FOR THE SECURITY SERVICES AT ICAR RESEARCH
COMPLEX FOR NEH REGION,UMIAM, MEGHALAYA.**

(To be submitted only by the unsuccessful bidders after the finalization of the Tender)

Full Name & Address of the Bidder

.....

.....

.....

.....

.....

Telephone/Cellular No:

.....

Telegraphic Address/Fax No:

E-Mail Address

From

To,

The Administrative Officer
ICAR Research Complex for NEH Region,
Umroi Road, Umiam, Meghalaya — 793103.

Sir,

This is to request you that since, I am not the not the successful bidder with regard to the above mentioned tender, hence mine EMD which was deposited to your good self vide Demand

Draft No. _____ of Rs _____ drawn in favour of the Director, ICAR Research Complex and payable at ICAR Complex Branch, Umiam may kindly be refunded back to me at an early date through Registered Post / by had through an authorized representative.

Yours faithfully,

Signature & Seal of the Agency