भा०कृ०अनु०प०-भारतीय कृषि अनुसंधान संस्थान
क्षेत्रीय स्टेशन, कटराईं, कुल्लू घाटी, हि०प्र० – 175129
ICAR – INDIAN AGRICULTURAL RESEARCH INSTITUTE
REGIONAL STATION, KATRAIN (KULLU VALLEY) H.P. – 175129

ई-मेल : head_katrain@iari.res.in

F.No. 5-86/26-27/ Security

Dated...30/10/2026

BID DOCUMENT FOR SECURITY MANPOWER SERVICE

Name of Work	**Security Manpower Service – Unarmed Security Guard**
Estimated Tender Value	**Rs. 63,00,000/- (Rs. Sixty three lakh only) (For Twelve Months i.e. 1 Year)**
EMD	**Rs. 1,26,000/- (Rs. One lakh twenty six thousand only) EMD is to be submitted in the shape of Demand Draft or Bankers cheque in favour of A/C No 11327165020 payable at SBI Katrain.**
Performance Security/ Security Deposit	**A sum equivalent to 5% of bid value.**
Average Annual Turnover of the bidder (For 3 Years)	**Rs. 1.89 Crores (Rs. One crore eighty nine lakh only)**

15/11/26

Raju (AAO/ DDO)
ICAR-IARI, Regional Station,
Katrain, Kullu Valley, H.P.

भा०कृ०अनु०प०-भारतीय कृषि अनुसंधान संस्थान
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INVITATION OF BIDS THROUGH GEM PORTAL FOR SECURITY GUARDS ON CONTRACT BASIS FOR 01 YEAR AT IARI REGIONAL STATION, KATRAIN AND ITS THREE RESEARCH FARMS AT NAGGAR, BARAGRAN AND SARSAI

Head, IARI, Regional Station, Katrain on behalf of the Director, IARI, New Delhi invites bids through GeM Portal from eligible, reputed and bona-fide agencies capable of providing Security Guards on contract basis for the period of 01 year at IARI, Regional Station, Katrain office and its three research farms at different locations as following:-

Sr. No.	Security Duty Point	No. of Security Guard 6AM to 2PM	No. of Security Guard 2PM to 10PM	No. of Security Guards 10PM to 6AM
1.	Main Office, Office Field and Guest House at Katrain	1	1	1
2.	Residential Colony premises at Katrain	1	1	1
3.	Naggar Farm of IARI, Regional Station, Katrain	1	1	1
4.	Sarsai Farm of IARI, Regional Station, Katrain	1	1	1
5.	Baragran Farm of IARI, Regional Station, Katrain	1	1	1
	Total = 15	**5**	**5**	**5**

1.) QUALIFICATION AND EXPERIENCE OF SECURITY GUARDS:-

a) Matriculation from recognized Board.
b) Trained Security Guard

2.) Wages:-

Security Guards to be paid minimum wages as fixed by the Central Govt./ State Govt. whichever is higher + VDA as declared by the Govt. from time to time is to be ensured by the contractor. Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, GST Tax etc. shall be maintained by contractor on its own cost and submit regularly to this office along with his claim for payment. Payment should be made by 7th of every month.

3.) GENERAL CONDITIONS OF THE CONTRACT:-

1. DEFINITION:-

1.1 In this contract, the following terms shall be interpreted as indicated.

1.1.1 "IARI" means Indian Agricultural Research Institute, Regional Station, Katrain (a Principal Employer for hiring manpower)

1.1.2 "Contractor/ Tenderer/ Service Provider" means the Contractor, a firm/agency, who intends to provide manpower on contract basis to IARI, Regional Station, Katrain.

1.1.3 "Contract" means a legal agreement entered into between the IARI, Regional Station, Katrain and the service provider as recorded in the agreement signed by the parties, including all attachments thereto and all documents incorporated by reference therein.

1.1.4 "Contract Price" means the price payable to the service provider under a contract for the full and proper performance of its contractual obligations.

1.1.5 "Manpower" means Security Guards to be provided under the contract.

1.1.6 "Service" means all the manpower which the service provider is required to provide to the IARI, Regional Station, Katrain in terms of a contract.

2. APPLICATION:

2.1 There general condition of contract (as contained in this section) shall apply to the extent they are not superseded by provision in other parts of the contract.

2.2 In case the tenderer wants to furnish in a separate covering letter any additional information/particulars or quote conditions which cannot be accommodated in the tender form an indication to that effect should be given in the tender form by means of a note. In the absence of such indication to that effect should be given in the tender form the contents of the covering letter will be ignored in consideration of tender.

2.3 Tenderers must give specific answers of the following question. Tenders containing equivocal or evasive will be ignored.

2.3.1 Whether services offered confirm to particulars quoted in the schedule (Annexure-V), if not, details of deviations must be stated here.

3. CONDITIONS OF CONTRACT:

3.1 As contained in general conditions of contract, schedules and annexure to the tender are attached herewith.

3.2 Terms & Conditions of the tendering firms/agencies not appearing in the body of the tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to the invitation to tender and instructions to firm/agency.

4. SECURITY DEPOSIT:-

4.1 The successful firm/agency will have to submit acceptance letter on receipt of the job contract letter and deposit a security amount in the form of Bank Guarantee/FDR/Demand Draft equivalent to 5% of the total estimated contractual value is **Rs. 63,00,000/- (Approximately)** in the office of the IARI, Regional Station, Katrain valid upto six month after the date of completion of all contractual obligations.

4.2 In the event of non-deposition of the same, it will be presumed that the contractor is not interested to undertake the job contract, as such, the Earnest Money will be forfeited.

4.3 No interest will be paid for security deposit. The security deposit amount will be refunded after completion of contractual period satisfactorily.

5. PAYMENT:-

5.1 The payment shall be made by the 7th of every succeeding month on reimbursement basis.

5.2 The firm/Agency shall submit the claim with following documents,

i. Covering letter,
ii. Monthly bill,
iii. List of Security Guards deployed during the month,
iv. Copy of wages register (mentioning all the breakups of the pay of the employee),
v. Register of attendance,
vi. Register of Loan/recoveries,
vii. Copy of Bank Statement,
viii. Bank transfer sheet indicating the amount transferred to each Security Guard,
ix. EPF challan & ECRs,
x. ESI challan & ECRs,
xi. GST challan

5.3 Before claiming any payment, the agency/firm shall ensure that all the statutory obligations have been duly fulfilled.
5.4 Wages shall be paid by the agency to the Security Guards on per day basis for the actual number of days (including allowed leaves as per statutory norms) the Security Guard has worked in a month, directly into their Bank Account by 7th of each month.
5.5 As and when the wages get revised, as per government notification, the enhanced rates shall be paid by the Department for disbursement to the Security Guards.

6. TERMINATION OF CONTRACT:-

6.1 The IARI, Regional Station, Katrain without prejudice to any other remedy for breach of contract, may by written notice of default sent to the service provider, terminate the contract in whole or in part, if the service provider fails to perform any other contractual obligation(s) within the time period specified in the contract given by IARI, Regional Station, Katrain.

7. LIQUIDATED DAMAGES:-

7.1 In case of any occurrence of theft incident the period of contract or the deployed person of the contractor during the course of their duty damage, destroy, defaces or spoils any of the properties of IARI, Regional Station, Katrain, the contractor will be held responsible for the same and he shall be liable to restore lost/ missing items of same brand and value within stipulated period of time communicated by the Competent Authority of the IARI, Regional Station, Katrain. In case of exigency(ies) if the Contractor fails to restore the loss/missing items he shall be liable to deposit the equivalent amount to IARI, Regional Station, Katrain, to the extent of loss incurred and the same may also be recovered from the contractors bill or security deposit.
7.2 In case of non-satisfactory work notices by the Competent Authority, IARI, Regional Station, Katrain, an amount of Rs. 2500/- plus the loss incurred will be levied as liquidated damages per day per instance apart from any other penalty deemed fit. Whenever and wherever it is found that the work is not up to the mark in specified point/area it will be brought to the notice of the supervisory staff of the firm by IARI, Regional Station, Katrain and if no action is taken within two hours liquidated damages clause will be invoked.
7.3 If the number of Security Guards are found less than the minimum required under the contract a penalty of Rs. 2000/- per Security Guard per day will deducted from the bill.
7.4 Note with-standing anything above, the Director, IARI reserves the right to reject any or all tenders in whole or in part without assigning reasons therefore. The decision of Director, IARI shall be final and binding on the contractor/agency in respect of any clause covered under the contract.
7.5 If there is delay in disbursement of wages to the worker(s), then LD at rate of 0.5% per week/ delayed portion, subject to a maximum of 5% of the bill amount may be deducted.

8. EVALUATION OF PERFORMANCE:-

8.1 The successful contractor will have to enter into a detailed contract agreement deed with IARI, Regional Station, Katrain on Non-Judicial Stamp Paper of Rs. 100/- value before commencement of work. The quality assurance of the contractor should be ensured regularly (Daily, Weekly, Fortnightly or Monthly depending upon the discretion of the Deptt.) on the basis of the periodical reports from the committee constituted by the Competent Authority.
8.2 The contractor and all his staff deployed for contract work will be under the supervision of the nominated Head, IARI, Regional Station, Katrain.
8.3 Appropriate records in reference to attendance, payment of wages, deposition of EPF, ESI, GST Tax etc., shall be maintained by the contractor at his own cost and submit regularly to the office alongwith his claim for payment.
8.4 The contractor shall not at any stage cause or permit any nuisance at the premises of IARI, Regional Station, Katrain
Offices its farms/centre or do anything which may cause unnecessary disturbance or inconvenience to IARI, Regional Station, Katrain's staff on duty.

9. REGULATION OF DISPUTES:-

9.1 Decision of the Director, ICAR-IARI shall be final for any aspect of the contract binding to all parties.

9.2 If any dispute or difference of any kind shall arise between the ICAR-IARI, Regional Station, Katrain and the contractor/Service provider in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicable by mutual consultations.

9.3 If after 30 days, the parties failed to resolve their dispute or difference by such mutual consultation, then either the ICAR-IARI, Regional Station, Katrain or contractor/Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and not arbitration in respect of this matter may be commenced unless such notice is given.

9.4 In case of initiation of arbitration under arbitration and conciliation act, 1996, Director, ICAR-IARI will appoint the sole arbitrator whose decision will be final and binding to both the parties.

9.5 All question disputes or differences in connection with the contract, of concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of Tender is issued, is situated.

10. FORCE MAJEURE:-

10.1 In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure" will stand suspended as provided herein. The work 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the contractor) and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.

10.2 Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within seventy two (72 hours) of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.

10.3 Should 'Force Majeure' condition as stated above occurs and should the same be notified within seventy two (72) hours after its occurrence the 'Force Majeure' rate shall apply for a maximum cumulative period of fifteen days. Either party will have the right to terminate the contract if such 'Force Majeure' condition continues beyond fifteen days with prior written notice. Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15 days) force majeure period unless otherwise agreed to.

11. OBTAINING LICENSE UNDER CONTRACT LABOUR (REGULATION & ABOLITION) ACT, 1970:-

11.1 The firm has to obtain valid license under contract labour (Registration & abolition) Act, 1970, for the manpower deployed at IARI, Regional Station, Katrain at its own cost within 60 days after the award of contract & submit to this office.

12. VISIT TO IARI, REGIONAL STATION, KATRAIN:-

The bidder is required to provide security services to this station and is advised to visit and acquaint himself 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 station and is aware of the operation conditions prior to the submission of the tender documents,

13. DURATION OF CONTRACT:-

The contract will be initially for a period of 1 year and extendable by further two years on year to year basis on the same rate, terms and conditions, in necessary, as per requirement in the interest of ICAR-IARI, subject to satisfactory performance of the firm/ agency and its willingness to continue.

14. MONTHLY BILL:-

14.1 Monthly bill cycle shall be from the first to the last day of each calendar month.
14.2 The agency shall ensure payment of salary/wages on or before 7th of every month to the deployed Security Guards through bank account only and proof to be submitted in the following month's bill.
14.3 The agency should issue salary slip to the deployed staff every month.
14.4 The monthly bill of the agency should be submitted with all the required documents/ reports such as:-
*Certified Attendance Sheet
* Copy of Pay bill Register
*Proof of remittance of salary through ECS
*Proof of payment of GST
*Any other required documents
14.5 The IARI shall not be liable to pay any sum of advance to the agency for the service arranged by them.
14.6 TDS, GST and other statutory deductions will be made as per rules from the payment that shall be made to the agency.
14.7 The Security Guards shall be paid wages as per the minimum wages

15. PAYMENT PROCEDURE:-

Payment to the contractor will be on reimbursable basis. It will be made in the succeeding month within 07 working days after submission of the bill complete in all respects, in triplicate in standardized proforma with proper attendance sheet in respect of the persons deployed, after verifying the same for its correctness. However, any delay in submission/settlement of bill shall have no bearing on timely payment of wages/salary to the workers of the contractor as mentioned above. The monthly bills of the contractor shall accompany proof of all payments (wages/statutory dues).

AWARD CRITERIA:-

The contract shall be awarded with the approval of the competent authority, to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest rate for which bids are called provided further that the bidder has the capability and resources to effectively carry out the contract works.
Further, if two or more bidders quoted the same percentage of service charge, then the tender will be finalized on the basis of clauses 5(ii) & Total Turnover (3 Years) in the order of preference as mentioned.
Experience Certificate in terms of value for Security Guards only will be considered.

BREACH OF CONTRACT:-

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by IARI besides annulment of the contract.

GENERAL TERMS & CONDITIONS:-

1. Security Guards to be deployed should be within the age group of 20 to 50 years with robust health & clean record. At least 50% all or it may be done on bilateral contract with ESM.
2. The manpower deployed shall be capable of reading and writing Hindi and English with a minimum qualification of matriculation or equivalent for Security Guards. The Guards shall be minimum matriculation.
3. The watch and ward shall be round the clock and 7 days of the week and can be changed as per requirement of the first party from time to time.
4. There shall be no change in deployment of the Security Guards i.e. firm will not remove the security without permission of office ICAR-IARI, Regional Station, Katrain, Kullu Valley, H.P. – 175129.
5. Institute will not provide the uniforms, whistle, torch, lathi, umbrella raincoat, etc. to the Security Guards. All these peripherals will have to be provided by the contractor at their own cost. Institute will not bear any additional cost whatsoever, under any circumstances.

6. The selected agency shall provide efficient personnel only for security services at IARI, Regional Station, Katrain strictly as per the charter of duty and term & conditions mentioned in the tender document. The agency shall employee good, reliable & robust personnel and of clean record to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by the IARI, Regional Station, Katrain shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a oral or written communication in this regard will have to replace such persons immediately.

7. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both summer and winter) to their personnel with identity cards which they should wear at all times while on duty.

8. The contractor shall not be sub-let for further assign the contract.

9. The Agency shall have to provide Telephone number for 24 hours for contact.

10. The Institute will not provide any residential accommodation to the security staff.

11. No Security Guard will perform double duty at IARI, Regional Station, Katrain. In case, they are found performing double duty or remain absent from duty, a penalty of double the wages shall be recovered from the contractor's bill. Any exploitation of Security Guard deployed at IARI, Regional Station, Katrain by way of engaging them for double duty outside or taking money back from them shall be deemed to be violation of term of the agreement & will lead to forfeiture of security deposit & any such liability shall be paid out of bill of contractor.

12. The deployed personnel should be professionally trained and qualified to undertake the security work as required. In case, the contractor fails to provide adequate Security Guard as per contract or if there is lapse/negligence in executing security work and operation, or in even of negligence of any worker, the Head, IARI, Regional Station, Katrain will be at liberty to intimate such action, as deemed fit, to overcome the aforementioned lapses or negligence, and the same would be done at the cost of the contractor without any notice and remuneration for the period.

13. In case, any deployed person of the contractor suffer any type of injury while performing any duty, the contractor will be wholly and solely responsible to meet the claims made by such Security Guard for medical expenditure and or expenditure incurred for rehabilitation and IARI, Regional Station, Katrain would have no liability towards damages claimed by such Security Guard. Any Statutory benefits of any sort to the deployed person of the contractor under any Act or law of the time being in force would be the sole liability of the Contractor and not that of the IARI, Regional Station, Katrain.

14. The personnel so provided by the agency/contractor under this contract will not be treated as employees of the IARI, Regional Station, Katrain and there will be no employer-employee relationship between the IARI and the personnel so provided.

15. The contractor is bound to maintain the services of the deployed personnel in the contract. In case he fails to operate or maintain the services either through willful absence of his staff, negligence, incompetence, failure or otherwise, the Head, IARI, Regional Station, Katrain reserve the right to terminate the contract and recover such amount of expenditure incurred to rectify the lapse or deduct the necessary amount for the lapse as deemed fit from the bill of the contractor.

16. The contractor will ensure that all the deployed personnel are physically fit and free from diseases, injury contiguous illness and otherwise capable to discharge the duties. The Head, IARI, Regional Station, Katrain reserve the right to reject any person provided by the Contractor without assigning any reason and the contractor will make arrangement for immediate replacement for such staff.

17. The contractor will make the payment of wages from his own by 7th day of each month positively to the deployed personnel through their bank account only and submit the e-payment receipt, other documents alongwith the monthly bill to this office for payment. The office will release he payment with 15-30 days from the date of receipt of bill in office in proper format & correct in all respect on reimbursement basis. EPF/ESI contribution of the employee will be deducted from the wages as per statutory norms. He will maintain the record of wages paid, attendance, EPF, ESI and GST deposit and submit such record to the authorized officer of the

Institute regularly every month alonwith the bill. The GST or any other tax which is as per rule of the Central/State Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned departments. The IARI will deduct applicable TDS/Surcharge under Section 94(C) of the income Tax Act, 1961 from the contractor as per rules.

18. The Contractor shall abide by the provision of the Minimum Wages Act and comply with all legal requirements for obtaining license under contract Labour (R&A) Act, 1970 and other Labour Laws applicable to it from time to time.

19. The contractor shall have to pay minimum wages as notified by concerned Government of India, Ministry of Labour & Employment/State Govt. whichever is on the higher side, to the persons deployed for Security (Watch & Ward) service and arrear so increase in VDA/wages, if any, from time to time during currency of contract.

20. In case of concealment of any information/fact while submitting tender for security and any breach of above terms & conditions, the contract will be liable to be terminated and Security money forfeited. In that case the Contractor will be debarred for three years and will not be permitted to participate in any contractual work of the Institute. The enhanced rates in wages time to time by the Govt. shall be paid to the agency by the Department of disbursement to the Security Guards.

21. The successful contractor will have to enter into an Agreement Deed on stamp paper for execution of job contract on the above terms & conditions of the contract before the start of job contract.

22. If a tenderer does not accept the offer, after issue of letter of award by IARI, Regional Station, Katrain within 7 (Seven) days, and other places it is 7 days the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.

23. The Firm will not charge placement charges or any other amount from the manpower deployed with the IARI, Regional Station, Katrain. The contract is liable to be terminated, security deposit forfeited and the contractor/firm will be blacklisted if, at a later stage, reports are received that the contractor/contracting firm has charged the manpower on any account.

24. The income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

25. Director, IARI, New Delhi 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 and it is not mandatory to be communicated to the tenderer.

26. 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 whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.

27. The Institute in its capacity as Principal Employer reserves the right to modify any of the terms & conditions of the contract at its discretion, in the interest of the job work.

28. Successful Bidder/Tenderer will have to enter into a detailed contract agreement with IARI, Regional Station, Katrain on non-judicial stamp paper of RS.100/-(One Hundred only) for work.

29. The manpower provided shall maintain secrecy and discipline in the premises of IARI, Regional Station, Katrain. The entire of the manpower should be formal and decent and not in violation of office decorum. Any deviation will be viewed seriously and liable to penalty as deemed fit by the Institute.

30. The contractor shall keep a complaint register, with his representative and it shall be open to verification by the authorized officer of IARI, Regional Station, Katrain for the purpose. All complaints should be immediately attended to by the Agency.

31. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

32. The Service Provider (Manpower Supply Firm) shall replace immediately any of its personnel who is fraud unacceptable to IARI, Regional Station, Katrain because of conflict of interest, incompetence, improper conduct etc. upon receiving a notice from IARI, Regional

Station, Katrain. No association/trade union activities will be allowed by the manpower supplied by the agency.

33. The service Provider (Manpower Supply Firm) shall not appoint any sub company/agency to carry out any obligation under the contract.

34. The agreement is terminable with one month notice from Institute/IARI, Regional Station, Katrain. If the service provider wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least three months failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.

35. 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 Institute.

36. The Service shall abide by all the laws of land including labour laws (PF, Income Tax, Service Tax or any other extra taxes levied by Govt.) companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden shall be the exclusive responsibility of the service provider and it shall not involve IARI, Regional Station, Katrain in any way whatsoever. Compliance of these provision shall be ensured at the times to making monthly payments.

37. That in case service provider fails to make any statutory or contractual payment, then IARI, Regional Station, Katrain shall have the right to realize this amount from the Security deposit of the Contractor.

38. The tenderer should indicate only the service charges to be levied by them (In schedule III) per person per shift per month for providing services as enumerated in this whole tender document under this contract for the propose of financial bid. No request for alteration in the service charges once quoted will be entertained within the period the contract is in force. However the total cost of tender would include all mandatory costs as indicated in Annexure-IX along with the service charge to be quoted by the firm for providing the services. Wages confirming to months having 31 days and not 30 days.

39. The contractor will discharge all his legal obligations in respect of the guards to be employed/deployed by him submitting their full particulars along with their full address, passport size photographs, verification reports from their nearest Police Stations within one month from the date of award of contract for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations, 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 claim, loss or damages that may caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, IARI shall be final and binding on the contractor.

40. Income Tax in respect of individuals (if applicable) will be deducted from the payment due for the work done as per rule. TDS in respect of contractor will be deducted as rules applicable from time to time.

41. The manpower should not leave their points unless and until reliever comes. All the registers shall be kept/ maintained with Security In-charge, IARI, Regional Station, Katrain and respective In-charge at each site. The personnel engaged by the agency shall be available all the time as per their duty roaster, which agency has to prepare in consultation with Security In-charge of the Buildings and they shall not leave their place of duty without the prior permission of the Security In-charge of IARI, Regional Station, Katrain. Adequate supervision will be provided by the Security In-charge as nominated by the IARI, Regional Station, Katrain to ensure correct performance of the said security services in accordance with prevailing assignment/instruction agreed between the two parties in order to exercise effective control and supervision over the staff deployed by the agency.

42. Risk Clause: - IARI, Regional Station, Katrain reserve the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a

week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.

43. The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and institute/station shall in no way responsible for settlement of such issue whosoever.

44. The contractor/agency will furnish to the Institute/Regional Station the full particulars of the personnel deployed, including details like name, father's name, age, photograph address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from their ex-employer/police and also ensure that they possess the requisite academic qualifications as provided at S. No.7 above.

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

46. 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 IARI, Regional Station, Katrain/Security In-charge from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the IARI, Regional Station, Katrain.

47. Any loss, theft or damage to the life and/or property of the employees of the IARI, Regional Station, Katrain and/or property of the IARI, Regional Station, Katrain shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.

48. In case of breach of any terms & conditions attached to this contact, the security deposit of the contracting agency will be liable to be forfeited by IARI, Regional Station, Katrain besides annulment of the contract.

49. The terms & conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement which shall be executed between the IARI, Regional Station, Katrain and successful bidder/contracting agency.

50. IARI, Regional Station, Katrain reserves the right to increase or decrease the manpower i.e. security guard, security guards deployed to the organization.

51. The service charges, to be quoted by the bidders, should be inclusive of all other expenses required for the day today services (vis. Transportation, lathi, torch, uniform, whistle etc.

52. The service charges, to be quoted by the bidder, shall remain firm/ unchanged during the entire contract and no request, on whatsoever ground, shall be considered for any increase in the service charges.

53. Seeking any deposit or security amounts from the deployed manpower or any other form of monetary gain/acceptance by the service provider is strictly prohibited.

54. Seeking any deposit or security amounts from the deployed manpower or any other form of monetary gain/acceptance by the service provider is strictly prohibited. Any such complaint is received, incident will be raised on GEM portal for suitable action as per incident management policy of GEM.

55. The Tenderer/ Firm has to submit Earnest Money Deposit (EMD) of 2% of Estimated cost of the Tender i.e. of **Rs. 1,26,000/- (Rupees One lakh twenty six thousand only)** in the form Demand Draft or Bankers cheque drawn in favour of **A/C No 11327165020** payable at SBI Katrain. Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof thereof alongwith technical bid online through GeM Portal.

56. The EMD may be sent to the following: - The envelope must be super-scribed," EMD for Security Manpower Service through GeM'

The Head,
Indian Agricultural Research Institute,
Regional Station, Katrain, Kullu Valley, H.P. 175129

ELIGIBILITY CRITERIA:-

1.

i.The Tenderer must be profit making during the last three years. The tenderer should not have been black-listed by any Govt. departments/PSUs/Corporate bodies etc.

ii. The Tenderer should have a valid running License PASARA and Labour license for running security services in Himachal Pradesh.

iii. The bidder should be registered with ESI, EPF and GST Departments.

2. Copies of the following documents should be submitted alongwith the technical bid:-
(All documents are compulsory)

* Certified Audited Balance Sheet of last three financial years i.e. 2023-24, 2024-25 & 2025-26.
* Income tax returns for the last 3 years.
* Company/Proprietorship/Partnership Registration Certificate
* GST Service Tax Certificate
* Registration Certificate or ESIC and EPFO
* Copy of PAN card
* Valid Labour license from
* Copy of ISO 9001:2015
* Experience Certificate for last three years ending March-2026.
* Average Annual Turnover during the last three years, ending 31st March of the previous financial years i.e. 2023-24, 2024-25 & 2025-26 of the firm not less that **Rs. 1.89 Crores (Rs. One crore eighty nine lakh only**) duly verified by Charted Accountant.

Dr. Mast Ram Dhiman	Dr. Raj Kumar	Dr. Hem Lata	Sh. Raju
Chairman/ Pr. Scientist	Member/ Sr. Scientist	Member/ Scientist	Member Secretary/ AAO

Approved

HEAD

Technical Bid Clarification for Security Guard/ Security Service

The scan copies of following documents is required to be uploaded with the Technical Bid, Bid will not be considered in absence of these documents and without page mentioning correspondence page number: -

Sr. No.	MANDATORY PRE-REQUISITE/REQUIREMENT FOR QUALIFICATION OF THE SERVICE CONTRACT	Documents submitted (Yes/No)	*Page Nos.
1.	Have you submitted the Earnest Money Deposit (EMD) forRs. 1,26,000/- (Rupees One lakh twenty six thousand only) in the form Demand Draft or Bankers cheque drawn in favour of A/c No. 11327165020 payable at SBI Katrain.		
2.	Have you submitted the scanned copes of (PAN), GST Registration Certificate, Income Tax Return (ITR) for the last 3 years (FY 2023-24, 2024-25 & 2025-26).		
3.	Have you submitted the scanned copy of Audited Balance Sheet & Profit & loss (P&L) account (one page each) of the firm for last 3 (three) financial years i.e. 2023-24, 2024-25 & 2025-26 by the Chartered Accountant? Unnecessary documents need not to be uploaded.		
4.	Have you submitted the scanned copies of Valid EPF and ESI Registration Certificate (s) issued by the appropriate authority. Scanned copies of the ECRs for the last three months must be uploaded.		
5.	Have you submitted the scanned copy of currently **valid License** under the Contract Labour (Regulation & Abolition) Act, 1970& Company/ Proprietorship/ Partnership Registration Certificate.		
6.	Have you submitted the copy of valid License to run the business of **Private Security Agency/PSARA** in Himachal Pradesh.		
7.	Have you submitted the scanned copy of experience certificate for last three 3 years ending March-2026.		
8.	Have you submitted the scanned copy of Average Annual Turnover during the last three years, ending 31st March of the previous financial years i.e. 2023-24, 2024-25 & 2025-26 of the firm not less that Rs. 1.89 crores (Rs. One crore eighty nine lakh only) duly verified by Charted Accountant.		
9.	Have you submitted the scanned copies of proofs of successful executed/ completed similar job work, over the last three years ending March-2026:- a) Three similar completed job work costing not less than the amount equal to 40% (Forty percent) of the estimated cost; or b) Two similar completed job work costing not less than the amount equal to 50% (Fifty percent) of the estimated cost; or c) One similar complete job work costing not less than the amount equal to 80% (Eighty percent) of the estimated cost. **(Experience must be in the similar field)**		
10.	Whether the bidder has submitted an undertaking on a non-judicial stamp paper of Rs. 100/- regarding the following:- **a)** The firm has not been blacklisted/ debarred by any Government Department/ Gem, Public Sector		

	Undertaking, Autonomous Body, or Semi-Government Organization. And there is no criminal/ legal suit pending or contemplated against violation of EPF/ ESI, minimum wages act or any other applicable labour or statutory laws. **(Non-Judicial Stamps Rs. 100/- must not be older than the date of floating of tender on GeM Portal).** **b)** The firm has not been issued any adverse statutory notices, including but not limited to GST, Income Tax, or other regulatory authorities **Note: "Mere self-declaration on plain paper shall not be considered valid for this clause."**		
11.	Have you submitted the scanned copy of latest valid Bank solvency certificate issued in favour of Director, ICAR-IARI, Pusa Campus, New Delhi for Rs. 30 Lakh (Rs. Thirty lakh only). The Bank solvency certificate must not be older than the date of floating of tender on GeM portal.		
12.	Have you submitted the ISO Certificate 9001:2015		

15/10/26

Dr. Mast Ram Dhiman
Chairman/ Pr. Scientist

15/10/26

Dr. Raj Kumar
Member/ Sr. Scientist

15/10/2026

Dr. Hem Lata
Member/ Scientist

15/10/26

Sh. Raju
Member Secretary/ AAO

Approved

15/10/26

HEAD

Annexure: I

UNDERTAKING
(To be submitted on Judicial paper of Rs. 100/-)

I/We have read and understood IARI's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any miss-representation of facts will render me/us liable to any action as may be deemed fit by INDIAN AGRICULTURAL RESEARCH INSTITUTE,REGIONAL STATION, KATRAIN, HIMACHAL PRADESH

I/We do hereby also accept that IARI have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to IARI, Regional Station, Katrain any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of government during last 05 years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents.

I/We authorize IARI, Regional Station, Katrain to approach individuals, employees, firms and corporations to verify our competence and general reputation. I/We also authorize IARI, Regional Station, Katrain to seek references from bidder's banker as per the bank account details mentioned in the tender document.

I/We certify that there is no criminal suit pending or being contemplated in any court of law in India. (If there are any such cases/litigations going on currently or during last five years, please specify the parties involved and disputed amount.)

Authorized signatory

Signature:.....
Name:.....

Designation:.....
Address:.....

Place:.....
Date:.....

15/9/26

Raju (AAO/ DDO)
ICAR-IARI, Regional Station, Katrain
Kullu Valley, H.P. 175129

भा०कृ०अनु०प०-भारतीय कृषि अनुसंधान संस्थान
क्षेत्रीय स्टेशन, कटराईं, कुल्लू घाटी, हि०प्र० – 175129
ICAR – INDIAN AGRICULTURAL RESEARCH INSTITUTE
REGIONAL STATION, KATRAIN (KULLU VALLEY) H.P. – 175129

ई-मेल : head_katrain@iari.res.in

SCHEDULE OF JOB REQUIREMENT

Pocket	Brief Details/Description of Security Services
1	Providing Security services (Watch & Ward) round the clock at Main Office, Office Field, and Guest House of IARI, RS, Katrain.
2	Providing Security services (Watch & Ward) round the clock at Residential Colony premises of IARI, R.S., Katrain.
3	Providing Security services (Watch & Ward) round the clock at Naggar Farm of IARI, R.S., Katrain.
4	Providing Security services (Watch & Ward) round the clock at Sarsai Farm of IARI, R.S., Katrain.
5	Providing Security services (Watch & Ward) round the clock at Baragran Farm of IARI, R.S., Katrain.

Duties and Responsibilities of Security Agency & Personnel

The agency/firm shall provide round the clock Security to all areas covered in this tender by deploying full-proof Security measures. The entire campus/open area and the built up area/immovable and movable assets will have to be maintained from security angles. The Duty area, as mentioned under scope of work, of each point with each shift, defined above, shall be manned by a Security Guards/Gunman/Supervisors. There should not be any overlapping of duties of any shift/point. No Security Guards/Gunman/Supervisors should be deployed for double duty. Some of the important items or situations that have to be covered by security services of the company are enumerated below:

1. **Regulation of Entry/ Exit of Visitors:**

1.1. Regulate access control on all gates so as to prevent misuse of IARI grounds and facilities by outsiders, neighboring villages and thus, prevent tress-passing.

1.2. Day and Night patrolling on regular basis across the length and breadth of the entire area covered in this tender shall report any unusual events in suspicious circumstances occurring in the area/ campus.

1.3. To check ID cards of all visitors entering in the campus and make necessary entries in proper registers wherever required.

1.4. To check/ control/ search staff engaged by any other contractor or person having access to the building.

2. **Regulation of Entry/ Exit of Vehicles**:

2.1. To check entry of all vehicles and permit entry of authorized vehicles with Institute Logo.

2.2. To check and keep the record of all incoming and outgoing material through proper challan / gate pass signed by the officer concerned of IARI.

2.3. To regulate incoming and outgoing traffic at the gate and ensure that no vehicle is parked in front of the gates. Also ensure parking of authorized vehicles only at designated parking area.

3. **Fire-fighting Measures**

3.1. To conduct fire safety drills and mock rehearsals monthly and submit report to In-charge, Security.

3.2. To undertake fire fighting operations with provided equipment as and when required.

4. **Miscellaneous measures for Security**

4.1. To interact with Local Police Authorities or PCR Van to seek Police assistance and to ensure complete safety of the Institutes movable & immovable properties and residents of respective area.

4.2. National Flag at top of the buildings at specific location is to be hoisted and removed per day as per Flag Code of India by the security guard.

4.3. To ensure proper locking/ unlocking of all doors and windows, switching off lights, fans, air conditioners, heaters, room coolers, water taps etc. and report the security In-charge of officer concerned immediately.

4.4. To restrict the entry of stray cattle/dogs/Monkeys which get access to the whole campus/ guarded area

4.5. To report unusual events in suspicious circumstances occurring in the area of premises.

4.6. To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/ Sundays and Closed Holidays in a register and obtain their signatures.

4.7. To attend the inquiry phone no. installed at the reception of Building after the office hour and holiday.

4.8. To monitor the temporarily vacant houses of the residential complexes, where the residents are out of station (list of such vacant quarters to be obtained by the security offices on daily basis).

4.9. To Carry out any other job assigned by the Head, IARI, Regional Station, Katrain or his nominee in the interest of Security of the Institute.

4.10. The above job(s) are only illustrative and not exhaustive. Additional jobs or modifications in the job will be carried out/ assigned with the approval of competent authority, IARI.

4.11. The Security Guard/ Gunman/ Supervisors shall immediately inform the In-charge Security, IARI, Regional Station, Katrain regarding any unclaimed material / article found in the premises.

DETAILS OF SECURITY PERSONNEL REQUIRED AT VARIOUS POINTS

Tentative list of post/ point for deployment after including of security supervisors for regular watch and ward to be provided by the security agency

Manpower Scheduled				
Sr. No.	**Security Duty Point**	**No. of Security Guard 6AM to 2PM**	**No. of Security Guard 2PM to 10PM**	**No. of Security Guards 10PM to 6AM**
1.	Main Office, Office Field and Guest House at Katrain	1	1	1
2.	Residential Colony premises at Katrain	1	1	1
3.	Naggar Farm of IARI, R.S., Katrain	1	1	1
4.	Sarsai Farm of IARI, R.S., Katrain	1	1	1
5.	Baragran Farm of IARI, R.S., Katrain	1	1	1
	Total = 15	**5**	**5**	**5**

15/10/26

Dr. Mast Ram Dhiman
Chairman/ Pr. Scientist

15/10/26

Dr. Raj Kumar
Member/ Sr. Scientist

15/10/2026

Dr. Hem Lata
Member/ Scientist

15/10/26

Sh. Raju
Member Secretary/ AAO

Approved

15/10/26

HEAD

भा०कृ०अनु०प०-भारतीय कृषि अनुसंधान संस्थान
क्षेत्रीय स्टेशन, कटराईं, कुल्लू घाटी, हि०प्र० – 175129
ICAR – INDIAN AGRICULTURAL RESEARCH INSTITUTE
REGIONAL STATION, KATRAIN (KULLU VALLEY) H.P. – 175129

ई-मेल : head_katrain@iari.res.in

SCHEDULE OF MINIMUM WAGES

Sr. No.	Particulars	Amount in (Rs.) / Percentage
1.	Minimum Wages	794/- per day
2.	EPF @ 12%	95.28
3.	EDLI @ 0.5%	3.97
4.	EPF Admin. Charges @ 0.5%	3.97
5.	ESI @ 3.25%	25.805
	Grand Total	**923.025**
	Or. Rs.	**923.00**

Note:

1. **Security Guards to be paid minimum wages as fixed by the Central Govt./ State Govt. whichever is higher + VDA as declared by the Govt. from time to time is to be ensured by the contractor.**
2. **Minimum service charges quoted by bidder should not be less than 3.85% as notified by the DoE, Govt. of India for manpower-based service. Any bidder quoting service charges less than 3.85% will be out rightly rejected.**
3. **The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required. However, such charges should not exceed 7% (including transaction charges) in any case.**

15/10/26
Dr. Mast Ram Dhiman
Chairman/ Pr. Scientist

15/10/26
Dr. Raj Kumar
Member/ Sr. Scientist

15/10/2026
Dr. Hem Lata
Member/ Scientist

15/10/26
Sh. Raju
Member Secretary/ AAO

Approved

15/10/26
HEAD

File No. 6/1/2026-VDA
Government of India
Ministry of Labour & Employment
Labour Bureau
Chandigarh

Dated: 30 September,2026

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 2451(E) dated 12th May, 2026 of the Ministry of Labour and Employment the undersigned hereby revises the rates of Variable Dearness Allowance w.e.f. 01.10.2026 on the basis of the average Consumer Price Index for Industrial Workers reaching 431.42 from 424.80 as on 30.06.2026 (linked to Base 2016=100) and thereby resulting in an increase of 6.62 points. The revised Variable Dearness Allowance as under shall be payable from 01.10.2026

I. The rates of Variable Dearness Allowance for employees employed in **WATCH & WARD (without arms)** shall be as under:-

AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	387
B	354
C	300

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.10.2026to employees employed in WATCH AND WARD (without arms) shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY				
	Basic Wages (Rs.)		V.D.A. (Rs.)		Total (Rs.)
A	637	+	387	=	1024
B	579	+	354	=	933
C	494	+	300	=	794

II. The rates of Variable Dearness Allowance for employees employed in **WATCH AND WARD (with arms)** shall be as under:-

AREA	RATES OF VDA PER DAY (in Rs.)
A	418
B	387
C	354

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.10.2026 to employees employed in WATCH AND WARD (with arms) shall be as under:-

AREA	RATES OF WAGES PLUS VDA PER DAY				
	Basic Wages (Rs.)		VDA. (Rs.)		Total (Rs.)
A	693	+	418	=	1111
B	637	+	387	=	1024
C	579	+	354	=	933

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the Notification No. S.O. 191(E) dated 19th January, 2017 of the Ministry of Labour and Employment, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

The instant notification is being issued in pursuance of sub-section (2) of Section 69 of the Code on Wages, 2019 (29 of 2019).

(Shyam Singh Negi)
Director General
Labour Bureau

No.F.6/1/2023-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division
****

264 C, North Block, New Delhi.
Dated the 6th January, 2023.

OFFICE MEMORANDUM

Subject: Proposal on Minimum Floor price for minimum wage based Manpower Outsourcing Service.

The undersigned is directed to refer to Government e-Marketplace (GeM) OM No. 9/JS&ACEO/2022 dated 22.12.2022 regarding the subject cited above and to say as under:

a. The minimum service charges in the procurement of Manpower Outsourcing Service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) as proposed by GeM.
b. The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required. However, such charges should not exceed 7% (including transaction charges) in any case.
c. Least Cost System (LCS) may be considered for procurement, wherever appropriate, especially in high value cases.

2. This issues with the approval of Finance Secretary.

6/1/23

(Kanwalpreet)
Director (PPD)
Tel.No. 2309 3811
email: kanwal.irss@gov.in

To

Shri Prashant Kumar Singh,
Chief Executive Officer,
Government e-Marketplace,
2nd Floor, Jeevan Bharati Building,
Janpath, New Delhi.
e-mail: ceo-gem@gov.in

बिड संख्या/Bid Number: GEM/2026/B/8220969

दिनांक /Dated: 30-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	24-11-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-11-2026 16:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम/Office Name	Indian Agricultural Research Institute, New Delhi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :shyam.sunder3669@icar.org.in Buyer Email id: con56.icari.dl@gembuyer.in
वस्तु श्रेणी /Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
अनुबंध अवधि /Contract Period	1 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)	189 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	To be verified by the buyer at the time of technical evaluation
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) *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	2
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	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	5 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	6300000
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	126000

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).	18

(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 :

Head
Indian Agricultural Research Institute, New Delhi, Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare
(Head, Icar-iari, Regional Station, Katrain)

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 years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
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. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
9. 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

Scope Of Work For the Service:1793354812.pdf

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (15)

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	Optional
Age Limit	Up to 50 years
Years of Experience	3 – 6 years
Additional Requirements for the Security Personnel	Aadhar Card
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	Himachal Pradesh
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	Raju	175129,Indian Agricultural Research Institute, Regional Station Katrain, Kullu Valley , Himachal Pradesh 175129	15	• Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 794 • Provident Fund (INR per day) : 95.28 • EDLI (INR per day) : 3.97 • ESI (INR per day) : 25.805 • EPF Admin charge (INR per day) : 3.97 • 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 : 31

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

1. **Generic**

   Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. **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.

3. **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.

4. **Payment**

   PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Head, ICAR-IARI, Regional Station, Katrain
payable at
State Bank of India, Katrain
.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

   Head, ICAR-IARI, Regional Station, Katrain
   . The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

7. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Banker’s Cheque in favour of

   Head, ICAR-IARI, Regional Station, Katrain
   payable at
   State Bank of India, Katrain
   .
   Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

8. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

9. **Purchase Preference (Centre)**

   Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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.

10. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

    Head, ICAR-IARI, Regional Station, Katrain
    payable at
    State Bank of India, Katrain
    . After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

11. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

    Head, ICAR-IARI, Regional Station, Katrain
    A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in

favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

12. **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.

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---