

TENDER DOCUMENT

2026-2027

Security Services viz. "Regulation of Movement of Men, Material and Vehicles at the Entry and Exit Points of the Institute and Guarding of All Installations at Tower Testing & Research Station Campus, CSIR-SERC, Tirusoolam, Chennai"



CSIR - STRUCTURAL ENGINEERING RESEARCH CENTRE
CSIR Campus, Taramani, Chennai – 600 113.
☎ 2254 9231 / 2254 9100 / 2254 9102



सीएसआईआर-सरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
CSIR Road, Taramani, Chennai 600 113.

Declaration

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निविदाकार का हस्ताक्षर Signature of the Tenderer
निविदाकार का नाम व पता, कार्यालय के मोहर सहित
Name & Address of the Tenderer with Office Seal

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No. A2(1575)/2026/GI

Date: 12th August 2026

NOTICE INVITING TENDER

CSIR-SERC solicits **ONLINE** bids under **Two Bid System (Technical bid & Price bid)** to award the contract for Security Services viz. “Regulation of Movement of Men, Material and Vehicles at the Entry and Exit Points of the Institute and Guarding of All Installations at TTRS Campus, CSIR-SERC, Tirusoolam, Chennai” from registered and experienced contractors who have executed similar works satisfactorily during the last three years either in CSIR or in Government Departments / Public Sectors Undertakings / reputed private organizations through Central public procurement portal. **Offline quotations will not be accepted.**

S. No.	Name of Work	Estimated Value (Rs.)	Bid-Securing Declaration (Rs.)	Duration
1.	Security Services viz. “Regulation of Movement of Men, Material and Vehicles at the Entry and Exit Points of the Institute and Guarding of All Installations at Tower Testing & Research Station Campus, CSIR-SERC, Tirusoolam, Chennai”	225.50 Lakhs	Bid-Securing Declaration to be submitted* (Annexure I)	TWO YEARS

****Bids without Bid-Securing Declaration will be summarily rejected.***

The Contractor should have executed at least **one similar work** of annual value of **Rs. 90.20 lakhs (80% of EV per annum)** or **two works** of similar nature of annual value of **Rs. 56.37 lakhs each (50% of EV per annum)** or **three works** of similar nature of annual value of **Rs. 45.10 lakhs each (40% of EV per annum)** during last three years (**2023-24, 2024-25 & 2025-26**) in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR Labs. / Large Industrial / Educational Campuses / reputed private bodies along with **Work Completion Certificate as per Annexure VI.**

Similar work experience **“WILL NOT INCLUDE EXPERIENCE OF SECURITY SERVICES IN BANK ATM’S”.**

The works completed during last three years will be considered. Last three years shall be defined as financial years 2023-24, 2024-25 & 2025-26 respectively.

The prospective tenderers may satisfy themselves about the requirements by visiting TTRS, Tirusoolam, Chennai on any working day (Monday to Friday) between 10.00 am and 4.00 pm before the submission of bid.

The contractor should enclose **the Bid-Securing Declaration (Annexure I)** along with Tender Document. **Bids without Bid-Securing Declaration will be summarily rejected.**

The bid should be submitted in the GeM portal at <https://www.gem.gov.in> only. **No manual bids will be accepted.**

CSIR-SERC, Chennai may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on CSIR-SERC website www.serc.res.in/<https://www.gem.gov.in> at least three days in advance of date fixed for opening of tender. The bidders must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. Such addendum(s)/corrigendum(s), if any, is also to be submitted, duly stamped and signed along with the submission of the tenders. Any tender submitted without the addendum(s)/corrigendum(s), if any, is liable to be rejected.

If any information furnished by the contractor is found to be incorrect, they would be liable to be disqualified at any stage of tendering.

The Director, CSIR-SERC reserves the right to accept or reject any or all the tenders without assigning any reason thereof and his / her decision shall be final and binding.

Sd/-

Administrative Officer
CSIR - SERC

Schedule for Submission and Opening of Bids: -

Submission of bids	Due Date & Time
a) Technical Bid b) Price Bid	As per GeM Tender document
Opening of Technical Bid	
Opening of Price Bid henceforth called Price Bid will be opened for the technically successful bidders only.	To be informed later through GeM Portal

SCOPE OF WORK

The Schedule of work to be performed 'Round the Clock' by the Security Agency is as follows:

- a) To provide Security Unit in-charge / Supervisors / Trained Security Guards as per the directions / requirements of TTRS, Tirusoolam, Chennai.
- b) Every aspect of security for protection of all the installations and other materials, property of TTRS, Tirusoolam, Chennai, from theft and fire, pilferage, damage and encroachment etc., at TTRS, Tirusoolam, Chennai and report the same to the management and law enforcing authorities concerned wherever and whenever necessary.
- c) Regulation of entry of authorized persons and prevention of entry of unauthorised persons into the campus.
- d) Monitoring and assisting staff members in using bio-metric attendance machines installed in the campus.
- e) Guiding guests and visitors coming to TTRS, Tirusoolam, to their required place / person of visit.
- f) Detection/tracing of outsiders or employees in case of actual/attempted pilferages or theft and report such incidents to the competent authority immediately.
- g) Screening and recording of all incoming and outgoing persons/goods/materials and vehicles at the entrance / exit points of the TTRS, Tirusoolam.
- h) Prevent haphazard parking of vehicles inside the campus and assist in parking of vehicles in the place earmarked.
- i) Maintenance of proper record of temporary/permanent pass-out details.
- j) Issue of gate-pass to visitors and checking 'in' and 'out' passes for goods/materials.
- k) Proper check and maintenance of records with respect to supply of materials to TTRS, Tirusoolam, Chennai.
- l) Record and monitoring the movement of all contractual workers.
- m) Introduction and implementation of anti-theft measures.
- n) Liaison with local police authorities.
- o) Liaison with local fire-brigade officials in emergency.
- p) Carrying out any other security related task as may be allotted by the competent authority.
- q) Training of security personnel deployed shall be done periodically by the agency to keep them fit, alert and inculcate a sense of professionalism in accordance with The Tamilnadu Private Security Agencies Rules, 2008 (TNPSAR).
- r) Operation of security cameras / gadgets and monitoring the security of the campus using electronicsurveillance.
- s) Report of throwing of garbage/materials etc... affecting cleanliness / security of the campus should be reported immediately.

RESPONSIBILITIES OF THE SECURITY AGENCY

1. **The agency should follow all the guidelines issued by the Tamilnadu Private Security Agency Rules, 2008 from time to time.**
2. The Unit in-charge of the contractor will be responsible for overall security arrangement which will be monitored by the officer in-charge of the CSIR-SERC.
3. **Unit in-charge, Supervisors should be graduates and security guards must be SSLC passed.**
4. The Unit in-charge/supervisors/guards provided by the contractor should be trained, young, smart and well groomed with proper uniform and should be trained to extinguish fire with the help of fire extinguishing cylinder, sand and other firefighting materials available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities. They should also be skillful in handling wireless communication equipments. Training of security personnel deployed shall be done periodically by the agency to keep them fit, alert and inculcate a sense of professionalism.
5. It is mandatory that the personnel deployed by the contractor should have imparted quality training with regard to all aspects of security activities including class room and physical training as per TNPSAR 2008. The personnel deployed must perform 'March Past Parade' during Republic Day and Independence Day Flag hoisting ceremony. Further, they should also wear ceremonial dress during important occasions/*VIP visits*.
6. Guards deputed should be well versed with all the fire fighting equipments and extinguishers with its operation and maintenance in case of necessity and shall be deputed at site round the clock to use all the fire fighting systems in case of exigency of fire. The guards will assist in first aid within the premises if such a need arises.
7. One of the senior staff of the firm/contractor should be deputed for periodical night patrolling at least once in a week to ensure quality service of the work force supplied and also to check the performance of the security guards or as directed.
8. An Officer/manager/senior representative of the firm/contractor may be authorized to maintain regular contact with the institute with regard to security arrangements and improvement. The work will be carried out in accordance with the instructions given by the institute from time to time.
9. Entry of street-dogs and stray cattle into the premises is to be prevented. It should be driven out at once.
10. The guards on patrol duty should ensure that all the water taps, valves, water hydrants, etc. installed in the open places all over the premises are closed properly.

11. It should be ensured that flower plants, trees and grass lawns are not damaged either by the staff or by the outsiders or by stray cattle.
12. The security supervisor / guards are required to display matured and courteous behaviour, especially towards staff and visitors.
13. The supervisors/guards of particular shift will be off from the duty only after the supervisors/guards of the next shift report for duty. The shift/change will be after proper handing over / taking over formalities in the register provided for this purpose.
14. The reliever guard will attend duty during weekly off of other guard. Continuous duties in two consecutive shifts will not be allowed and the firm/contractor will provide relief as and when guard(s) remains absent, goes on leave or does not report for duty or for any other reasons.
15. The shift of the guards would be rotated once in three days and a roster would be maintained for proper check.
16. The night duty guards to be equipped with lathies, torches etc. or as directed.
17. The guards deployed should be able to screen the visitors.

PROPERTIES OF TTRS, CSIR-SERC:

Laboratory areas and all buildings and installations in the Campus including Guest house and Essential staff accommodation.

GENERAL INSTRUCTIONS TO BIDDERS

1. Bids are invited only from registered and reputed Security agencies. Proof for registration must invariably accompany the Technical – bid.
2. The Contractor should have license issued by the State Government of Tamil Nadu under the Private Security agencies (Regulation) Act and Tamil Nadu Private Security Agency Rules, 2008. *Non enclosure will lead to rejection of bids.*
3. The Contractor shall submit copy of labour licence(s) issued under the Contract Labour (Regulation and Abolition) Act 1970 from the competent authority for the works already undertaken.
4. The Security agency must be registered with GST, EPF, ESI authorities and have valid PAN Number. Copy of the GST, EPF, ESI registration and PAN Card must invariably be attached in the Technical bid. Non enclosure will lead to rejection of bids.
5. The Contractor should have executed **at least one** similar work of **annual value of Rs. 90.20 lakhs (80% of EV per annum)** or **two works** of similar nature of **annual value of Rs. 56.37 lakhs each (50% of EV per annum)** or **three works** of similar nature of **annual value of Rs. 45.10 lakhs each (40% of EV per annum)** during last **three years (2023-24, 2024-25 & 2025-26)** in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR Labs. / Large Industrial / Educational Campuses / reputed private bodies along with **Work Completion Certificate as per Annexure VI.**

The works completed during last three years will be considered. Last three years shall be defined as Financial years 2023-24, 2024-25 & 2025-26 respectively.

6. The wages shall be paid as per:
 - (i) Minimum wages declared by Chief Labour Commissioner (Central) for Security Supervisors and Security Guards and Unit in-charges
 - (ii) All the statutory charges like EPF, ESI, GST, Bonus and Festival leave of 9 days per annum etc., will be paid compulsorily as per the respective rates prescribed by the Competent Authority from time to time. Any changes in government levies / taxes shall be payable at actuals.
 - (iii) **Bidders should insure their contract workers in the entire contract period, in case of not eligible to contribute to the ESI scheme.**
7. The contractor should enclose the **Bid-Securing Declaration (Annexure I)** along with Tender document. Tenders submitted without Bid-Securing Declaration will be summarily rejected.
8. Declaration about fraud and corrupt practices to be executed by the bidder on Rs. 100/- stamp paper & attested by Public Notary / Executive Magistrate (**Annexure – II**). Non-disclosure will lead to rejection of bids summarily.
9. The Security Agency has to provide **Non-disclosure agreement in a separate sheet (Annexure-III)**. Tenders submitted without the said document will be summarily rejected
10. The Security Agency has to provide Self-declaration about “Whether the agency had ever been debarred by any court of Law or penalized by any Govt. / CSIR/ Private Organizations? If yes, than the Agency will be disqualified in the Technical bidding stage.” (**Annexure IV**)

11. If any relative of the bidder is an employee of CSIR-SERC, the name, designation and relationship of such employee shall be filled in the technical bid as per **Annexure V – Declaration of Relationship**. Tenders submitted without Self Declaration about relatives will be summarily rejected.
12. The prospective tenderers may satisfy themselves about the requirements by visiting the TTRS, Tirusoolam on any working day (Monday to Friday) between 10.00 a.m. and 4.00 p.m. before submitting their tender. (Contact Person: Head, TTRS / Security Assistant, TTRS- Tel 044-22545580). The cost of such visit shall be borne by the bidder. It shall be deemed that the security agency has undertaken a visit to TTRS and is aware of the operational conditions prior to the submission of the tender documents.
13. The Technical Bid and Price Bid must only be in the response format enclosed. Non-disclosure will lead to rejection of bids summarily.
14. The bidder shall submit full details of his /her ownership and control or, if the bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
15. Bidder must submit copies of all documents required, duly self attested along with technical bid of the tender.
16. Each bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his / her bid that no agent, middlemen or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no firm/contractor commission or any payment which may be construed as a firm/contractor commission has been or will be paid and that the tender price will not include any such amount. If CSIR-SERC subsequently find to the contrary, the CSIR-SERC reserve the right to declare the bidder as non compliant and declare any contract if already awarded to the bidder to be null and void.
17. Each bidder shall submit **only one tender** either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, the bids are liable to be rejected.
18. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender or submission of a tender not substantially responsive to the tender document in any respect will be at the bidder's risk and may result in rejection of the bid at the technical state. No interim clarifications/queries will be made. Technical bids will be finalised based on actual documents submitted.
19. The bidder shall not make or cause to be made any alterations, erasure or obliterations to the text of the tender document.
20. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Controller of Administration/ Administrative Officer.
21. In case the bidder has any doubt about the meaning of anything contained in the tender document, he/ she shall seek clarification from the Controller of

Administration/ Administrative Officer sufficiently well before submitting the bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidders and the Controller of Administration/ Administrative Officer shall be carried out in writing.

22. Except for any such written clarification by the Controller of Administration/ Administrative Officer before opening of technical bids which is expressly stated to be an addendum to the tender document issued by the office of the Controller of Administration/ Administrative Officer, no written or oral communication, presentation or explanation by any other employee of the CSIR-SERC shall be taken to bind or fetter the CSIR-SERC under the contract.
23. Bids and all accompanying documents shall be in English. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.
24. Bidders shall quote the rates in Indian rupees for the entire contract on a single responsibility basis such that the tender price covers contractors all obligations mentioned in or to be reasonably inferred from the tender document in respect of the security services at TTRS. This includes all the liabilities of the contractor such as cost of the uniform and identity cards of the personnel deployed by the security agency and all other statutory liabilities like minimum wages, ESI, EPF contributions, service charges, Income tax, TDS as applicable etc. which should be clearly stated by the security agency.
25. The number of manpower required shown in the bid is indicative and actual strength may vary in accordance with the needs of TTRS from time to time.
26. All bids shall remain valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances CSIR-SERC may request the bidder to extend the period of validity.
27. If any bidder withdraws his bid within the validity period (Validity Period = 90 days) or makes any modification in the terms and conditions of the bid which are not acceptable to CSIR-SERC without prejudice to any other right or remedy, be at liberty to take further action as deemed fit.
28. The tenderer should quote Service Charge in percentage (% - upto two decimals only). Price Bids received with service charges **less than to 3.85 % (Three-point eight five percent)** will be treated as **UNRESPONSIVE BIDS** and shall be rejected. The bidders have to quote only Service Charge rate and the Financial Assessment shall be made on the basis of rate of Service Charge only. Service charges quoted will be applicable on Minimum Wage, VDA, EPF, ESI, Bonus whichever is applicable. **In case service charges quoted by two or more agencies are same, L1 will be selected through GEM Procedure.**
29. Bid-Securing Declaration provisions will be invoked, if the Contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated in the work order. The security agency is expected to execute the required agreement, pay the security deposit and commence the work within five working days of issue of work order.
30. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under the law. Such action will result in rejection of bid, in addition to other punitive measures.

GENERAL TERMS AND CONDITIONS

1. The Contract is for a period of **TWO YEARS**.
2. On award of the contract, the security agency will be required to deposit an amount equivalent **5% (Five percentage)** of the Value of contract as Security Deposit as per Government of India guidelines in the form of Bank Guarantee/Demand Draft/ Fixed Deposit Receipt (Conditions apply) in favour of CSIR-SERC, Taramani, Chennai – 600 113 against loss/damage/unpaid wages, EPF subscription to contract employees of the security agency and for penalties for deficiency in service levied by CSIR-SERC. Validity of the Security Deposit must be atleast for two (2) months beyond the tenure of the contract. The security deposit will be refundable on expiry/termination of the contract period after all payments including bonus are paid to the employees of the contractor /security agency. Any loss/damage caused to TTRS, CSIR-SERC property / security cameras / gadgets during the currency of agreement would be recovered from the amount of security deposit.
3. If the security agency is a joint venture/consortium/group/ partnership of two or more persons, all such persons shall be jointly and severally liable to the CSIR-SERC for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/ partnership shall not be altered without the approval of the CSIR-SERC.
4. The security agency/ authorized signatory shall execute an agreement on a Non-judicial stamp paper worth Rs. 100/- before taking up the Contract, agreeing to abide by all the terms and conditions mentioned therein. (Model format enclosed).
5. The working hours for the personnel engaged under the Contracts would be 8 hours duration in any of the three shifts (6.00 AM to 2.00 PM, 2.00 PM to 10.00 PM and 10.00 PM to 6.00 AM) as may be required. The shift timings of eight hours duration are subject to change as per requirements of TTRS. Prolonged duty hours (more than 8 hours) shall not be allowed. The agency shall ensure that one sixth of leave reserve to be maintained. Normally no additional payment shall be made by CSIR-SERC to the security agency for double duty if any.
6. The contractor must be in possession of valid necessary licence under the Contract Labour (Regulation and Abolition) Act 1970 from the competent authority for similar work and obtain the same within a month of award of work for the work in TTRS.

CONDITIONS REGARDING MANPOWER

1. The indicative number of manpower required may be:
 - (a) Security Supervisor (Highly Skilled) – 3
 - (b) Security Guard (Skilled) – 21 (Reliever @ 1/6 for 18 SG)
2. The persons deployed by the security agency shall be employees of the security agency and in no case shall an employee and employer relationship between the said persons and CSIR-SERC will arise implicitly or explicitly. The security agency shall not subcontract the security work to any other firm/agency. The CSIR-SERC shall not be under any obligation whatsoever for providing employment to any of the worker of the security agency after the expiry of the contract.
3. Before the commencement of the contract and on execution of the agreement the necessary staff strength should be paraded before the CSIR-SERC authorities. Failure to do so shall lead to cancellation of contract and forfeiture of earnest money deposit.
4. The men deployed should be able to speak, read and write in English/Hindi and Tamil. Their age shall not be less than 21 years and not more than 45 years for normal persons and 55 years in case of ex-service men. Knowledge of Hindi or any other language will be advantage to the Institute. The personnel deployed should have undergone basic training of security in Observation, concealment, handling of fire fighting / wireless communication equipments and be able to identify the type of fire. The security agency shall preferably get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. The contractor should ensure that none of the deployed workers are permitted to use mobile phones during duty hours.
5. Personnel deployed at TTRS campus shall not be allowed to perform in any other site of the contractor additionally whether in the same capacity or otherwise till the contract period.
6. The security agency/contractor shall try to depute as many numbers of workers from the category of Ex-Servicemen/paramilitary not above the age of 55 years. The security agency may provide proof of Ex-servicemen and CSIR-SERC may get it verified on its own.
7. The antecedent of security staff deployed shall be got verified by the security agency from local police authority and an undertaking in this regard to be submitted to the CSIR-SERC shall ensure that the contractor complies with the provisions.
8. No regular retired employees of CSIR-SERC, Chennai shall be employed by the security agency either part time or full time.
9. The security agency shall have its own establishment/setup/mechanism/training institute to provide training aids at its own cost to ensure correct and satisfactory performance of its liabilities and responsibilities under the contract and submit reports of periodic training and skill imparted to this institute.
10. The Security agency should have round the clock control room service in Chennai along with quick response teams to deal with emergent situations. Details of contact persons and their mobile numbers should be provided.
11. The agency shall deploy its personnel only after obtaining CSIR-SERC's approval during submitting bio-data (viz., name, age, educational qualification, residential address, professional skills etc.) of their personnel, the CSIR-SERC shall be informed before commencement of contract.
12. The number of workers deployed by the security agency on any day shall not be less than what is mutually agreed to between the security agency and CSIR-SERC. If the agency fails to deploy adequate number of workers in any shift, upto 10% of wages or higher as decided by Director,

CSIR-SERC shall be effected from the bill or security deposit. The security of the TTRS cannot be compromised on any account due to shortfall of workers to be supplied by the security agency.

13. The security agency shall ensure that any replacements of the personnel, as required by TTRS for any reason specified or otherwise, shall be effected promptly without any additional cost to the Institute or Centre/CSIR-SERC. If the security agency wishes to replace any of the personnel, the same shall be done with prior concurrence of Controller of Administration/ Administrative Officer, CSIR-SERC at security agency's own cost.
14. A senior level representative of the security agency shall visit the premises atleast once-a-week and review the service performance of its personnel. During the weekly visit, the representative of the security agency will also meet the authorized officer of the TTRS for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed.
15. No staff deployed by the security agency should smoke, chew paan / Gutka or consume Liquor or be found in an inebriated state within the Campus. Non compliance may lead to suitable penalty/termination of contract.
16. As and when the TTRS requires additional security strength including Lady security guards on emergent basis or on temporary basis, the security agency will depute such security personnel under the same rates and terms and conditions. For the same, under normal circumstances, a notice of two days will be given by the TTRS. Similarly, if the security personnel deployed by the security agency or at any time found absent from duty or sleeping or found engaged in irregular activities, the Centre shall deduct the requisite amount at pro-rata rates from the bill of the security agency besides imposition of penalty for non-observance of the terms of contract.
17. The personnel will have to report to the security office, TTRS at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions and to complete all other required formalities. The personnel of the security agency shall be subjected to security checks and restrictions of CSIR-SERC.
18. The workers of the Security Agency shall be provided with uniforms which shall include pant and bush shirts (with baton strap) or as may be mutually agreed to, baton, beret with ceremonial headdress and lanyard, shoes, whistle and torches, gumboots, seasonal protective garments like Jersey Grey Coat in winter and raincoats during rainy season shall be provided by the Security Agency at its own cost. The Security Agency shall also provide ceremonial gear like Turban, White Belts, White Anklets etc., to be worn by the security personnel during special occasions/events as indicated by CSIR SERC.
19. The workers of the Security Agency shall be issued with proper name plate and identity cards by the Security Agency *as per TNPSAR 2008* on its own expense and the personnel are duty bound to display them while on duty. They should also produce the same if demanded by the CSIR-SERC authorities.
20. The personnel engaged have to be extremely courteous with pleasant manners in dealing with the staff / visitors / guests and should project an image of utmost discipline. The CSIR-SERC shall have right to have to any person moved in case of complaints or as decided by representative of the CSIR-SERC if the person is not performing the job satisfactorily or otherwise. The Security Agency shall have to arrange suitable replacement in all such cases.
21. Under the terms of their employment agreement with the Security Agency, the Security Staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Security Agency inside the premises of TTRS.
22. In case, if any of the workers deployed does not perform the duties to the required standards or engages in unlawful or disorderly or riotous behaviour the Security Agency shall take suitable action against the worker with intimation to CSIR-SERC. Suitable replacement should be provided immediately on demand by CSIR-SERC.

23. The Security Agency will be held responsible for the damages/ sabotage caused to the property of the CSIR Campus other than due to the riots/mob attack/armed dacoity or any other event of force majeure.
24. The Security Agency has to provide **Non-disclosure agreement in a separate sheet (Annexure-III)**. Tenders submitted without the said document will be summarily rejected.
25. The CSIR-SERC shall not be responsible for providing residential accommodation to any of the employee of the Security Agency.
26. All claims, which may arise due to the negligence of the persons deployed at CSIR-SERC (includes all types of charges/incidental/legal etc.) shall be borne by the Security Agency.
27. All liabilities arising out of accident or death while on duty shall be borne by the Security Agency.

CONDITIONS REGARDING PAYMENT

- 1 The Security Agency shall disburse the wages to its staff deployed in the TTRS, CSIR-SERC on or before 7th / 10th of every month. However, in case of ECS/Cheque payment documentary proof should be submitted to the satisfaction of CSIR-SERC. *Proof of total number of workers employed by the contractor should be submitted at the time of award of contract.*
- 2 The Security Agency must submit the bills in duplicate every month for effecting payment. The monthly bill will be settled within 10 working days from the date of receipt of the bill from the Security Agency, if the bill is in order. Payment will be made on monthly basis by ECS / cheque (in exceptional cases) drawn on State Bank of India, Taramani, Chennai in favour of the Security Agency. (Required details for ECS payment should be provided for in the bill.)
- 3 Income-tax (TDS) at the prevailing rate under Sec. 194C of IT Act (presently 2%) and GST – TDS or as framed by the Government of India from time to time will be deducted from the monthly bill of the Security Agency.
- 4 The Security Agency will have to provide proof of depositing employees contribution towards EPF/ESI, etc. of each employee in every month. Reimbursement of EPF and ESI shall be only on submission of relevant document of having deposited the same respectively to the satisfaction of CSIR-SERC. Bonus will be paid at the end of one year period or on termination of contract.
- 5 The TTRS, CSIR-SERC shall reimburse the Security Agency to the extent of the amount of variation arising out of the upward revision in Minimum Wages as per Minimum Wages Act 1948.
- 6 In the event of default being made in the payment in respect of wages of any person deployed by Security Agency for carrying out its contract and if a claim thereof is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of Labour Authorities, CSIR-SERC may, failing payment of the said money by the Security Agency, make payment of such claim on behalf of the Security Agency to the said Labour Authorities and any sums so paid shall be recoverable by the CSIR-SERC from Security Agency.
- 7 In case, any lapse in the work is noticed, it will result in penal deduction from the bills / security deposit of the Security Agency *upto 10%* of the monthly bill value or higher value whichever is more as decided by Director, CSIR-SERC.
- 8 If, as a result of post payment audit, any over payment is made in respect of any work done by the Security Agency or alleged to have done by the Security Agency under the tender, it shall be recovered by the CSIR-SERC from the Security Agency.
- 9 If any under payment is discovered, the amount shall be duly paid to the Security Agency by the CSIR-SERC.
- 10 Unpaid payment to Security personnel employed by the contractor can be reimbursed only within the period of contract, if the same has been paid to the individuals to the satisfaction of CSIR-SERC.

OTHER CONDITIONS

1. The Security Agency shall provide copies of relevant records (Wage register, employment card etc.) during the period of contract or otherwise even after the contract is over whenever required by the CSIR-SERC etc.
2. **All the columns in the Model Response Format shall be clearly filled in ink legibly or typed. No blanks should be left which would be otherwise made the tender liable for rejection.**
3. The Director, CSIR-SERC, Chennai 600 113, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Security Agency.

DECLARATION BY THE TENDERER

I/WE, declare that I/We have submitted tender for the work described in the tender after acquainting myself/ourselves fully with the details of work involved and after understanding the responsibility to be discharged by me/us under this contract and have read the complete tender very carefully.

SIGNATURE OF THE TENDERER

SEAL OF FIRM/COMPANY



सीएसआईआर-संरचनात्मक अ भयांत्रिकी अनुसंधान केंद्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE,
 CSIR Road, CSIR Campus, Taramani, Chennai-600 113

ESSENTIAL ELIGIBILITY CRITERIA

1.	Bid Security Declaration (Annexure I)
2.	Registration under The Tamilnadu Private Security Agencies (Regulation), Act 2008 as amended from time to time.
3.	Registration details with Labour licensing Officer / Labour Commissioner (for the works already carried out)
4.	GST registration
5.	EPF Registration
6.	ESI Registration
7.	Income Tax PAN
8.	More than 60 men on rolls on date of tender engaged in security services (List of employees on roll as on date of submission to be enclosed)
9.	The Contractor should have executed at least one similar work of annual value of Rs. 90.20 lakhs (80% of EV per annum) or two works of similar nature of annual value of Rs. 56.37 lakhs each (50% of EV per annum) or three works of similar nature of annual value of Rs. 45.10 lakhs each (40% of EV per annum) during last three years (2023-24, 2024-25 & 2025-26) in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR Labs. / Large Industrial / Educational Campuses / reputed private bodies along with Work Completion Certificate as per Annexure VI. The works completed during last three years will be considered. Last three years shall be defined as Financial years 2023-24, 2024-25 & 2025-26 respectively.
10.	Self-declaration about "Well-structured training facility with a qualified training Officer" in the letter head of Agency / firm.
11.	Declaration About fraud and corrupt practices to be executed by the bidder on Rs.100/- stamp paper & attested by Public Notary / Executive Magistrate (Annexure - II)
12.	Non-Disclosure Agreement (Annexure-III)
13.	Self-declaration about "Whether the agency had ever been debarred by any court of Law or penalized by any Govt. / CSIR/ Private Organizations? If yes, than the Agency will be disqualified in the Technical bidding stage." (Annexure IV)
14.	Self-declaration about "Whether any of the relative of the Agency is working in CSIR-SERC?" (Annexure V) If yes 1. Name of the relative, Designation 2. Nature of the relationship
15.	Local address proof Address proof of office/branch located in Chennai Viz. recent receipts of property tax/water tax/EB bill/landline telephone bill/Rental Agreement etc., in the name of the firm.

Bidders should meet all the above (Sl. No 1 to 15) listed eligibility criteria. Proof in the form of valid document should invariably be enclosed for all above eligibility criteria. **Non enclosure will lead to rejection of bids summarily.**

Bid submission in format other than the one by CSIR-SERC will be summarily rejected.



सीएसआईआर-संरचनात्मक अ भयांत्रिकी अनुसंधान केंद्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE,
 CSIR Road, CSIR Campus, Taramani, Chennai-600 113

Model Response format for Technical Bid

(“Regulation of Movement of Men, Material and Vehicles at The Entry and Exit Points of the Institute and Guarding of All Installations at TTRS Campus, CSIR-SERC, Tirusoolam, Chennai”)
 (This format is to be used in your letter head / stationery. The order in the format must be strictly adhered to. No rates must be quoted in the Technical bid. Bidder who quotes the rate in the Technical bid will be rejected as non-responsive. Tenderers are required to number **all the pages of the Technical Bid** in **BLACK/BLUE INK** and indicate the TOTAL page number below and append signature at the end of this response format.)

TOTAL PAGES OF TECHNICAL BID: _____

S. No.	TECHNICAL REQUIREMENT	Compliance details of the Contractor / Agency Yes or No	Please write the corresponding Page Number(s) of your Technical Bid for reference by CSIR-SERC
1.	Bid Security Declaration proforma (Annexure I)		
2.	Registration under The Tamilnadu Private Security Agencies (Regulation), Act 2005		
3.	Registration details with Labour Licensing Officer / Labour Commissioner (for the works already carried out)		
4.	GST registration certificate		
5.	EPF Registration No		
6.	ESI Registration No.		
7.	Income Tax PAN card Copy		
8.	More than 60 men on rolls on date of tender engaged in security services (List of employees on roll as on date of submission to be enclosed)		

S. No.	TECHNICAL REQUIREMENT	Compliance details of the Contractor / Agency Yes or No	Please write the corresponding Page Number(s) of your Technical Bid for reference by CSIR-SERC
9.	The Contractor should have executed at least one similar work of annual value of Rs. 90.20 lakhs (80% of EV per annum) or two works of similar nature of annual value of Rs. 56.37 lakhs each (50% of EV per annum) or three works of similar nature of annual value of Rs. 45.10 lakhs each (40% of EV per annum) during last three years (2023-24, 2024-25 & 2025-26) in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR Labs. / Large Industrial / Educational Campuses / reputed private bodies along with Work Completion Certificate as per Annexure VI. The works completed during last three years will be considered. Last three years shall be defined as Financial years 2023-24, 2024-25 & 2025-26 respectively.		
10.	Self-declaration about "Well-structured training facility with a qualified training Officer" in the letter head of Agency / firm		
11.	Declaration about fraud and corrupt practices to be executed by the bidder on Rs. 100/- stamp paper & attested by Public Notary / Executive Magistrate (Annexure-II)		
12.	Non-Disclosure Agreement (Annexure-III)		
13.	Self-declaration about "Whether the agency had ever been debarred by any court of Law or penalized by any Govt. / CSIR/ Private Organizations? If yes, than the Agency will be disqualified in the Technical bidding stage" (Annexure IV)		
14.	Self-declaration about "Whether any of the relative of the Agency is working in CSIR-SERC?" (Annexure V) If yes 1. Name of the relative, Designation 2. Nature of the relationship		
15.	Local Office Address Proof Address proof of office/branch located in Chennai Viz. recent receipts of property tax/ water tax/EB bill/landline telephone bill/Rental Agreement, in the name of the firm.		

[No columns to be left blank]

Place:
Date:

Signature of the bidder
Name & Address of the bidder
with Office Stamp



MODEL AGREEMENT FOR PROVIDING SECURITY SERVICES VIZ. "REGULATION OF MOVEMENT OF MEN, MATERIAL AND VEHICLES AT THE ENTRY AND EXIT POINTS OF THE INSTITUTE AND GUARDING OF ALL INSTALLATIONS AT TOWER TESTING AND RESEARCH STATION (TTRS) CAMPUS, TIRUSOOLAM, CHENNAI."

This AGREEMENT made on this _____ day of _____
_____ between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH,
a

Society registered under the Societies Registration Act and having its office at "Anusandhan Bhavan", Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART.

And

M/s _____ at _____
_____ (hereinafter referred to as "Contractor") of
the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the security viz., "Regulation of movement of men, material and vehicles at entry and exit points of the Institute and guarding of all installations" arrangement at CSIR-Structural Engineering Research Centre, Chennai, which are constituent units of CSIR (hereinafter referred to as CSIR-SERC") and whereas the Contractor has offered to provide security arrangement on terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR-SERC. The Contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS the TTRS, CSIR-SERC has agreed to award the contract of work of security arrangements and to keep a strict watch and ward of the land and properties of TTRS, CSIR-SERC campus.

AND WHEREAS the Contractor has agreed to furnish to the CSIR-SERC a security deposit of Rs. _____ (Rupees _____) by way of Bank Guarantee or Fixed Deposit Receipt.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR-SERC shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of providing security arrangements, the Contractor shall formulate the mechanism and duty assignment of Security personnel in consultation with Director, CSIR-SERC or his nominee. Subsequently, the Contractor shall review the security arrangement from time to time and apprise the Director, CSIR-SERC for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director, CSIR-SERC or the officer designated by the Director in this respect from time to time.
3. That the Director, CSIR-SERC or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons so deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the Contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the Contractor shall immediately withdraw and take suitable action against such persons on the report of the CSIR-SERC in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director, CSIR-SERC in case of any of the aforesaid acts on the part of the said person.

B. CONTRACTOR'S OBLIGATIONS

1. That the Contractor shall provide security and keep watch and ward of the land and properties of TTRS, CSIR-SERC as deemed fit by him in consultation with the designated Officer of the CSIR- SERC.
2. That for performing security duties, the Contractor shall deploy persons round the clock in eight hours shifts only. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. It is further agreed that the Contractor shall engage medically and physically fit persons not below 21 years of age and preferably below the age of 45 years and 55 years in respect of Ex-servicemen for security duties. Only properly trained security personnel of integrity and good conduct are to be deployed by the contractor.
3. That the Contractor shall submit details of the names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the TTRS, CSIR-SERC for the purpose of proper identification of the employees of the Contractor deployed at various points, he shall issue identity cards bearing their photographs/Identification, etc. and such employees shall display their identity cards at the time of duty.
4. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated officials of the TTRS, CSIR-SERC. As a safeguard against any dishonesty connivance and/or ulterior motive, the specimen signatures of the officials designated and authorize to sign the Gate Pass will be intimated in writing to the Contractor along with subsequent changes, if any. The Controller of Administration/Administrative Officer of the CSIR-SERC shall make suitable arrangement to

ensure compliance.

5. The Contractor shall report promptly to the Director/ designated officer of TTRS, CSIR-SERC any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets moveable and immovable of the TTRS, CSIR-SERC and if there is any loss to the TTRS, CSIR-SERC on account of dishonesty, and/or due to any lapse on the part of the Contractor or his worker, the Contractor shall make good on demand the loss to the TTRS, CSIR-SERC.
6. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to the TTRS, CSIR-SERC and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965, The Minimum Wages Act, 1948 Employer's Liability Act, 1938, Employment of Children Act, 1938, Interstate Migrant Workmen Act 1979 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the TTRS, CSIR-SERC indemnified from all acts of omissions, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the TTRS, CSIR-SERC shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments and/or from Security deposit.
7. That the Contractor shall submit the proof of having deposited that amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at TTRS, CSIR-SERC's buildings in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.
8. That the Contractor shall particularly abide by the provisions of Minimum Wages Act, 1948 with Rules 1950 framed there-under, as amended from time to time. The contractor shall pay monthly wages to his workers at the rate of minimum wages fixed by the Central government or the State Government whichever is higher.
9. That the Contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of TTRS, CSIR- SERC.
10. That the Contractor shall make the payments of wages, etc. to the persons so deployed in the presence of representative of the TTRS, CSIR-SERC by 7th/ 10th of every month and shall on demand furnish copies of wages register/muster roll, etc. to the TTRS, CSIR-SERC for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the TTRS, CSIR-SERC in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publications of scale of wages, and terms of employments, inspection and

submission of periodical returns.

11. That the uniforms supplied by the Contractor at his own cost to the persons deployed for this work shall include army cut, anklets, ankle boots, web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches etc. The seasonal equipment such as Jerseys, grey coats in winters and rain coats in monsoon shall also be provided by the Contractor at his cost and CSIR-SERC shall have no liability whatsoever on this account. The uniform shall be approved by the Director, CSIR- SERC.
12. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of the TTRS, CSIR-SERC. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishments Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time of furnishing any information, or submitting of filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director, CSIR-SERC a sum as may be claimed by the CSIR-SERC.

In addition, the Contractor shall have the functional obligations detailed in Annexure B

C. CSIR-SERC'S OBLIGATIONS:

- 1 That in consideration of the services rendered by the Contractor as stated above, he shall be paid actual eligible / agreed wages on monthly basis. Such payment shall be made *within 10 working days* on the basis of the bills raised by the Contractor and duly certified by the officer designated by TTRS, CSIR-SERC in this regard.
- 2 That the aforesaid amount has been agreed to be paid by CSIR-SERC to the Contractor.
- 3 That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the CSIR-SERC to the Contractor.
- 4 That the CSIR-SERC shall reimburse the amount of GST, if any, paid by the contractor to the authorities on account to the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.
- 5 The security deposit will be refunded to the contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.

D. INDEMNIFICATION

- 1 That the Contractor shall keep the CSIR-SERC indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case the CSIR-SERC is made party and is supposed to contest the case, the CSIR-SERC will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR-SERC on demand. Further, the Contractor will ensure that no financial or any other liability comes on the TTRS, CSIR-SERC in this respect of any nature whatsoever and shall keep the TTRS, CSIR-SERC

indemnified in this respect.

- 2 That contractor shall further keep the CSIR-SERC indemnified against any loss to the TTRS, CSIR-SERC property and assets. The TTRS, CSIR-SERC shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

E. PENALTIES / LIABILITIES

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
2. That if the Contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of officer authorized by the Director, CSIR-SERC in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.
3. The Security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and / or loss / damage if any, sustained by the Laboratory / Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by Contractor.

F. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force **w.e.f** _____ and shall remain in force for a period of two years.
2. That this agreement may be terminated on any of the following contingencies:
 - a) On the expiry of the contract period as stated above
 - b) By giving one month's notice by CSIR on account of
 - for committing breach by the Contractor of any terms and conditions of this agreement
 - on assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the TTRS, CSIR-SERC.
 - c) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the Contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature in TTRS, CSIR-SERC.

G. ARBITRATION

In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi adjudicate the dispute.

The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give

interim award(s) and/or directions, as may be required.

Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of
Council of Scientific & Industrial Research,
Anusandhan Bhavan, Rafi Marg,
New Delhi-110001

For and on behalf of The Contractor _____

WITNESS

- 1.
- 2.

Proforma for Bid-Securing Declaration Form*(In the letter head of Agency / firm)*

To

The Director,

CSIR-Structural Engineering Research Centre (SERC),

Taramani, Chennai - 600113.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- (a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature of the Tenderer(s)

Name:

Dated:

Seal:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

(To be executed by the bidder on Rs. 100/- Stamp paper & attested by
PublicNotary/Executive Magistrate)

We certify that during the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- (a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State;
- (b) We have taken steps to ensure that in conformity with the provisions against Corrupt Practices and no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of the community.
- (d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- (e) We certify that, we are remitting statutory dues/ taxes regularly to Government and no default was made in this regard.
- (f) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature of authorized person
Name & Designation with office Seal

NON DISCLOSURE AGREEMENT

(In the letter head of Agency / firm)

We hereby declare that we or our employees will not divulge or disclose any information sensitive or otherwise of any nature to anybody/ third party.

We understand that we will be solely and wholly responsible for the legal damages arising out of such disclosure.

Signature of the contractor(s)

DECLARATION

(In the letter head of Agency / firm)

I/We state/declare that

- a) I/We are not involved in any litigation that may have any impact on the delivery of service, as required under this tender.
- b) I/We are not blacklisted/ debarred by any CSIR/Govt. Department/Public sector undertaking autonomous bodies
- c) I/We do not have any complaint pending against us with any statutory body.
- d) I/We do not have any police case pending against me/us.
- e) I/We have not furnished any false/wrong information at any stage and have not suppressed any fact.
- f) I/We certify that, we are remitting statutory dues/taxes regularly to ESIC / EPFO / Government and no default was made in this regard.
- g) We further certify that no investigation by any regulatory is pending against us.

Yours faithfully,

(Signature of the CONTRACTOR)

Place: _____

Name: _____

Date: _____

Designation: _____

Address: _____

Seal: _____

DECLARATION OF RELATIONSHIP*(In the letter head of Agency / firm)*

I/We (Name) _____ who is working as CONTRACTOR / Partner / Sole Proprietor (**Strike out word which is not applicable**) of the (firm) Name _____ Address _____ do hereby solemnly affirm and declare that **NO RELATIVES (S)** is / are working in any CSIR Laboratories / Institute or CSIR-SERC, Chennai.

(OR)

I/We (Name) _____ who is working as CONTRACTOR / Partner / Sole Proprietor (**Strike out word which is not applicable**) of the (firm) do hereby solemnly affirm and declare that Sri/Smt./Dr. _____ Designation _____ at CSIR-SERC, Chennai or CSIR employee at _____ Laboratories / Institute located at is my relative.

Signature with date and seal of the tenderer**Strikeout whichever is not valid***Relative(s) may be the following list person:**

[NOTE : A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu Undivided Family (HUF), or (b) they are husband and wife, or (c) the one is related to the other in the following manner : Father, Mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's Father, Son's son(s), Grandson's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

WORK COMPLETION CERTIFICATE

Name & Address of the client :

Details of works executed by :

1.	Name of work with brief particulars	
2.	Agreement No. and date	
3.	Date of Commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of Compensation	
7.	Tendered Amount	
8.	Contract Value per annum	
9.	Name and address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11.	(i) Quality of work (indicate grading) (ii) Amount of work paid on reduced rate basis if any	
12.	(i) Did the contractor go for arbitration? (ii) If yes, total amount of claim (iii) Total amount awarded	
13.	Comments on the capabilities of the contractor (a) Technical Proficiency (b) Financial Soundness (c) Mobilization of manpower, T&P (d) General behavior	

This certificate is issued without any obligation and liability on the part of

.....

Authorised Signatory

Name:

Date:

Place:

Designation:

Address:

Seal / Stamp: