

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	23-06-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	23-06-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	National Bureau Of Fish Genetic Resources(nbfg)
क्रेता ईमेल/Buyer Email	hari.vilas-icar@nic.in
Total Quantity/कुल मात्रा	1
Item Category/मद केटेगरी	Providing Security Services with trained professionals Security Guards (armed/without armed)
GeMARPTS में खोजी गई स्ट्रिंग / Searched Strings used in GeMARPTS	Providing Security Services with trained professionals Security Guards (armed/without armed)
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Category not available on GeM for the text string uploaded by the buyer
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> Security and Protective Software including Antivirus
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	100 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
EMD Amount/ईएमडी राशि	75000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी 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।

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

Beneficiary/लभार्थी :

Director

National Bureau Of Fish Genetic Resources(nbgr), Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare (Icar Unit Nbfgr, Payable At Lucknow)

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
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. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
7. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are

not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[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.

8. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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.

9. 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.

Providing Security Services With Trained Professionals Security Guards (armed/without Armed) (1 Lot)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Buyer Specification Document/क्रेता विशिष्टि दस्तावेज़	Download
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Consignees/Reporting Officer/परिषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परिषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Hari Vilas	226002,ICAR-NBFGR Canal Ring Road PO Dilkusha Telibagh PIN-226002 Lucknow (U.P.)	1	15

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

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Forms of EMD and PBG

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

ICAR UNIT NBFGR
payable at
LUCKNOW

. 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.

3. Forms of EMD and PBG

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

ICAR UNIT NBFGR
payable at
Lucknow

. 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.

4. 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

ICAR UNIT NBFGR
payable at
Lucknow

. 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.

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of

bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. 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 catalogs 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 within 4 days of bid publication on GeM. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

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./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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---





भा.कृ.अनु.प.-राष्ट्रीय मत्स्य आनुवंशिक संसाधन ब्यूरो ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES



F-1-4(2)/2025-Admin. (E-374355)

Dated: 02.06.2025

NOTICE INVITING TENDER THROUGH GeM PORTAL

On behalf of President, ICAR, the Director, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002 (U.P.) invites e-Tender through GeM portal (<https://gem.gov.in>) from interested registered/well-established/reputed firms/contractors for **Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P.** The firms should have experience in providing security services to multi installations/buildings campus area of not less than 50 acres (experience certificate should mention as evidence). NBFGR Campus Hqrs. has multiple installation/buildings/residential spread into 51 acre and 0.0947 ha area at ARTU, Chinhat. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

1. An Earnest Money (EMD) of ₹75,000/- (Rupees Seventy five thousand only) is to be deposited by the bidder via offline mode in the shape of Demand Draft/Banker's Cheque in favour of '**ICAR unit, NBFGR**' payable at **Lucknow** and must be sent/dispatched to the Director, ICAR-NBFGR, Lucknow by offline on or before Bid submission end date and time positively. EMD will be refunded after award of contract without any interest thereon. Tenders received without EMD/exemption documents, will not be considered. Two bid system will be followed and the details of tender are enumerated in the following annexure. Please read the annexure attached with it before bidding.

Details:

Details	EMD (in Rs.)
Providing Security Services with Security Guards (armed/without armed) and Trained professionals (Watch & Ward) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P.	₹75,000.00

2. Essential documents are required to be submitted on line:

- Annexure-1: Instructions and invitation of tender
- Annexure-2: Acceptance of terms and conditions by bidder
- Annexure-3: Certificate
- Annexure-4: Tender submission by bidder
- Annexure-5: Bidder's experience
- Annexure-6: General Information and terms and conditions of the tender
- Annexure-7: Instructions for online bid submission
- Annexure-8: Scope of Work
- Annexure-9: Financial Bid

3. CRITICAL DATE SHEET:

1.	Tender No.	:	
2.	Date and time for issue/publishing	:	02-06-2025 04:00 PM
3.	Document Download/sale start date and time	:	02-06-2025 04:00 PM
4.	Bid submission end and time	:	23-06-2025 04:00 PM
5.	Date and time for opening of Technical bids	:	23-06-2025 04:30 PM



भा.कृ.अनु.प.-राष्ट्रीय मत्स्य आनुवंशिक संसाधन ब्यूरो
ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES



4. The tender form/bidder document may be downloaded from the website: (<https://gem.gov.in>). Online submission of bids only through GeM portal is mandatory. Manual bids will not be accepted. Tenderers/bidders are requested to visit the website regularly. Any changes/modification in the tender inquiry will be intimated by corrigendum through this website only.
5. In case, any holiday is declared by the Government on the day opening, the tender will be opened on the next working day at the same time. The Director, ICAR-NBFG, Lucknow reserves the right to accept or reject any or all the tenders.
6. The Competent Authority of ICAR-NBFG, Lucknow may increase/decrease the quantum of the job under the contract as and when required at the ICAR-NBFG and the firm will deploy the Security Guard accordingly.

Admin. Officer & Head of Office



INSTRUCTIONS AND INVITATION OF TENDER (Annexure-I)

INVITATION TO OPEN TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR PROVIDING the **for Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFG Headquarter, Canal Ring Road and ARTU Chinhhat, Lucknow, U.P.**

From:
Director,
ICAR-National Bureau of Fish Genetic Resources,
Canal Ring Road, P.O. Dilkusha
Lucknow-226002, U.P., India

To

.....
.....
.....

Dear Sir,

Online Bids are hereby invited on behalf of the Director, ICAR-NBFG, Lucknow for contract of **Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFG Headquarter, Canal Ring Road and ARTU Chinhhat, Lucknow, U.P.** through service provider at ICAR-NBFG Hqrs., Canal Ring Road and ARTU, Chinhhat, Lucknow, U.P.

1. The terms and conditions of the contract are contained in the general conditions of contract applicable to the contracts placed by the ICAR-NBFG, Lucknow 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. An earnest money of ₹75,000/- (Rupees Seventy five thousand only) in the form of Demand Draft/Banker's Cheque in favour of '**ICAR Unit NBFG**', payable at **Lucknow** must be enclosed with the bid. Conditional bids will not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out rightly.
3. 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 aforesaid amount of EMD will be forfeited by the ICAR-NBFG, Lucknow. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him.
4. The schedules/annexures of the tender form should be duly filled in all respect. In the event of the space provided on the schedule/annexure form being insufficient for the required purposes, additional pages may be added and/or uploaded.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules/annexure to the tenders are not fully filled in. Individual signing on the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
6. If a tenderer does not accept the offer, after issue of letter of award by ICAR-NBFGR, Lucknow within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-NBFGR, Lucknow shall without prejudice to other civil and criminal remedies can cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure(s), if any, should be signed by the tenderer.
8. Bids are invited under two-bid system (Technical bids and Financial bids). Both technical and financial bids may be uploaded. After evaluation of technical bid, the financial bid will be opened. Financial bid will be opened only to those tenderers, who qualify technically.
9. The rates quoted by each firm for **Providing Security Services with Security Guards (armed/without armed) and Trained Professionals (Watch & Ward)** in tenders must be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened on the schedule date and time.
10. The firms should be experienced in providing security services to multi installations/buildings campus area of not less than 50 acres (experience certificate should mention as evidence). NBFGR Campus Headquarter, is multiple installation/buildings/residential of 51 acre and 0.0947 ha area at ARTU (Chinhat). This is an online tender, where only e-tender will be accepted and no offline/hard copies will be accepted.
11. **An amount equivalent to 5% of the annual value of the contract** is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit as EMD/Demand Draft (DD)/NEFT/RTGS or in the form of Bank Guarantee for the total amount of the order value, only after receiving a communication from the ICAR-NBFGR, Lucknow. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on performance security money and earnest money deposit will be paid by the ICAR-NBFGR, Lucknow to the tenderer.
13. Monthly wages to be paid to the **Security Guards** will be as specified in Annexure 8 of tender document, which will be reimbursed to the contractor on submission of the bill. The tendering agency will be responsible for compliance

of all statutory provisions relating to **minimum wages, EPF & ESIC/Group Insurance** in respect of personnel deployed by it at this office.

14. The GST or any other tax which is applicable as per the rules of the Govt. of Uttar Pradesh or 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.
15. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2024 of Department of Expenditure, Ministry of Finance, Bids quoting 'Nil' charges/consideration shall be treated as unresponsive bid and it will not be considered.
16. The Director, ICAR-NBFGR, Lucknow reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-NBFGR, Lucknow, and it is not mandatory to be communicated to the tenderer.
17. Decision of the Director, ICAR-NBFGR, Lucknow will 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-NBFGR, Lucknow. 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.
18. Acceptance by the Director, ICAR-NBFGR, Lucknow will be communicated by fax/e-mail, express letter 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 fax/e-mail, express letter etc. should be acted upon immediately.
19. The Director, ICAR-NBFGR, Lucknow 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 at all.
20. The Director, ICAR-NBFGR, Lucknow, in its capacity as the Principal Employer, 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 Security Services.
21. The following document/vouchers are required to be uploaded with the technical bid (Schedule-I):-
 - (a) Registration certificate of the firm under the work contract of the Central Government /Stage Government/NCT/UT Delhi along with a valid certificate under the Private Security Agencies (Regulation) Act, 2005 (PSARA).
 - (b) Minimum turnover of the firm not less than ₹100 lakhs (Rupees one hundred lakhs only) during each of the last three financial years (2022-2023, 2023-2024, 2024-2025) for this particular type of work, Certified balance sheet & profit and loss account of the firm for last three year certified by Chartered Accountant may be provided in support.
 - (c) Year wise experience certificate for the last three years (2022-2023, 2023-2024, 2024-2025) and continuous experience with clear indication of **Satisfactory Service** (Duly certified copies of the satisfactory services) of the firm in the field of providing security services in Govt. (Central/State)

Departments/Autonomous bodies/PSUs/PSES/Banks & Insurance Companies or other equivalent organizations of high repute. The experience certificate for security personnel(s) should mention the areas of campus over 50 acres with multiple buildings. Provide the details in a tabular form.

- (d) EPF registration certificate issued by Govt. of India/State Government/NCT Delhi etc. (a copy may be uploaded).
 - (e) ESI/Group Insurance certificate issued by Govt. of India/Stage Government/NCT Delhi etc. (a copy may be uploaded).
 - (f) Documentary proof of minimum 50 nos. (Security Guards/Supervisors) registered under ESIC/Group Insurance & EPF.
 - (g) The firm must have certificate of Service Tax/GST issued by the Government.
 - (h) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESIC/Group Insurance, minimum wages Act or other laws (give details). The firm must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.
 - (i) The firm/agency company should be registered with Income Tax and GST if any applicable (PAN, TAN number and GST registration no. may be furnished and a copy should be uploaded).
 - (j) Return forms as GST R-1 and GST R-3B of last three years (2022-23, 2023-24 & 2024-25).
 - (k) Income Tax returns certificate of last three years (2022-23, 2023-24 & 2024-25).
 - (l) The breakup of the rates quoted by firm is to be uploaded on separate sheet.
 - (m) The evidence of filling EPF & ESIC/Group Insurance for the last one year must be upload on Miscellaneous Docs under Other Important Documents (OID).
 - (n) A certificate for accepting the terms and conditions of the tender must be uploaded.
22. Successful tenderer will have to enter into a detailed contract agreement with the Director-ICAR-NBFGR, Lucknow on non-judicial stamp paper of Rs. 100/- (One hundred only) for work.
23. Only those firms will be considered for financial bid who will qualify in the technical bid.
24. The firm will undertake to provide and ensure wages utility items to its security guards identified for the security work by ICAR-NBFGR which include appropriate dress in colour and logo.
25. The firm must sign and stamp all the pages of the tender documents as acceptance of all the terms and conditions and upload on GeM portal or upload a certificate for accepting the terms and conditions of the tender.
26. Minimum & maximum permitted age of the security guards employed should be in accordance ICAR rules or as per any notification of GOI, endorsed by ICAR in this regard.

Admin. Officer & Head of Office
ICAR-NBFGR, Lucknow

Acceptance of Terms and Conditions by Bidder

TENDER FOR PROVIDING Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P.

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office.	
Telephone No.:	
Telegraphic Address/Fax/Cellular No.:	
E-mail Address:	
From:	
.....	
.....	
.....	

To, The Director, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, P.O. Dilkusha, Telibagh, Lucknow-226002	
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I/we have read all the particulars regarding the general information and other terms and conditions of the contract **for providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P.** and agree to provide the services as detailed in the schedule/annexures herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in annexure 8 to this tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/we will be bound by a communication acceptance dispatch within the prescribed time.

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

- The following pages have been added & uploaded to and form a part of this tender _____ . The annexures to accompany this tender are at pages _____
- Every page so attached with this tender bears my/ our signature(s) and the office seal.
- Banker's Cheque/ DD No. _____ of Rs. _____ drawn in Favour of '**ICAR Unit, NBFGR Lucknow**' payable at Lucknow has been sent to the Director, ICAR-NBFGR, Lucknow.

Date:
Signature of witness:

Name & Designation:
Address:

Yours faithfully
Signature & Seal of the Tenderer

Telephone No.:
Office:
Res.:
Mobile:

CERTIFICATE

This is to certify that our firm is dealing with various organization of Central/State Govt./ICAR Institute from Years. We have fulfilled all the work/supply order of respective department/ICAR Institutes within time limit with satisfactory performance.

(Name and address of the tendering firm)
Seal & Sign of the tendering firm

प्रमाण पत्र

प्रमाणित किया जाता है कि हमारे फर्म मैसर्स के द्वारा पिछले वर्षों से केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों को अपनी सेवायें दे रहा है। वर्णित वर्षों के दौरान केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों से प्राप्त समस्त कार्य आदेश/क्रय आदेश को नियत समय में संतोषजनक रूप से पूरा/पूर्ति किया गया है।

(निविदाकर्ता फर्म का नाम एवं पता)
हस्ताक्षर सील सहित

TENDER SUBMISSION**To,****The Director**

ICAR-NBFGR

Canal Ring Road, P.O. Dilkusha

Telibagh, Lucknow-226002

Sir,

I/we wish to submit our tender **for Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P.** Details are:

1. Tender Documents with each page signed are submitted in hard copy as well as online through GeM portal.
2. EMD for ₹75,000/- is submitted in form of Demand Draft/Bankers Cheque payable in favour of **'ICAR Unit, NBFGR Lucknow' payable at Lucknow.**
3. Documents required for Technical evaluation are submitted in that order.
4. The Financial Bid is submitted in the format prescribed.
5. Organization details of the firm/agency:-

i.	Name of tendering Security Services Company/Firm/Agency/Contractor: (Attach attested copy of certificate of registration)	
ii.	Name of Director of Security Services Company/Active Partner of Firm/Authorized Agent/Proprietor	
iii.	Full address of Operating/Branch Office Telephone No. : Fax No. : E-mail address:	
iv.	Full address of Operating/Branch Office at Lucknow	
v.	Banker of the Security Services Company/Firm/Agency/Contractor with Full address (Attach certified copy of latest bank statement)	
vi.	PAN/Permanent Income Tax No./Circle/Ward TAN/TIN No. (Attach attested copy)	
vii.	Service Tax/GST Registration No. (Attach attested copy)	
viii.	E.P.F. Registration No. (Attach attested copy)	
ix.	E.S.I.C. Registration No. (Attach attested copy)	
x.	Details of Earnest Money (Amount, Demand Draft No., Date, Name of Issuing bank)	

Checklist for Technical Bid Evaluation:-

Sr. No.	Documents (Strictly as per details below)	To be filled by Bidder	Page Number
i.	Registration certificate of the firm under the Security Services work contract of the Central Government/State Government along with a valid certificate under the Private Security Agencies (Regulation) Act. 2005		
ii.	Certified Accounting statement of the firm for last three years by the Chartered Accountant/Authorized body.		
iii.	Last three years continuous experience of the firm in the field of providing security services in Govt. (Central/State) Departments/Autonomous bodies/PSUs or other equivalent organizations of high repute. Provide the details in a tabular form.		
iv.	Year wise experience certificate with clear indication of "Satisfactory Services" for the last three years (2022-23, 2023-24, 2024-25) must be provided.		
v.	EPF registration certificate issued by Govt. of India/State Government etc.		
vi.	ESI registration certificate issued by Govt of India/stage Government etc.		
vii.	Documentary proof of minimum 50 Nos. (Security Guards/Supervisors) registered under ESI & EPF		
viii.	The firm must have certificate of Service tax/GST issued by the Government.		
ix.	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages act or other laws (give details). The firm must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.		
x.	Bid security (EMD) of ₹75,000/- (Rupees Seventy five thousand only) in the form of Demand Draft/Pay order/Banker Cheque issued by any nationalized/scheduled commercial bank in favour of 'ICAR Unit, NBFGR Lucknow' payable at Lucknow.		

We have carefully read the terms and conditions of the tender and agree to abide by these in letter and whole spirit. I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the quotation.

I/We also certify that our Firm/Company/Agency have never been blacklisted by any Ministry/Department of the Government and have not been banned/debarred/blacklisted for our business dealings with the Government Ministries/Departments.

Signature
Name & Address of the Firm
Telephone No.
Mobile No.
Email

NOTE

1. Photocopies of all the necessary documents duly self-attested must be attached for verification of the information provided. All documents should be submitted electronically in PDF format. Unnecessary/ duplicate documents need not be uploaded.
2. Tender with superfluous document will be straight way rejected.
3. Before uploading documents, kindly ensure that concerned page number must be specified failing which liable to be rejection.

Bidder's Experience

Details of the Minimum last 3 year's experience/work done.

[illegible]

(Authorized Signatory & Seal)

General Information & Other Terms & Conditions of the Tender

GENERAL INFORMATION & OTHER TERMS & CONDITIONS for Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhhat, Lucknow, U.P.

NOTE: The firms providing security services and willing to participate in the tendering process may visit the sites (ICAR-NBFGR Headquarter and ARTU, Chinhhat, Malhour, Lucknow) to inspect the area for better understanding of the requirement of work.

1. For the purpose of conducting the **Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhhat, Lucknow, U.P.** The Security Guards deployed should be of good health and character. They should also possess quality of pleasant behavior and obedience.
2. The firm must have appropriate registration for different categories of security personnel.
3. The Security Services should be carried out without causing any damage to the ICAR/Institute's properties. In case, any damage is caused by the security guards deployed by the contractor to do the work of security at ICAR-NBFGR, Lucknow and ARTU, Chinhhat, Lucknow, the same shall be restored in good condition by the contractor. The firm will have to ensure that there is no theft of the moveable or anything attached to immovable property at ICAR-NBFGR, Lucknow and ARTU, Chinhhat, Lucknow. In case any such theft occurs, the responsibility for the same shall rest with the firm and the firm shall have to make good the loss caused to the ICAR/Institute on account of such theft. For this purpose, the firm will keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements in the Institute.
4. The firm will submit proper Identity Card and Aadhaar Card of the personnel engaged in providing **Security Services** to this office.
5. Payment of security service bill will be made monthly upon submission of pre-receipted bill.
6. The contract can be terminated by giving one month notice to the firm, if the services of the firm are not found satisfactory.
7. All the personnel deployed will perform their duties in proper uniform and will maintain a smart turn out. The firm at its own cost shall provide suitable uniforms (both summer and winter) to the personnel with identity cards. All essential items for security services personnel like Torch, Lathi, Umbrella etc. will be provided by the firm at its own cost.
8. The Security services shall have to be provided in the entire locality of the ICAR-NBFGR, Lucknow and ARTU, Chinhhat, Lucknow colony both inside and at its main gates. The colony can be inspected on any day at any time.
9. That the contractor will submit the proof of having deposited the amount of ESI/Group Insurance and EPF contribution towards the persons deployed at ICAR-NBFGR, Lucknow and ARTU, Chinhhat, Lucknow in their respective manes before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount towards the bill for the current month will be withheld till submission of required documents.

10. The firm shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, the ICAR-NBFGR, Lucknow shall have the right to ask for their replacement without giving any reasons with or without receipt of a written communication, and the firm will have to replace such persons immediately. The guards should be able to communicate in Hindi and also in English if possible.
11. The contractor shall make payment of wages by Cheque/NEFT/RTGS to his personnel engaged by him by 7th of the following month in the premises of ICAR-NBFGR, Lucknow and ARTU, Chinhat, Lucknow in the presence of an officer designated for this purpose by the Competent Authority and there should not be any disruption in the performance of duties of deployed personnel. The wages should be according to Minimum Wages Act and other statutory Acts. The Competent Authority reserves the right to check periodically payment of wages made by the contractor to his/her security personnel deployed.
12. The Tenderer should fill the Financial Bid as indicated at Annexure 8 indicating the amount in absolute rupees as Service charges per guard. The ICAR-NBFGR, Lucknow will not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI/Group Insurance Uniform, Liveries etc.
13. The tender document duly signed on all pages must be submitted along with the technical bid, failing which the technical bid will not be considered at all.
14. The contractor will maintain register for making the attendance of Security Guards deployed by him, which can be seen/verified by the Caretaker on an authorized officer of ICAR-NBFGR, Lucknow.
15. The contractor shall issue Photo Identity Card to the personnel deployed in the Office/campus for performing security duties, which will be duly signed by him and displayed by him on their persons while they are in duty.
16. The contractor will discharge all his legal obligations in respect of the guards to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and will also comply with all the rules and regulations and provisions of law in force that can be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council/ICAR-NBFGR, Lucknow from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-NBFGR, Lucknow will be final and binding on the contractor.
17. The firm will be bound to follow all the rules and regulations, guidelines, etc. as per the Labour Acts prevalent in all Government of India organizations/institutes and amendments & modifications there on from time to time during the contract period.
18. TDS will be deducted from the payments.
19. Security guards deployed should not leave their points unless the reliever comes for shift duties. Security supervisor will maintain all the registers, which should be kept at main gate.
20. Security guard have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all building is locked properly. From 10:00 PM to 6:00 AM, one security supervisor must be on patrolling duly in the campus by rotation and while patrolling he should check all the buildings locks including pump houses.

21. Security guard should not give lenient or casual impressions in the duties and they should be alert and attentive. They should observe movement of all the staff, labourers and visitors etc. & the maintain the logs in the register for the same. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitor's registers. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guards on duty while coming inside and while going out also.
22. Proper entries are to be made while handing over key to any staff of the Institute and while taking over too. The security personnel should follow strict attendance and alternative arrangements are to be made by the firm whenever any Security Guards is intimated by the Caretaker/authorized representative of the Office.
23. Patrolling on the identified points as per mentioned in '**Annexure 8**' is to be carried out. The security staff should follow the Codal formalities of security system while on duty.
24. The Security personnel should ensure that proper gate pass is issued by the Competent Authority/Designated officer for the item taken out from the campus. In case of any doubts, they should immediately contact In-Charge (Security).
25. It will be the duty of the Security firm to keep entire campus of ICAR-NBFGR, Lucknow and ARTU, Chinhat, Lucknow free of stray dogs. Any misconduct/misbehavior on the part of security manpower deployed by the firm will not be tolerated and such persons must be replaced immediately.
26. Only those firms will be considered for financial bid, who will qualify in the technical bid. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-NBFGR, Lucknow on non-judicial stamp paper of ₹100/- for the security work.
27. ICAR-NBFGR, Lucknow reserves the right to verify authenticity of the documents/information provided by the firm.
28. **PENALTIES:** In case any complaint is received attributable to poor services/misconduct/misbehavior of any personnel deployed by the firm, a penalty of ₹2,000/- for each such incidents shall be levied and the same shall be deducted from the monthly bills produced by the firm. Further, the concerned agency personnel can be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Director, ICAR-NBFGR, Lucknow reserved the right to impose the penalty as detailed below:
 - a) A penalty of Rs. 1,000/- pre shift per guard will be imposed for not reporting to the duty by the security personnel if no substitute is provided.
 - b) For misbehavior such as, drunken state of the guard, not performing the duties attentively (found sleeping), a penalty of Rs. 1,000/- per such incident will be imposed.
 - c) For causing "damage to the public property" three times the market value of the damaged property will be charged.
 - d) For breach of any of the conditions of the contract: Termination of contract and forfeiture of performance security or a minimum penalty of ₹5,000/- per breach/incident as the case may be depending upon the violation by guards.
 - e) If security is not observed up to the satisfaction of the ICAR-NBFGR, Lucknow, a penalty of minor fine of ₹2,000/- per incident or a major fine of ₹5,000/- per incident will be imposed on the firm.

- f) The Security Personnel engaged by the firm/agency shall be well dressed in neat and clean uniform (including proper name badge), failing which a penalty of ₹1,000/- shall be deducted from the firm's/agency's bill in respect of habitual offender.
- g) For persistent breach or unsatisfactory service, the termination of contract will be done along with forfeiture of performance security and blacklisting.

29. Evaluation criteria for evaluation of Technical bids: The criteria for evaluation technical bids are detailed at Annexure 4 and 5.

Admin. Officer & Head of Office
ICAR-NBFGR, Lucknow

INSTRUCTION FOR ONLINE BIDS SUBMISSION

As per the directives of Department of Expenditure, this tender document is published on the GeM portal (<https://gem.gov.in>) The bidders are required to submit soft copies of their bids electronically on the GeM portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registration on the GeM Portal prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal.

More information useful or submitting online bids on the GeM Portal may be obtained at: (<https://gem.gov.in>)

REGISTRATION

1. Bidders are required to enroll on the e-procurement module of the GeM portal (<https://gem.gov.in>) by clicking on the link 'click here to Enroll'. Enrolment on the GeM portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and Mobile numbers as part of the registration process. These would be used for any communication form the GeM portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log in by entering their user ID/password and the password of the DSC/etoken.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the GeM Portal to facilitate bidders to search active tenders by several parameter. These parameters could include tender ID, organization name, location, date value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the GeM Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tender' folder. This would enable the GeM portal to intimate the bidders through SMS/emails in case there is any corrigendum issued to the tender documents.
3. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

1. Bidder should take in account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender documents carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the name and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be PDF/XLS/RAR/DWF forms. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents on by one as indicated in the tender documents.
3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instruction specified in the tender documents. The original should be posted/couriered/given in person to the tender processing section, latest by the last date of bids submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BoQ format has been provided with the tender documents to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Bidders are required to download to BoQ file, open it and complete the while coloured (unprotected) cells with the respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, he bidders should save it and submit it online. Without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The serve time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bid by the bidder, opening of bids etc. the bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The date entered cannot be viewed by unauthorized persons until the time of bid opening. The

confidentially of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date of time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Admin. Officer & Head of Office
ICAR-NBFGR, Lucknow

SCOPE OF WORK

Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFGR Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P. The ICAR-National Bureau of Fish Genetic Resources (ICAR-NBFGR), Lucknow requires the different type of trained Security Personnel for Security Services that are given below:

ICAR-NBFGR (Headquarter), Telibagh, Lucknow, U.P.					
S. No.	Security Duty Point	Requirement of security no. of guards			Total no. of Security guards.
1.	NBFGR Ring Road Main Gate	02 G	02 G	02 G	06 G
2.	NBFGR Back Devikhera Gate	01 G	01 G	01 G	03 G
3.	Laboratory Block/ Adm. Block	01 G	01 G	01 G	03 G
4.	Farm, Hatchery and campus patrolling	-	-	03 G	03 G
Total NBFGR HQ					15 G
NBFGR (ARTU) Chinhat, Lucknow					
5.	Office main Building and Patrolling	01 G	01 G	01 G	03 G
Total NBFGR (ARTU) Chinhat					03 G

* Security points may increase or decrease, depending on the actual requirement and will be made strictly on the need basis.

No. of work points are not fixed, these can increase or decrease depending upon the requirement of the Bureau.

Financial Bid

To,

The Director
ICAR-National Bureau of Fish Genetic Resources,
Canal Ring Road, P.O., Dilkusha, Telibagh,
Lucknow-226002

I/We wish to submit our Tender **FOR Providing Security Services with trained professionals Security Guards (armed/without armed) at ICAR-NBFG Headquarter, Canal Ring Road and ARTU Chinhat, Lucknow, U.P.** on the following rates:

Sl. No.	Item Description	Quantity	Basic Rate	EPF % Limited upto 15,000/-	ESIC % Limited upto 21,000/-	Total Amount per month (26 days)	Service Charge (per person per month in Rs. (not in percentage))
1.	2.	3.	4.	5.	6.	7.	8.
	Description						
1.	Without Arms Basic+VDA	1	637+344= 981/-	1800/-	682.50	27,988.50	To be filled in BOQ online
2.	With Arms Basic +VDA	1	693+372= 1065/-	1800/-	682.50	30,172.50	

* As per CLC wages of employment in Watch & Ward Sector Labour Act. Rate may be taken according to **1st April, 2025**.

** Basic/VDA rates will be revised from time to time as per updated circular of Government of India.

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

I/we have carefully read the terms and conditions of the tender and agree to abide by these in letter and whole spirit.

Signature

Under seal of the firm

Name & address of the firm

Telephone No.

Mobile No.

Note-Bids quoting 'Nil' charges will be treated as unresponsive bid and will not be considered at all.