

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
O/o THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN, PUDUCHERRY**

No.2113/AGRI/ADA(H)/BG/eT/2022-23 /13

Date: 07.04.2022

To

The Web Master,
Department of Agriculture & Farmers Welfare,
Puducherry.

Sir

Sub: Agriculture – ADA (Horti.) – Calling of e-Tender for engagement of security services at Botanical Garden, Puducherry, OCN Madagadipet and Govt. Nursery, Lawspet, Puducherry during 2022-23 – Uploading the Notice Inviting Tender in the Department website – Requested – Reg.

With reference to the subject above, I am to request you to upload the Notice Inviting Tender towards engagement of security services at Botanical Garden, Puducherry, OCN Madagadipet and Govt. Nursery, Lawspet, Puducherry during 2022-23, in our Department website (<https://agri.py.gov.in>)

Yours faithfully,


(C.SIVARAMAN)

ADDL. DIRECTOR OF AGRICULTURE (HORTI.)

Encl: Notice Inviting Tender and Tender Document.

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No. 2113/Agri/ADA(H)/BG/eT/2022-23

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NOTICE INVITING e-TENDER

E-Tender is invited by the Addl. Director of Agriculture (Horti) from the reputed Security Service providing Agency/Firms etc. for engagement of security personnel for watch and ward duty at the premises of Botanical Garden/Government Horticulture Farm, Madagadipet/Government Nursery, Lawspet, during the year 2022-23, through e-procurement platform <https://pudutenders.gov.in>.

Cost of Tender Document (non-refundable)	: Rs.590/ - (inclusive of GST)
EMD Cost	: Rs.50,000/-
Bid submission start date	: 08.04.2022 05.00 pm.
Pre-Bid Meeting date	: 12.04.2022 11.00 am
Last date for online submission of Tenders	: 28.04.2022 01.00 pm.
Date and Time of opening of Technical bid	: 28.04.2022 03.30 pm.

(If any of the above days happen to be holiday, the next working day will be the date on the timeline)

The Tender schedule, terms & conditions, other technical specifications, and time schedule may also be downloaded from the website <https://agri.py.gov.in> for reference only. The Tenders will be processed only on-line and submission of hardcopy alone will not be entertained.


C. SIVARAMAN
ADDL. DIRECTOR OF AGRICULTURE (HORTICULTURE)
BOTANICAL GARDEN, PUDUCHERRY

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BOTANICAL GARDEN**

No. 2113/Agri/ADA(H)/BG/eT/2022-23

dt.07.04.2022

**E-TENDER FOR ENGAGEMENT OF SECURITY PERSONNEL FOR WATCH AND WARD
DUTY AT BOTANICAL GARDEN/GOVERNMENT HORTICULTURE FARM,
MADAGADIPET/GOVERNMENT NURSERY, LAWSPET.**

(Two Bid System)

Tender Form Cost : Rs.590/- (Rupees five hundred and ninety only) (including GST)

Earnest Money Deposit : Rs.50,000/-

Sl. No.	Particulars of Tender	Date	Time
1.	Publishing Date & Document Download Start date	08.04.2022	05.00 PM
2.	Bid Submission Start Date	08.04.2022	05.00 PM
3.	Pre-Bid Meeting	12.04.2022	11.00 AM
4.	Bid Submission End Date & Document Download End date	28.04.2022	01.00 PM
5.	Technical Bid Opening Date	28.04.2022	03.30 PM
6.	Financial Bid Opening Date (subject to finalization of technical bid, financial bid will be opened on same date or another working date)	28.04.2022	05.00 PM

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E-TENDER NOTICE

E-TENDER FOR ENGAGEMENT OF SECURITY PERSONNEL FOR WATCH AND WARD DUTY AT BOTANICAL GARDEN/GOVERNMENT HORTICULTURE FARM, MADAGADIPET/GOVERNMENT NURSERY, LAWSPET.

The Addl. Director of Agriculture (Horti), Botanical Garden, Puducherry invites single-stage two envelopes unconditional Bids from the reputed Security Service providing Agency/Firms etc. for engagement of security personnel as detailed below for watch and ward duty at the premises of Botanical Garden/Government Horticulture Farm, Madagadipet/Government Nursery, Lawspet, during the year 2022-23, through e-procurement platform <https://pudutenders.gov.in>.

1. TENDER SCHEDULE:

Sl. No.	Name of the Place	No. of Security Guards Required per day	EMD (in Rs.)	Bid document download start Date and end date	Pre-bid Meeting	Last date for submission of Bids	Opening of Bids
1	Botanical Garden, Puducherry	18	50,000/-	08.04.2022 05.00 PM	12.04.2022 11.00 AM	28.04.2022 1.00 PM	28.04.2022 03.30 PM
2	Government Horticulture Farm at Madagadipet	7		28.04.2022 01.00 PM			
3	Government Nursery, Lawspet	3					

- The tender/bid shall only be submitted through online tendering system of <https://pudutenders.gov.in>. The interested bidders shall have to be enrolled / registered with portal of <https://pudutenders.gov.in> for participating in the Bidding process.
- If any of the dates mentioned above are declared as holidays, the Tenders will be opened on the next working day.
- Tender Form and Terms & Conditions can be downloaded from the websites <https://pudutenders.gov.in>. The tender may also be viewed from tenders section of the Department website, <https://agri.py.gov.in>

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5. The Tender Fee for **Rs.590/- (non-refundable)** and EMD as mentioned in the tender schedule shall be paid online while submitting the tender in e-procurement platform as per the instructions detailed at **S. No. 14 of Instructions to bidder (ITB)**.
6. The Firms/contractors/suppliers who are blacklisted by the Government/ State Agency/any institution are not entitled to file/ participate in the tenders.
7. Minors/insane are not eligible to participate.
8. No physical/off-line Bid shall be accepted. Only off-line payment copies/documents/samples as stated in tender conditions of technical bid will be accepted in physical mode. Conditional tenders and casual letters sent by the bidders also will not be accepted.
9. The bidders shall not directly or indirectly or in any way deal with the officers or other persons employed by or under the authority of the ADA(H) in making the supplies hereby contracted for, nor shall the bidders either directly or indirectly give or promise to pay or give, or permit to be given to any person(s) in the ADA(H), money or gratuity, fee or reward for any matter of thing or any way relating to the performance of the contract.
10. The O/o ADA(H)/tender committee is empowered to finalize the successful tenderer(s).

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**INTRODUCTION AND SCOPE OF WORK
TECHNICAL SPECIFICATION**

The Botanical Garden has many important collection of rare trees and plants species and adornments/attractions viz., Musical Dancing Fountain, Joy Train, Nature Centre, Children play area and jogging track etc. The Govt. Horticulture Farm Madagadipet and Government Nursery at Lawspet are under the control of Department of Agriculture & Farmers Welfare where many valuable medicinal plants, orchards and annuals are being raised and maintained.

For ensuring safety of the premises, plants and protection of Government properties, this office proposes to engage security personnel through private security agency for watch and ward duty in the above three places as detailed hereunder

SL. No.	Name of the Place	No. of Security Guards proposed to be engaged
1	Botanical Garden	18
2	Government Nursery, Lawspet	7
3	Govt. Horticulture Farm, Madagadipet	3
TOTAL		28

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INSTRUCTIONS TO BIDDERS (ITB)

Instructions to Bidders for Online Tendering (e-Tendering);

1. Tender documents are available only in electronic format which bidders can download free of cost from website <https://pudutenders.gov.in>
2. Bidders mean all eligible and interested security service providers /agencies in India.
3. Bidders who wish to participate in this tender will have to be registered on <https://pudutenders.gov.in>.
4. Technical bid required to be submitted both in online and physical form with required **Tender document Fee, Earnest Money Deposit** and documents as stipulated in Technical Bid check list-I. This is mainly for facilitating the easiness in verification of technical bid documents. But however the technical bid documents uploaded online will be entertained for evaluation and further processing. Financial bid (Price Bid) should be submitted online through the website <https://pudutenders.gov.in>.
5. Bidders who wish to participate in online tenders will have to procure/should have legally valid Class-III Digital Signature and Encryption as per Information Technology Act, 2000, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact e-procurement Cell, Puducherry for clarifications and further details, who is the licensed Certifying Agency by Government of India.
6. All bids should be digitally signed; and the bidders who have no facility to participate the online tender are advised to contact the e-procurement cell at the below mentioned address for details regarding digital signature certificate and related training involved therein and for any technical related queries please call the Help desk

e-Procurement Cell,
3rd Floor, Chief Secretariat, Puducherry – 605
001. Local Help Desk: 0413-2220225/2233262
Email: support-eproc.pon@nic.in

The 24 x 7 Help Desk: Number 0120-4200462, 0120-4001002

7. Kindly take note that, valid Digital Signature Certificates is must for all the interested Firms/service providers/Cooperative societies or any other legal entity in India who may be Firms/service providers/Cooperative societies from within and outside Union Territory of Puducherry.

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8. Interested bidders are advised to complete their procedure for taking digital signature certificate in respect to filing of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.
9. If any Bidder fails to submit the on-line tender due to pending procedure for taking valid digital signature certificate or any other reason; neither e-procurement cell nor O/o ADA(H) will be held responsible.
10. Free vendor training camp will be offered by e-procurement cell, Puducherry during the tender schedule during working days at office hours. Bidders can take benefit of the same after sending written confirmation/consultation over phone in advance, if necessary (**Sl.No.6 in ITB**).
11. No physical submission of price/financial bid will be entertained as it should be furnished on-line only. Also no fax, email, SMS, letters or any other form of communication will be entertained for the same.
12. Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the Bidder.
13. Attempt to submit Financial bid through any mode other than online will result in cancellation of bid and forfeiture of EMD of the bidder concerned.

14. ONLINE PAYMENT OF EMD & TENDER FEES

a) The bidders have the option to make payment of EMD & Tender fee through the following modes:

i) Internet Banking ii) NEFT/RTGS.

b) In Internet banking, bidders shall make payments using his/her internet Banking enabled account with any of the banks listed in the Annexure-V enclosed. The Payment Gateway will display a list of banks wherein the bidder has to choose his bank. Upon selection, the bidder will be taken to the login page of his/her bank. The bidder has to Login and proceed for paying the Tender fees/EMD. If the transaction is successful, system will be redirected to the e-Tendering portal for submission of bid.

c) To facilitate Bidders who do not have Internet banking facility, payment can be made offline through NEFT/RTGS mode. In this option, the bidder has to take print-out of the NEFT/RTGS payment Challan auto-generated by the system and visit his/her bank to remit the requisite amount. Once payment is received in the pooling account, the bidders will be able to proceed for bid submission by feeding the Unique Transaction Reference (UTR) number in the e-Procurement portal. It is advised that **the bidders make payment one day in advance for validation purpose.**

d) **Bid submission can be done immediately when EMD/Tender fee is paid through "Internet Banking" mode when compared to NEFT/RTGS mode of payment.**

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e) During evaluation of tender, EMD of unsuccessful bidders will be automatically refunded to the bidder's account from where they initiated payment.

f) It is advised that the bidders shall make payment one day in advance for validation purpose.

g) ICICI Banks shall handle the queries of the bidders regarding online payment. For e-payment assistance please contact ICICI BANK for e-payment help desk guidance in Phone Nos. +91-9840806302.

15. Besides the above physical submission of Technical bid, the bidders shall have to enter/upload the relevant documents in the respective online "cover" as per the following order;

(A) Technical Cover:

In the Technical document cover (in PDF format) Scanned copy (signed & sealed) of the Technical Bid along with the supporting papers (except BoQ Sheet) should be uploaded for evaluation of Technical Bids.

(B) Financial Cover (.xls format)

The Bill of Quantity (BoQ) must be uploaded after entering the rate in the BoQ for the Technical Specifications for the procurement of various works/supply/jobs/services as mentioned in the schedule.

- (a) Bidder shall enter the name of the firm on BoQ only.
- (b) Bidders are requested not to edit or change any item or quantity.
- (c) Rates only are to be filled on BoQ (in .xls format) sheet only.

16. The financial bids of only those Bidders would be opened and considered who meet the criteria of eligibility and selection in the Technical Bid.

17. The final results of the e-tender process are binding on all bidders. Any requests for cancellation received after the conclusion of the online bidding shall result in the forfeiture of the EMD.

18. The ADA(H)/Tender Committee reserves the right to select/reject the lowest bid or any bid or cancel the tender even at the stage of award of contract or at any stage with or without assigning any reason, if the object of the tender floated not materialized in implementation of the scheme.

19. All bidders are advised not to wait till last date and advised to submit their tender/bid as early as possible. The Tender Committee shall not be responsible for any inconvenience in website and no extension in deposition of tender/bid be allowed for any bidder.

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ELIGIBILITY CONDITIONS:

- a. The tenderer should be an Income Tax Assessee. In support of this, attested copy of Permanent Account Number (PAN) and latest Income Tax returns are required to be uploaded.
- b. *The security service provider has to be necessarily registered with and licensed by the Home Department, Puducherry, (which is the Controlling Authority for regulating security services in this Union Territory) which is one among the prime criteria mandated for the engagement of security services in this Union Territory.***
- c. ***"Availability of Office of Service Provider: An Office of the Service Provider must be located in Puducherry. Documentary Evidence to be submitted,"***
- d. *The Cooperative societies / Corporations under the control of Govt. of Puducherry registered and licensed for providing security service by the Home Department, Govt. of Puducherry, shall also participate in this bidding.***
- e. The tenderer should not have been blacklisted or debarred by any Govt. Dept./Organization. If any of the tenderer has been black listed, the firm shall be excluded from the participation in the tender.
- f. The firms registered with National Small Industries Corporation (NSIC) and MSME, have to enclose a valid self-attested Registration Certificate(s) in the technical cover for exemption of EMD.
- g. The tenderer should upload copy of registration certificate / license issued by Competent Authority.
- h. Unregistered partnership firm shall not be eligible.
- i. Any sister concern(s) of the tenderer applying against the same tender, would lead to disqualification of tenderer. Sister concern means a Company, Society, partnership firm or proprietorship having one or more common person as Director/Partner/ member/owner.
- j. The Tender Committee, reserves the right to relax/cancel any of the provisions contained herein above.

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TERMS AND CONDITIONS

1. GENERAL

- a) Tenders should be filled in duly furnishing the required information as per Tender document.
- b) While submitting tender online, the EMD for each item of work/supply/services as mentioned in the tender schedule and the tender fee (non-refundable) of Rs.590/- (incl.GST) shall be paid online by following the instructions contained at **S.No.14 of ITB (instructions to bidder)**.
- c) Tenders should be strictly in conformity with the prescribed terms & conditions. Tenders should not contain any conditions other than the prescribed. Tenderer, who deviate from these terms and conditions, are liable to be rejected.
- d) ADA(H)/Tender Committee will conduct a pre-bid meeting on 12.04.2022 from 11.00 AM
- e) ADA(H))/Tender Committee has the right to amend any of the tender conditions, as may be desired, if such an amendment is absolutely necessary, the same shall be communicated to the Tenderer which shall be made available on websites before the last date of receipt of tender.
- f) The Tenderers have to submit an affidavit in the prescribed proforma (Annexure-V) that they are not blacklisted by the Government/ State Agency. If the blacklisted firm, etc., file tender in benami name, the same shall be stand rejected apart from forfeiture of EMD furnished.
- g) Minors/insane are not eligible to file tenders.
- h) Tender Form is not transferable. Tenderer should sign on all pages of the Tender Form.
- i) A bidder may withdraw, substitute or modify its bid after it has been submitted in accordance with the online procedure of bid (i.e) e-procurement.
- j) No bid shall be withdrawn, substituted or modified after the last date and time fixed for receipt of bids as prescribed in <https://pudutenders.gov.in>.
- k) The tenderer must provide and upload the copy of the valid Registration Certificate, License and should possess valid GST No., GST Registration Certificate & PAN No.,etc.,
- l) All the disputes and differences arising out of or in any way touching or concerning this agreement whatsoever (except as to any matter the decision of which is expressly provided for in the contract) shall be referred to the sole arbitration of the Secretary to Government (Agriculture), Puducherry. In case the arbitrator to

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whom the matter is originally referred is transferred or vacates office or is unable to act for any reason whatsoever, the Department of Agriculture and Farmers welfare, Puducherry shall be competent to appoint another person as Arbitrator. There will be no objection that the person so appointed is or was in the employment of the Dept. of Agriculture & Farmers Welfare/ administration of the Government of Puducherry and as an employee of the Dept. of Agriculture & Farmers Welfare had during the course of his duties expressed views on all or any of the matter of difference or dispute. The award of such arbitration shall be final and binding on the parties to this contract. The Courts of Puducherry only will have the jurisdiction in the matter of arbitration.

- m) **The Tender will be effected subject to approval of the Govt. only.**
- n) The ADA(H) reserves the right to relax/cancel any of the provisions contained herein above.

TERMS AND CONDITIONS - TECHNICAL

1. The contract period of the Security Service is for a maximum period of 12 months or whatever period as sanctioned by the Govt., from the date of issue of Work Order/AoC or the last date signed by the Government Order, whichever is earlier.
2. Within 21 days of the receipt of Award of Contract from the Additional Director of Agriculture(Horticulture), Puducherry, the successful Bidder shall furnish the Performance security equal to 5% of the contract value of services to be rendered. Performance security deposit shall be furnished in the form of demand draft drawn in favour of "The Additional Director of Agriculture(Hort.), Botanical Garden, Puducherry-605001" payable at Puducherry.
3. **The Cooperative societies / Corporations under the control of Govt. of Puducherry for providing security service registered with and licensed by the Home Department shall also participate in this bid and shall provide and upload the valid order / certificate online.**
4. The firm shall submit documents for Annual Turn over for the last 3 years audited statement.
5. During the contract period, the firm/contractor shall submit copy of the EPF and ESI challan with **Electronic Challan-cum-Return (ECR)** to the Additional Director of Agriculture (Horti.), Botanical Garden, every month without fail. The ECR should tally with the amount of salary paid to the worker.

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6. Income tax (TDS) at 2% will be deducted from the total bill amount every month.
7. The security guards will perform the duty round the clock, 24x7 in a week, in three shifts daily of 8 hours duty per shift, including holidays.
8. The following duties shall be attended by the Security Guards daily:
 - (i) Daily attendance should be maintained.
 - (ii) Maintenance of Security Register.
 - (iii) Maintenance of materials Inward and Outward Register.
 - (iv) Regulating parking areas.
 - (v) Maintenance of visitors' Register.
 - (vi) Treating the Public with care and respect.
 - (vii) The security to be provided during day and night for all days including holidays.
 - (viii) The security guards shall be in neat uniform during duty with proper shoes, cap, belt, whistle, etc. They should wear the identity cards duly signed by the Competent Authority.**
 - (ix) They should work in 3 shifts system at the rate of 8 hrs duty per day.
 - (x) The security guards should intimate any untoward incident and other security emergency to the Dept. officials immediately.
 - (xi) Complaint register provided shall be kept in his custody.
9. The Agency shall submit copy of the last 3 years audited financial statement Registration Certificate and the details of Government Department/Central Government/Private Organizations to whom the Agency is providing security service.
10. No sub-contracting by the Agency for providing its Service, will be entertained.
11. The Agency undertakes to deploy their personnel to render protection/surveillance/vigilance for the properties of Botanical Garden, Puducherry/Government Horticulture Farm, Madagadipet/Government, Nursery, Lawspet including the movable asset, controlling the movement of Visitors, materials and vehicles, protecting the employees of the Department and the visitors.
12. **The Agency shall provide 50% Ex-Servicemen/Retired Policemen, physically fit and energetic with basic knowledge and exposure to the fire fighting and first aid, with at least minimum educational qualification, to speak, read and write in the local language and in English.**

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13. The Proprietor of the Security Agency is responsible for the entire operations of the team of security personnel deployed at the premises of Botanical Garden/Govt. Horticulture Farm (OCN) Madagadipet and Govt. Nursery, Lawspet, Puducherry and also for round the clock services and he has to supervise the performance of the security personnel. The Security personnel should monitor all incoming and outgoing materials and allow the outgoing materials by strictly checking the gate pass and the cash bill issued by the concerned authorities of the Botanical Garden/ Govt. Horticulture Farm (OCN) Madagadipet and Govt. Nursery, Lawspet and maintain a register in this regard. The security guards should take responsibilities for the safety of the visitors and their properties inside the campus.
14. The Department shall have the right to advise the Agency to change the personnel and their place of duty as and when required and the Agency also shall give effect immediately for such change.
15. The Agency shall be responsible for providing immediate replacement of any of their staff who is not available for duty /whose work is not found satisfactory by the Department.
16. In case of any Agency personnel is found in intoxicated condition, he shall be removed from duty immediately and suitable replacement shall be provided by the Agency forthwith. Further, such a person shall not be deployed to the Department thereafter.
17. The Agency shall deploy their men on shift duties daily as directed by the Department and maintain their daily duty Roster and also send a copy of the same daily to the Department designated officials and shall be responsible for the good conduct and orderly behaviour of their men. If any irregularity/disorderly behaviour is noticed from any of the Agency's personnel, the Department shall bring the same to the notice of the Agency and the Agency shall take immediate corrective actions including the change/removal of such person(s).
18. The Agency shall intimate the name, designation, residential address, BIO-DATA, etc., of the persons deployed at various places of the Department under this agreement on the day of the commencement of the contract and also subsequently whenever any change of

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persons take place. The Department shall have the right, in its absolute discretion to allow/disallow the Agency to depute any such person at any time.

19. Any designated official of the Department shall have the right to check the number of personnel on duty and as to their doing duty/work as instructed, at any time without reference to the Agency. The Agency shall submit the report of their Field Officers to the designated officials periodically.
20. If any Theft/pilferage/damages to the Department property is noticed by the Agency's personnel, the same shall be informed to the designated officials of the Department forthwith by any means of communication available, whether on holidays or on working days and submit their written statement to the Department and actively assist the Department in all matters concerning it.
21. On account of any negligence and/or default in the performance of the duty of the Agency's personnel, if the Department incurs any loss or damage to its property and employees, the Department will report such matters to the Agency and the Police/court of law and the Agency will undertake to do necessary follow up action and give their periodical reports till the case is closed. The Agency shall undertake to make good, the loss suffered by the Department to the extent of double the amount of such loss on account of such theft, pilferages, or any type of damage to its property and employees and thus the Agency shall agree for deduction of the said loss from the monthly service bills of the Agency proportionately before the expiry of the contract and the agency shall indemnify the Department to pay the balance amount of loss in one lump sum before 30 days of the expiry of the contract. The Department will pay back the amount so recovered, to the Agency, in case the property lost is recovered from the police/court of law without any damage to the value of the property lost.
22. The Department shall not any way be responsible for any disability whether permanent or partial, caused to the personnel during discharge of their duties. It is the responsibility of the Agency to cover their personnel under the ESI Act and their workmen may claim eligible benefits as prescribed in the said Act.