



**NOTICE INVITING TENDER THROUGH GOVERNMENT e-MARKETPLACE (GeM) FOR OUTSOURCING OF EX-SERVICEMEN SECURITY GUARDS FOR A PERIOD OF ONE YEAR AT ICAR-SUGARCANE BREEDING INSTITUTE, COIMBATORE - 641007, TAMILNADU**

Online Bids, under two bid systems, on behalf of the Director, ICAR-Sugarcane Breeding Institute, Coimbatore - 641007 is invited for outsourcing of **Security Guards (15 Nos.) at the ICAR- Sugarcane Breeding Institute, Coimbatore, Tamil Nadu**. The detail of tender is enumerated in the following annexure.

**Annexure-I - "Terms and Conditions"**

**Annexure II - "Scope of Work"**

**IMPORTANT NOTES: -**

- I. **Bids received on GeM portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
- II. The bidders are required to deposit **Bid security/ Earnest Money Deposit (EMD) of Rs. 1,37,000/- (Rupees one lakh thirty seven thousand only)** in the form of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks payable to the Director, ICAR - Sugarcane Breeding Institute, Coimbatore – 641007, **within 5 working days of bid opening**, failing which the bid will be treated as incomplete & lead to rejection of the bid without making any reference to the bidder.
- III. ICAR – SBI, Coimbatore reserves the right to accept / reject any or all the tenders in part / full without assigning any reason thereof.
- IV. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- V. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
- VI. **The bidders are required to furnish / upload copies of the following documents:**
  - I. Signed & scanned copy of Firm's registration.
  - II. Signed & scanned copy of GST Registration certificate.
  - III. Signed & scanned copy of PAN.
  - IV. Scanned copy of EMD/ Bid Security.
  - V. Documentary Proof for the item indicated at Sl.No.51 of Annexure -I is also to be attached.

VI. **Technical Bid** : Signed and Scanned Copy of Completely filled Technical Verification data sheet (Technical Compliance Statement) must be submitted for each quoted configuration.

VII. **Financial bid** : Financial bid indicating item-wise price for the items mentioned in the technical bid is to be uploaded separately.

**NOTE:**

**EACH OF THE ABOVE DOCUMENTS ARE TO BE UPLOADED AS A SEPARATE FILE. THE BIDS WITHOUT THE ABOVE DOCUMENTS WILL BE REJECTED SUMMARILY.**

Bidders are required to furnish the following undertaking :

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We conform that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

  
**ADMINISTRATIVE OFFICER**

*31/12/2025 CK  
31/12/2025*

**TERMS AND CONDITIONS**

- 1) The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR- Sugarcane Breeding Institute as detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
- 2) The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations the amount of EMD will be forfeited and he will not be allowed to participate in any tender floated by the ICAR- Sugarcane Breeding Institute for 2 years.
- 3) If a tenderer does not accept the offer, after issue of letter of award by ICAR- Sugarcane Breeding Institute within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice and Bid security / Earnest Money Deposit will be forfeited.
- 4) Bids are invited under two-bid system (Technical bids and financial bids). Both technical and financial bids are to be uploaded separately. After evaluation of technical bid, the financial bid will be opened. Financial bid will be opened only in respect of bidders who qualified in Technical bid.
- 5) An amount equivalent to **5%** of the annual value of contract is to be deposited by the selected agency/ successful bidder as Performance Security Deposit on receipt of a communication from the ICAR- Sugarcane Breeding Institute, Coimbatore. In the event of non-deposition of the same, the earnest money will be forfeited.
- 6) No interest on security deposit and earnest money deposit shall be paid by the ICAR- Sugarcane Breeding Institute to the tenderer.
- 7) The Director, ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR - Sugarcane Breeding Institute for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
- 8) Decision of the Director, ICAR- Sugarcane Breeding Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR- Sugarcane Breeding Institute, Coimbatore. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
- 9) Acceptance by the ICAR- Sugarcane Breeding Institute will be communicated by email, speed post or any other form of communication or uploaded on the portal. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the email, speed post etc. should be acted upon immediately.

- 10) The ICAR- Sugarcane Breeding Institute, Coimbatore does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
- 11) The ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to modify any of the terms and conditions of the contract as mentioned in further annexures of this document, at its discretion, in the interest of the job/work.
- 12) **Wages to be paid to the contractual manpower should not be lesser than the minimum wages prescribed by the State Govt. / GoI whichever is higher. Difference of wages, if any due to increase in minimum wages as notified during the period of contract will be reimbursed as per rules on production of necessary documentary evidence. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. The agency shall certify that they have complied with all the statutory obligations in each bill submitted. The offers/bids which are not in compliance of Minimum wages Act and Labour laws will be treated as invalid.**
- 13) The offers/bids which are not in compliance of Minimum wages Act and Labour laws will be treated as invalid.
- 14) The GST, Income tax or any other tax which is as per the rules of the Govt. of India, Tamil Nadu will be deducted at source from the monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
- 15) Two percent (2.0%) of the total billed amount will be deducted towards TDS on GST and IT the same will be remitted to the Department concerned.
- 16) **In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' charges/consideration shall be treated as unresponsive bid and it will not be considered. If service charges are quoted less than or equal to the TDS it will be treated as nil charges/ consideration.**
- 17) The rates of Service Charges quoted by the Agency is fixed during the period of the contract and no request for any change / modification shall be entertained. While quoting the Service Charges, the firm must make provision for all the overhead expenditure involved in providing the services.
- 18) **The guards deployed should be Ex-servicemen security guards with good health and belong to the age group between 35 to 60 years.**
- 19) The guards shall follow strict attendance and alternative arrangements are to be made by the agency whenever any of staff goes on leave under intimation to this office.
- 20) Changing of security guards shall be with the approval of the Director, ICAR- Sugarcane Breeding Institute, Coimbatore.
- 21) The guards deployed by the contractor should maintain secrecy and discipline in the premises of the Institute.

- 22) The security guards provided should be capable of reading and writing.
- 23) Uniform with colour specifications and pattern approved by ICAR – Sugarcane Breeding Institute, Coimbatore and whistle, torch, lathi etc. should be supplied by the contractor to security guards at his own cost and it should be ensured that the security guards etc. are in proper uniform with ID cards while on duty.
- 24) Security Guards deployed should verify all the office building and all the rooms after 05.30 PM to ensure as to whether all the rooms are locked properly.
- 25) The staff deployed by the Contractor should ensure that proper gate pass has been issued by the competent officers of the Institute for the items taken out of the campus. In case of any doubts, they should immediately contact the Officer-in-charge, Security before allowing exit of the items.
- 26) Entry of outsider's vehicle should be restricted. Vehicles may be permitted to enter into the campus after making proper entries in the register kept in the gates. The vehicle should be checked by the staff of the contractor while coming in and going out.
- 27) The Director, ICAR- Sugarcane Breeding Institute, Coimbatore reserves the right to reject any or all quotations in whole or in part assigning reasons therefore. The decision of the Director, ICAR- Sugarcane Breeding Institute, Coimbatore shall be final and binding on the contractor/ agency in respect of clauses covered under the contract.
- 28) The security guards provided shall maintain discipline in the premises of ICAR- Sugarcane Breeding Institute, Coimbatore – 641007.
- 29) The agreement is terminable with one month notice on either side. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have no claim for any absorption in the regular/otherwise capacity in ICAR- Sugarcane Breeding Institute.
- 30) The contractor shall not sublet the work.
- 31) The contractor should keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR – Sugarcane Breeding Institute, Coimbatore for the purpose. All complaints should be immediately attended to by the Agency.
- 32) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 33) The personnel so provided by the agency under this contract will not be the employees of the ICAR- Sugarcane Breeding Institute and there will be no employer-employee relationship between the ICAR- Sugarcane Breeding Institute and the persons so engaged by the contractor in the aforesaid services. They shall be employees of the contractor for all purposes.

34) **Payment for service contract will be made monthly upon submission of pre-receipted bill along with attendance sheets of the manpower, payment vouchers duly signed by contractual employees and EPF/ESIC challans for submission of EPF/ESIC contribution. The contractor shall submit a certificate along with bill that all the statutory obligations have been complied with by him.**

35) The proof of payment statutory obligations such as ESI, EPF etc. and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld. The monthly bills to be attached along with the enclosures of proof of payment of EPF/ ESI with the list of personnel engaged and their UAN (Universal Account Number) for every month during the contract period.

36) **The amount as shown in the challan of EPF / ESI must tally with the total deduction from the bills claimed, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor / agency.**

37) The agency shall furnish the details of disbursement made to the staff indicating the bills amount received from the Institute against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee share of the net amount paid to each individual with duly supported documents before presenting the claim for the next month.

38) The selected agency shall provide the necessary personnel at the ICAR- Sugarcane Breeding Institute, Coimbatore as per labour laws prevalent in the Govt. of India. The agency shall employ reliable persons with good health. In case any of the personnel so provided is not found suitable by the ICAR- Sugarcane Breeding Institute the ICAR- Sugarcane Breeding Institute shall have the right to ask for replacement without giving any reason thereof and the agency shall have to replace such personnel immediately.

39) The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and ICAR- Sugarcane Breeding Institute shall in no way be responsible for settlement of such issues whatsoever.

40) The contractor/agency will furnish to the ICAR- Sugarcane Breeding Institute, Coimbatore the full particulars of the personnel sponsored, including details like name, father's name, age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the ICAR- Sugarcane Breeding Institute.

41) The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

42) The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the ICAR- Sugarcane Breeding Institute, Coimbatore from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the ICAR- Sugarcane Breeding Institute, Coimbatore.

43) The contractor/agency shall make payment of remuneration/wages to its personnel before 7<sup>th</sup> of every month through bank account transfer and the bank statement of wages transaction should be attached with bill. After making the payment, the Contractor shall raise the bill on the ICAR- Sugarcane Breeding Institute, Coimbatore for payment of the settled amount. They will submit to the ICAR- Sugarcane Breeding Institute, Coimbatore a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF/ESIC contribution.

44) The payment of bills submitted by the contractor will be made within 15 days if found to be in order as far as possible. However, the payment to the personnel engaged need to be made atleast for 2 months without waiting for the release of the payment from the Institute (in exceptional case).

45) In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the ICAR- Sugarcane Breeding Institute, Coimbatore besides annulment of the contract.

46) The wages to the security guards deployed in ICAR – Sugarcane Breeding Institute, Coimbatore through the Agency / Contractor should not be less than the minimum wages.

47) If any security guard leaves the office/work for longer period, it should be informed to inform ICAR- Sugarcane Breeding Institute, Coimbatore well in advance and suitable replacement should be arranged in advance. If any staff so deployed in the office is prepare to leave permanently, the staff as well as contractor should inform the office in advance and suitable replacement should be sent by the contractor.

48) The security guards deployed in the office, will not damage/manipulate any of the official property, failing which appropriate action / penalty as decided by the competent authority will be imposed upon contractor.

49) EPF/ESIC etc. will be applicable as per the regulation of EPF/ESIC department.

50) **LIQUIDATED DAMAGE CLAUSES:**

- (i) Any damage / or financial loss caused to the Institute due to negligence or dereliction of duty or the part of the contractor and / or his staff deployed at the premises shall be made good by the Contractor by effecting recovery from his monthly bill or from security deposit or by raising a separate claim.
- (ii) Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
- (iii) If the required number of workers / supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The Director, ICAR- Sugarcane Breeding Institute reserves the right to reject any or all tenders in whole or in part assigning reasons therefore. The decision of the Director, ICAR- Sugarcane Breeding Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

1. **Damage Charges:** A realization of only two days will be allowed to the deployed staff based on the genuine health reason for self and subject to production of genuine medical certificate. This relaxation should not become a practice. This will be allowed in rare circumstances and subject to prior information, consideration and approval of Competent Authority of ICAR- Sugarcane Breeding Institute. If above fulfilled, the damage clause for 02 days will be relaxed. Within these 02 days the firm is liable to send replacement. If replacement not joins within two days, the damage clause @ Rs. 300/- per day per worker will be imposed for whole absence period without relaxing two days and will be deducted from the bill.
2. **Commission from the deployed staff:** The firm shall not levy any commission in any form by any name from the deployed staff. If it is noticed that the firm is levying the commission from the staff, action will be taken accordingly which include legal action, forfeiture of performance security, cancellation of tender and blacklisting of the firm.

51) The following document/vouchers are required to be uploaded with the technical bid: -

- a. **Minimum turnover of the firm should not be less than Rs.25 lakh** (Rupees twenty five lakhs only) during **the last three financial year**. Certified balance sheet & Profit and Loss Account of the firm **for the last three years** certified by chartered accountant may be provided in support.
- b. Experience of the firm in the field of **providing such services** in Central Govt. establishments/ autonomous bodies of Govt. of India/corporations of Govt. of India/ reputed public or private organizations **for the last three years** is to be attached in tabular form.
- c. Duly certified copies of satisfactory completion of services where the tenderer is providing the services for the **last three years**.
- d. The contractor/ agency must be in possession of a valid license complying with Private Security Agencies (Regulation) Act 2005 from the respective State Controlling Authority.
- e. The company/firm/agency should have registered with appropriate authorities under EPF & ESIC Act (a copy of proof may be uploaded).
- f. Provide the details of number of staff/ supervisors registered under ESI & EPF separately. **Minimum 50 Nos. (Staff/Supervisors) is required with their ESI & EPF contributions.** Documentary proof of vouchers for remittance of ESI & EPF along with details of staff may be attached separately.

52) Successful tenderer will have to enter into a detailed contract agreement with ICAR- Sugarcane Breeding Institute in a non- judicial stamp paper of Rs. 100/- (One hundred only) for the work.



ADMINISTRATIVE OFFICER



31/12/2025

**ANNEXURE-II****SCOPE OF WORK**

The following Security Points required at ICAR – Sugarcane Breeding Institute, Coimbatore.

S.No	Security points required	No of shifts*	No. of persons per shift	Total
1.	Main building	3	1	3
2.	East Gate	3	1	3
3.	West Gate	3	1	3
4.	Addl. land	3	1	3
5.	ECC	3	1	3
Total				15 persons

\*Shift timings- 6AM to 2PM, 2PM to 10 PM & 10 PM to 6 AM

**DUTIES OF SECURITY GUARDS:**

- Watch and ward duty in Main Campus, Addl. Land, ECC Campus for three shifts per day (preferably 6 AM to 2 PM, 2 PM to 10 PM and 10 PM to 6 AM on next day).
- The Guard's presence to be clearly visible to deter the un-authorised personnel trying to tress-pass.
- Recording of vehicle movement, Patrolling in field areas, etc. The entry of vehicle and personnel are to be checked / verified prior to permitting entry. Un-authorised vehicles and personnel are not to be allowed. The stores and materials are to be verified against the voucher, entry/exit pass, prior to it being taken in or out of the Institute Campus.
- The entry of contractors and his workers are to be verified. Any staff / workers / outside agency carrying the farm produce or auctioned materials like fire wood / old unserviceable item are to be in possession of vouchers.
- Natural calamities like flooding in the field, damage to boundary walls, etc. are to be reported immediately.
- Any violations are not to be permitted and immediately reported to Security Supervisor / Officer-in-charge (Estate).



**ADMINISTRATIVE OFFICER**



31/12/2020

## OTHER TERMS AND CONDITIONS

1. The guard should be healthy, of desirable physique and proper experience and may be shuffled to time-to-time.
2. A contract agreement should be executed between the two parties and the agreement shall come into force w.e.f. **1<sup>st</sup> March 2026** and will remain in force for a period of one year. However, it can be terminated by the Director, ICAR-Sugarcane Breeding Institute, Coimbatore by giving one month's notice in writing of its intentions to terminate the agreement. The agreement can be renewed on mutually agreed terms.
3. The contract can be terminated with one month notice on either side.
4. The first party will provide his full particulars regarding his antecedents etc. and furnish the identity card No. issued by competent authority.
5. The services of the first party will be purely on contract basis without any liability on this account in any manner. The first party shall not transfer its right or sub contract to anyone.
6. The first party should follow strict attendance and shall observe general satisfactory conducts and ethics at the level expected under orders/rules and instructions issued by higher authorities/ second party. Consumption of alcohol, in a state of inebriated condition, smoking etc. is strictly prohibited inside the campus.
7. Strict timings should be observed. The security should leave only after his reliever join for the duty. Double duty is not permitted. If reliever is not joined for duty in time, it should be reported to the Officer in-charge of security.
8. The Guard should attend the duty with uniform, whistle, torch, lathi and identity card, for which no extra payment will be made by second party. Guards should wear neat uniform. Washing and drying of uniform etc. will not be allowed inside the premises.
9. The first party should not give lenient or casual impressions in the duties and he should be alert and attentive. The security guard should not allow any unauthorized persons, vehicles to the farm and should observe the movement of visitors. The guard should not develop social relationship with ICAR-SBI RC staff / neighbour of the Institute.
10. Termination of contract
  - i) Second party or any authority approving contractual appointment with first party shall be the competent authority for termination of contract etc.
  - ii) The agreement/contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.
11. The first party should work as per the job schedule given by the second party.

12. The first party will raise the bill for his services rendered in previous month before the 5<sup>th</sup> working day of next month. The payment may be released in the form of e-payment to the satisfactory performance/delivery of contract job/work/services.
13. In case of the dispute between the parties, the matter shall be referred to the sole arbitrator appointed by the Director, ICAR-Sugarcane Breeding Institute, Coimbatore. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties.
14. Action against first party
  - i) Any misconduct on the part of the first party, if proven, after an enquiry by the second party, shall entitle second party to terminate services of first party.
  - ii) Any unauthorized or willful absence from duty would entitle second party to terminate without any notice.
15. If the first party fails to perform any form of the terms and conditions of the agreement/commits any breach of contract, the Director, ICAR-Sugarcane Breeding Institute, Coimbatore has the right to cancel the contract without any notice.
16. Under no circumstances, the first party shall be treated, regarded or considered or deemed to be employees of the ICAR-Sugarcane Breeding Institute or ICAR.
17. In case of any loss or damage to the property/materials of the ICAR-Sugarcane Breeding Institute which is attributable to the first party/negligence of duty, the full damages will be recovered from the first party.
18. The first party shall devote his full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly.
19. In case of any accident/loss of life during discharging duties, no compensation shall be given to the first party.
20. There will be surprise checking by any officer, shortcoming, if any pointed out by him shall be resorted immediately of its bringing to his notice. The first party shall not be entitled for any government accommodations.
21. Unauthorized absence from duty will invite a penalty of minimum of Rs. 500/- per shift which will be deducted from the monthly bill. Late attendance and casual approach in duty will be treated as absence from duty and will invite penalty as stated above.

  
**ADMINISTRATIVE OFFICER**

  
31/12/2025

