

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

53 UNIVERSITY ROAD, LUCKNOW- 226007

Tender No. BSIP/W&B/Security/2020-21

TENDER FORM

FOR

SECURITY SERVICES



IN THE

**BIRBAL SAHNI INSTITUTE OF
PALAEOSCIENCES**

Campus at

LUCKNOW-226 007

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

53, UNIVERSITY ROAD, LUCKNOW -226 007

(An Autonomous Institution under the Department of Science & Technology, Government of India)

NOTICE INVITING TENDER

Sealed tenders are hereby invited for rendering security services at the Birbal Sahni Institute of Palaeosciences, Lucknow Campus and Residences of the Director and the Registrar at Lucknow from Security Agencies/Registered Contractors with competent authority to work as Contractor under the provisions of Contract Labour (Regulation & Abolition) Act 1970. The Contractor should have at least 05 years working experience of rendering security contracts in Central/State Government Departments and **central autonomous bodies** Scientific/National/CSIR Laboratories, Public Sector Undertakings of the Government of India and Nationalized Banks having a minimum annual 75% of the estimated cost of this Tender per year for the last Five years. The estimated cost of the contract for BSIP Campus and residences of the Director and the Registrar at Lucknow is detailed below:

Institute	Total Land Area	Estimated cost of contract	Earnest Money
1- BSIP Campus, 53, University Road, Lucknow	4 Acres	Rs. 60,00,000/-	Rs.3,00,000/-
2- Director's Residence at Lucknow			
3- Registrar's Residence at Lucknow			

Trained Guards are required to be deployed for security work. Tenders should be submitted for all the above places. The tender documents can be downloaded from 25th March,2020 to 16th April, 2020 from the Institute website www.bsip.res.in. Those who download the tender documents from website should enclose an additional DD of Rs. 2360/- (**Rupees Two Thousand three hundred sixty only**) **in favour of Director, BSIP,Lucknow INCLUDING 18% GST** which is non-refundable through Demand Draft only of a **Nationalized Bank** or **any scheduled commercial bank** . The tender money in the form of cheque or cash will not be accepted.

The tenderers are required to show proof of the following for getting the tenders :- (a) Registration with the Competent Authority. (b) Registration as Contractor under the provisions of Contract Labour

(Regulation & Abolition) Act. 1970. (c) Experience of Security work of **Five years** and (d) Certified copy of last 05 years Income Tax Clearance Certificate and PAN/TAN Card.

The tender should be submitted in double sealed cover mentioning on the outer envelope "Tender for Security Contract due on 16th April,2020 and be addressed to the Registrar, Birbal Sahni Institute of Palaeosciences, 53, University Road, Lucknow 226 007 and reach BSIP before 1700 hrs on or before 16th April,2020.

The tender has to be submitted in Technical Bid and Commercial Bid separately. The **bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Security Services"**. The tender should be accompanied with Earnest Money of Rs. 3,00,000/- through Demand Draft in favour of the Director, BSIP, Lucknow without which the tender will not be entertained. The Technical Bid will be opened on next day i.e. on 17.04.2020 at 11.00 hrs in the Committee Room of the Institute in the presence of tenderers present (if any). The Commercial Bid of those tenderer who qualify in the Technical Bid will only be opened later. The Commercial Bid has to be as per **latest rules in vogue**.

The BSIP will award the contract to the successful bidder whose bid has been determined to be substantially responsive & best evaluated bid provided that bidder is found eligible in technical criteria. The financial bids of only technically qualified bidders will be opened and the lowest quoting firm/agency will be awarded the contract. Incase more than one bidder quotes the same service charge, then the bidder having maximum number of work orders in the government sector pertaining to supply of guards (not less than 15 nos. of guards in each work order) will be reckoned as L1 (work order pertaining to supply of guards with respect to security will not be applicable) and the instructions, if any, issued by the Government of India in this regard will be followed accordingly. A list of L1,L2,..... will be prepared accordingly.

The Director, BSIP, Lucknow reserves the right to reject any or all the tenders without assigning any reason whatsoever.

Any future clarifications and/or corrigendum(s) shall be communicated through BSIP on the Institute website www.bsip.res.in.

REGISTRAR

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

UNIVERSITY ROAD, LUCKNOW -226 007

(An Autonomous Institution under the Department of Science & Technology, Government of India)

TENDER FORM

1. Name of the Contractor :

2. Correspondence Address :

3. Phone/Fax/e-mail :

4. Registration Licence Number :
(Under CL (R&A) Act 1970)
(Please enclose attested photocopy of the Registration)

5. EPF A/C No. and Year of Registration :
(Please enclose attested photocopy of the Registration)

6. ESI A/C No. and Year of Registration :
(Please enclose attested photocopy of the Registration)

7. GST No and Year of Registration :
(Please enclose attested photocopy of the Registration)

8. Details of Earnest Money attached

- a) Amount
- b) DD No.
- c) Name and Branch of Bank

9. Details of experience of 05 years for rendering security services in Central/State Government Departments and **central government autonomous bodies** Scientific/National/CSIR Laboratories, Public Sector Undertakings of the Government of India and Nationalized Banks having a minimum annual 75% of the estimated cost of this Tender per year for the last three years i.e.Rs. 40,00,000/- each work order.

S No	Date of commencement of work Contract	Date of completion of work Contract	Name of the Organization	Annual cost of the Contract

(Attach documentary proof of above works)

10. Income-Tax Return of last 05 Yrs.

(Please attach attested copy)

11. **Performance Certificate from the present client**

(Please attach attested copy)

SIGNATURE AND SEAL OF THE CONTRACTOR

TERMS AND CONDITIONS FOR SECURITY SERVICES

1. Sealed tender should be submitted to the Registrar, Birbal Sahni Institute of Palaeosciences, Lucknow to be received by registered/**speed post/by hand and courier services**.
2. The outer envelope should be superscribed "Tender for Security Contract".
3. The Contractor shall furnish an attested copy of Registration Certificate that **she/he** is registered under the provision of Contract Labour (Regulation & Abolition) Act 1970.
4. Attested copies of experience certificate given by Organizations/Undertakings where the Contractor has provided similar services during the last five years must be attached. The certificate should be signed by the Head of the Administration where the Contractor has provided the services. **The signatures should be legible along with name and contact details like telephone numbers, mobile number and email ID**. The original certificates have also to be shown before award of the Contract.
5. For Partnership firms, a certified copy of the Partnership Deed may be furnished.
6. Certified copy of the last 05 years Income Tax **return** in the prescribed proforma issued in the name of the Firm should be enclosed with the Tender and PAN Card of the **Contractor**.
7. Demand Draft for Rs. 3,00,000/- (Rupees Three Lakh only) in favour of the Director, Birbal Sahni Institute of Palaeosciences, **payable at Lucknow** towards requisite Earnest Money will have to be furnished along with Tender.
8. Each page of the tender document submitted by the Contractor should be stamped and signed by the Contractor. **Along with copies of relevant documents**.
9. In addition all terms and conditions mentioned in the model agreement attached 'and marked as Annexure —B of Technical Bid will be applicable.
10. One month minimum notice period will be given to the Contractor for commencing the work.
11. The Contractor will make his/her own arrangement of accommodation for all security personnel employed by him/her without any cost on the part of the Institute.
12. The Contractor will ensure that the Security personnel employed by him/her are trained in fire fighting, first-aid, the possible fire hazard and arranging for rescue operations, if any. The Contractor will also ensure that the Guards employed by him/her have workable knowledge in English and Stores Identification so that it may be possible for them to check the incoming and outgoing materials against the relevant Gate Passes.

The Legal proceedings for omission/deficiencies in service will be subject to exclusive jurisdiction of the courts in Lucknow only.

13. The deployment of security personnel will be as follows :
 - a) 11 security personnel at the Institute (4 in first shift, 4 in second shift and 3 in third shift).
which one armed guard round the clock and one lady guard in day duty only. (The duty hours of the lady guard is 9.00 AM to 5.00 PM only).
 - b) 3 security personnel at the Director's Residence (one each in first, second and third shifts).
 - c) 3 security personnel at the Registrar's Residence (one each in first, second and third shifts).
14. On award of the Contract, the Contractor shall deposit with the Institute FDR/Pay Order/Bank Guarantee issued by a Scheduled Bank in favour of the Director, BSIP, Lucknow in specified form for a sum 10% (ten percent) of total value of the contract as Security Money which should be valid for the duration of the Contract. The Security Deposit will not carry any interest. The performance Security shall remain valid for a period of sixty days (60 days) beyond the date of completion of all contractual obligations. The Security Money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of Contractor.
15. Payment on monthly basis will be made by RTGS/Cheque after the service has been rendered Satisfactorily during the preceding month.
16. Income Tax as per rules will be deducted from each bill of the Contractor.
17. The Security and Earnest Money will be refunded to the Contractor, after the expiry/termination of the Contract.
18. The payment for the last month of the Contract will be made only after receiving a NO DUES CERTIFICATE from the Administration and Accounts Sections of the Institute.
19. A Character Certificate which should not be of a date more than 3 months preceding the date of submission of Tender to be signed by District Magistrate of the District to the effect that the tenderer or in case of partnership any of the Partner, whose name (s) find place in registration documents have no criminal record.
20. The Firm/agency should not have been blacklisted by any Central/State Government/Autonomous Body/PSU/ or any other organization. (Affidavit to be submitted with technical bid).
21. The persons/guards provided by the agency/firm shall not claim any benefit/ compensation/ absorption/ regularization of the services in BSIP. An undertaking from the person to this effect will be required to be submitted by the firm/agency to BSIP.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISED 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 BSIP 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, BSIP or his nominee. Subsequently, the Contractor shall review the security arrangements from time to time and advise the Director of the BSIP for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him/her by the Director of the BSIP or the Officer designated by the Director in this respect from time to time.
3. That the Director, BSIP 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/her are doing their duties.
4. That in case any of the persons so deployed by the Contractor does not come up to 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 BSIP in this respect. Further the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the BSIP/Residents 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 as deemed fit by him/her in consultation with the BSIP.
2. That for performing security duties, the Contractor shall deploy persons round the clock in eight hours shift 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 below the age of 48 years for security duties. Persons so engaged for security shall be from amongst the **trained guards** of integrity and good conduct.
3. That the Contractor shall submit details of the names, parentage, residential address, date of birth, etc of the persons deployed by him/her in the premises of the Institute and residence for the purpose of proper identification of the employees of the Contractor deployed at various points, he/she 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 BSIP, to be taken out of the premises without a Proper Gate Pass signed by the designated Officials of the BSIP. As a safeguard against any dishonesty connivance and/or ulterior motive, the specimen signatures of the Officials designated and authorized to sign the Gate Pass will be intimated in writing to the Contractor along with subsequent changes, if any. The Registrar of the BSIP shall make suitable arrangement to ensure compliance.
5. The Contractor shall report promptly to the BSIP 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 movable and immovable of the BSIP/Residences and if there is any loss to the BSIP/Residence 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 BSIP /Residents.
6. That the Contractor shall at his/her own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to BSIP 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 and/or any other Rules/Regulations and/or Statutes that may be applicable to them and shall further keep the BSIP indemnified from all acts of omission, 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 ful fill 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 BSIP 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, demand, loss or injury from the Contractor's monthly payments, Security Deposit or from his Estate and Property.
7. That the Contractor shall submit the proof of having deposited that amount of contribution claimed by him/her towards GST and on account of ESI and EPF of the persons deployed at BSIP/Residences of the Director and the Registrar in their respective accounts before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount claimed towards ESI and 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 on the rates, terms and conditions as approved by the Government of India.

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 BSIP/Residents.
 10. That the Contractor shall make the payment of wages, etc to the persons so deployed and shall on demand furnish copies of wages register/muster roll, etc to the BSIP for having paid all the dues to the persons deployed by him/her 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 BSIP 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 employment, inspection and submission of periodical returns.
 11. The security guards deployed in BSIP in proper uniform. The uniforms supplied by the Contractor at his/her own cost to the persons deployed for this work shall include black boots, leather belt, baton, whistle, loaded torches, etc. The seasonal equipment such as jerseys, great coats in winters and rain coats in monsoon shall also be provided by the Contractor at his cost and BSIP shall have no liability whatsoever on this account. The uniform shall be approved by the Director of the BSIP and may ask to change the uniform if required.
 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 BSIP. The contractor/security shall be responsible for co-ordination with law enforcement agencies, local police etc.,
 13. The Contractor shall deploy his/her 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 Establishment 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 or furnishing any information or submitting or filling 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 of the BSIP sum as may be claimed by Residents/BSIP.
- 14 (a). That the Contractor shall presently provide Security Guards for performing duties in the premises of the Institute as detailed below:
- (i) Checking of unauthorized entrance and maintenance of various Gate Registers and making of Gate Passes.
 - (ii) Checking of in-coming/out-going materials and vehicles at the Gate.

- (iii) Checking of losses of the Institute's property from loot/theft and burglary including wastage of water, electricity, etc. in the premises.
- (iv) Maintaining of full coordination with the Guest House of the Institute related to visits of outsiders.
- (v) Attending to the phone calls coming at the Gate.
- (vi) Maintaining of the timings of the employees of the Institute for their coming and going before, during and after working hours and holidays or as may be directed.
- (vii) Assisting the Authorities of the Institute in the hour of strikes or employees unrest and public mob.
- (viii) Assisting to provide first-aid as and when needed at the Institute.
- (ix) Assisting in fire-fighting and the cleaning of fire safety equipments in the premises.
- (x) Escorting/protecting VIPs staying in the Institute Campus or outside.
- (xi) Escorting/protecting the employees of the Institute carrying cash for the business of the Institute.
- (xii) Any other duties as assigned under the order of the institute in relation to security arrangements.

14 **(b)**. That the Contractor shall provide Security Guards for performing duties at the residences as per directions of the residents.

15. That the shift timings shall be as follows:

- i) First Shift 0600 hours to 1400 hours
- ii) Second Shift 1400 hours to 2200 hours
- iii) Third Shift 2200 hours to 0600 hours

C. BSIP'S OBLIGATIONS

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid within 15 days of the production of separate bills of wages of Security Guards, service charge etc. duly certified by the Officer designated by BSIP in this regard.
2. That the payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Government from time to time shall be payable by the BSIP to the Contractor.
3. That the BSIP shall reimburse the amount of GST, if any, paid by the Contractor to the Authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor.

D. INDEMNIFICATION

1. That the Contractor shall keep the BSIP 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 primarily responsibility of the Contractor to contest the same. In case BSIP is made party and is supposed to contest the case, the BSIP will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the Contractor to BSIP on demand. Further, the Contractor shall ensure that no financial or any other liability comes on BSIP in this respect of any nature whatsoever and shall keep BSIP indemnified in this respect.
2. The Contractor shall further keep the BSIP indemnified against any loss to the BSIP/Residence property and assets. The BSIP 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. In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, BSIP shall make alternative arrangement to do it and the difference of cost incurred by BSIP thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by BSIP shall also be levied and recovered.
2. The Contractor shall disburse salary to its deployed manpower, if any, latest by 7th of every month, failing which penalty of Rs.5000/- per day will be imposed upto 15th of the month and on delay beyond 15 days contract shall liable to be terminated. In case the Contractor fails to make the payments by the stipulated date and time, the Contract is liable to be terminated and the Contractor is liable to be blacklisted and Security Deposit / Performance Bank Guarantee submitted by the Contractor shall be forfeited and Bank guarantee will be cashed. Further, the payments due to the agency shall also be forfeited

incase the Contractor fails to make payments. Under such circumstances, the Client will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

3. Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the Client, especially under the supervision of the Contractor's Supervisor, it will be brought to the notice of Contractor by the Client and if no action is taken immediately, penalty of Rs.5000/-per day per complaint will be imposed by invoking penalty clause.
4. The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower. If the required number of manpower is less than specified number as mentioned in the contract, a penalty of Rs.1000/-per absentee per day shall be deducted from the bill(s).
5. In case the Contractor fails to fulfill the minimum statutory requirements (ESIC/EPF etc.) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.
6. In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the Client shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contractor from the security deposit or may be demanded from him to be paid within seven days to the credit of the Client.

F. REVISION OF RATE. Effect of revision of Minimum Wage as per Govt. notification will be considered with its pro-rata effect subject to submission of application along with notification by the Agency/Contractor.

G. TAXES, DUTIES AND LEVIES

All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the Agency/Contractor

H. COMMENCEMENT AND TERMINATION

1. This Agreement shall come into force w.e.f. _____ and shall remain in force for a period of one year. This Agreement may be extended on such terms and conditions as are mutually agreed upon for another 2 years on yearly basis on the same terms and conditions.

2. 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 BSIP on account of:
 - i) for committing breach by the Contractor of any of the terms and conditions of this Agreement.
 - ii) On assigning the Contract or any part thereof to any Sub-Contractor by the Contractor without written permission of the BSIP.
- 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 for BSI P.

I. ARBITRATION

1. In the event of any question disputed/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 the sole arbitration to Director BSIP or his nominee.
2. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, BSIP shall appoint another person to act as Arbitrator in place of the out-going arbitrator in accordance with the terms of this Agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Director, BSIP shall mean and include an Acting/Officiating Director of BSIP, or any person assigned to look after the duties of Director BSIP.
4. The Arbitrator may give interim award(s) and or directions, as may be required.
5. 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 The Contractor

Director

For and on behalf of BSIP Lucknow.

WITNESS

1 .

2.

Questionnaire for Security Arrangements at BSIP

Q.1 What shall be the protocol for rendering security services for an Institute consisting of laboratories, chemical stores, laboratory with sophisticated instruments?

Reply.....
.....

Q.2 How would you handle unauthorized person's presence in the campus/ trespassing?

- a) During day duty hours
- b) During holiday and off duty hours

Reply a).....
b).....

Q.3 How would you handle person seeing facilitated/forcible entry into the Campus?

Reply.....
.....

Q.4 How will you handle/ take action in case of outbreak of fire in the building like

- a) Laboratory
- b) Chemical stores
- c) Other buildings

Reply a).....

b).....

c).....

Q.5 How would you handle security at vehicle parking areas?

Reply

.....

Q.6 Do you have an exigency plan to meet a situation of natural calamity like earthquake and floods?

Reply

.....

Q.7 How would you handle a power break down situation in off duty hours at sensitive laboratory/area?

Reply

.....

Q.8 What will be your system of emergency arrangements on roaster management of rolls?

Reply

.....

Q.9 How will you ensure proper security arrangement and discipline of the guards in the Campus?

Reply

.....

Q.10 In case an Official Guest of BSIP arrives to stay at Institute Guest House (situated within the Campus), how would you ascertain his credentials, what action your security person will initiate in case of any doubt, keeping the protocol norms intact?

Reply

.....

Q 11. How will you ensure that all rooms, labs etc are properly closed after Office hours?

Reply

.....

Q12. How will the key-board will be managed?

Reply

.....

Q13. How will you ensure security of the material inside the rooms and labs?

Reply

.....

Q14. How will you ensure the safety of the Institute and its employees?

Reply

.....

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

Name of the Contractor				
Address in full (with Phone No.)				
Registration Licence Number & GST Regn No.				
S.no.	CATEGORY	Unit Rate	Unit RateX17	Remarks if
1	Security Guards One armed guard 01 Sixteen guards without armed 16 (including one lady guard)			
2	ESI charges			
3	EPF charges			
4	Bonus			
5	Weekly off			
6	TOTAL			
7	Service charges per month in percentage (%)			
8	GST 18%			
9	Any other Charges if applicable			
10	Total Amount in words and Figures both(in Indian Rupees)			

53, UNIVERSITY ROAD, LUCKNOW -226 007

DECLARATION

I/We undertake to abide by the terms and conditions of the Security Services arrangement. The Persons to be deployed in BSIP and its Officer's residences for Security Services shall be on the rolls of Contractor and shall be the employees of the Contractor.

I/We also under take to execute the necessary agreement before commencement of work, if awarded.

SIGNATURE AND SEAL OF THE CONTRACTOR