

REGIONAL OFFICE
CENTRAL BOARD OF SECONDARY EDUCATION
SECTOR – 5, PANCHKULA

TENDER NOTICE

Sealed tender are invited from the registered agencies preferably locally based (i.e.Chandigarh, Panchkula, Mohali) registered with the Director General of Resettlement, Ministry of Defence, Govt of India and having License for supply of Security Personnel (Ex-Servicemen only) for protection and security of office premises in Panchkula for round the clock (24 hours).

The security Agency will provide only those security guards whose police verification have been got done or would be got done within one months' time from the date of their posting.

Tender Form can be obtained from the CBSE, Region office, Sector – 5, Panchkula upto 3:00 PM on or before **24.04.2012** on payment of Rs.100/- in Cash (Non-refundable) on any working day. It can also be downloaded from our website www.cbse.nic.in for which Rs.100/- in cash be remitted to the Regional Office, Sector -5, Panchkula and photocopy of the receipt be enclosed with the “**Technical Bid**” and “**Financial Bid**” are to be submitted in two separate SEALED ENVELOPS, superscribing, “**Technical Bid for Security Contract**” and “**Financial Bid for Security Contract**” , respectively. The instructions contained in the Tender form must be duly complied with and should be sent to the Regional Office at the above address or should be deposited in the Tender Box kept in the Admn. Office at CBSE, Regional Office, panchkula on or before **24.04.2012 upto 03:00 PM** .

The Tender Form comprises of two parts. Part-A “**Technical Bid**” and Part –B “**Financial Bid**”. The Technical Bid has an Annexure –A to it which contains Instructions to the Tenderers and Terms & Conditions which must also be signed as token of acceptance of terms and conditions and submitted alongwith the Technical Bid without fail to avoid rejection.

Earnest Money Deposit of Rs.10,000/- in the form of a Demand Draft from any Scheduled Bank favoring “Secretary, CBSE, Panchkula” **must be enclosed with the Technical Bid’ only to avoid any outright rejection of the bid.**

Technical Bid of the tenders will be opened at 4:00 PM on 24.04.2012 in the presence of the Tenderers who may like to be present. Financial Bid will be opened later in respect of only those agencies that are found suitable in technical bid. The Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever therof.

REGIONAL OFFICER
CBSE: PANCHKULA

Tender Form No. _____

TENDER FORM
FOR SECURITY CONTRACT
AT

Part – A “Technical Bid

CBSE, REGIONAL OFFICE, PANCHKULA

(Note : Tenderers must read and fill-up Annexure-A attached herewith before filling the particulars in this part.)

1. Credentials of the Tenderers

- 1.1 Name of the Agency : _____
- 1.2 Registration No. and Year of Registration : _____
(with documentary Evidence)
- 1.3 Organization to whom the Agency has been registered with : _____
- 1.4 Office Address and Tel. No. : _____
- 1.5 Name of the Proprietor/partner : _____
- 1.6 Is the Establishment Registered With Chief Labour Commissioner (Central) under contract Labour Regulation & Abolition) Act1970 : _____
- 1.7 If registered with With Chief Labour Commissioner(Central) A copy of registration/licence may be enclosed : _____
- 1.8 Details of PF & ESI Registration number etc with documentary evidence : _____
- 1.9 Annual turnover (preferably for last three year : _____

2.0 Past Experience preferably for last five years, with recommendation from employers for each year.

2.1 : Extra sheets, if required may be attached for stating past experiences

S.No	Year	Name of the Orgn. Place of work	Officer concerned in the Orgn./Tele. No.	From	To	No. of Guards provided
1	2007					
2	2008					
3	2009					
4	2010					
5	2011					

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- 2.2 Has the firm been ever debarred /Black listed by any organization_____
- 2.3 If Yes the details thereof Details of award/certificate of : _____
- 2.4 Merit etc. received from any Organisation. (please attach copy of Certificates)
- 2.5 Total Ex-servicement strength presently in the Service of the Agency (Category wise) _____
- 2.6 Name and category of Services from which personnel have been recruited:

- 2.7 Time and type of training undergone in the past year with documentary proof

- 2.8 Similar work at hand in Panchkula, Chandigarh, Mohali: _____

3. EMD Details

- i) Amount : Rs.10,000/-
- ii) DD No./BD No. : _____
- iii) Issuing Bank/Date : _____

Date: _____

Signature of the Tenderer _____

Agency Seal:

Complete Address & : _____

Telephone Nos. _____

NOTE

1. In the Annexure – A enclosed herewith, important instructions, Terms and Conditions have been stated which may be read, noted by the agency and signed by the Tenderers for acceptance of the terms and conditions.
2. The Annexure – A duly signed by the tenderer with seal must be submitted alongwith the “Technical Bid for Security Contract’ in the same sealed envelop.
3. Part – B i.e. Financial Bid shall be submitted in separate sealed envelop superscribing “Financial Bid for Security Contract’

REGIONAL OFFICE
CENTRAL BOARD OF SECONDARY EDUCATION
SECTOR – 5, PANCHKULA

Part –“B” FINANCIAL BID

Rates are to be quoted as per the stipulated norms as notified by the DGR in their latest notification. Further, all components of cost items must be clearly indicated in the format below so as to avoid rejection of the tender on the ground of incomplete details. The agency is required to attach a self attested copy of the latest notification issued by the DGR for supporting its Quotation.

S.No	Description	Security Guards	Gunman	Supervisor
a	Basic including VDA			
b	ESI %			
c	EPF %			
d	EDLI %			
e	Admn Charges %			
f	Bonus %			
g	Gratuity/Terminal Benefits %			
h	HRA			
i	Uniform and Washing Allowance %			
j	Total-I			
k	Weekly Off/ National Holidays/ Other Holidays %			
l	Cost per Head –II			
m	Service Charge negotiable between 14% - 20% on (I)			
n	Sum Total			
o	Service Tax %			
Net payable per month for 8 hrs duty				

Signature of the Tenderer _____

Agency Seal:

Complete Address & : _____

Telephone Nos. _____

Date: _____

Annexure A to Technical Bid

TENDER FOR SECURITY CONTRACT AT CBSE, REGIONAL OFFICE, PANCHKULA

Instructions to the Tenderers :

1. Tenderer shall submit their offers in two separate sealed packets –
 - i) Technical Bid in Part A alongwith Annexure A to be submitted in a sealed envelop superscribed as **“Technical Bid for Security Contract”**
 - i) Financial Bid in Part A alongwith Annexure A to be submitted in a sealed envelop superscribed as **“Financial Bid for Contract Security”**
 2. Technical Bid shall be opened at 4:00 PM on **24.04.2012** in the presence of the Tenderers who may like to be present, Financial bids shall be opened later in respect of only those agencies, which are found technically suitable by CBSE.
 3. Any additional information required by CBSE on the Technical Bid shall be submitted by the Tenderer within 3 days failing which the offer will not be entertained.
 4. Technical Bid, Annexure – A & Financial bid should be signed by the same authorized signatory of the Agency.
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SOME IMPORTANT TERMS AND CONDITIONS

- 1] The Agency shall ensure that the wages to the Security Personnel are as per norms prescribed by the DGR and the same are also in accordance with the Minimum Wages Act in force in Panchkula.
- 2] The agency will also not claim increase in the WAGES and VDA during contract period and the agency will be solely responsible with reference to the Legal obligations on security personnel employed by it and deployed in CBSE.
- 3] Additional Guards whenever necessary will have to be provided on a short notice
- 4] Verification of character antecedents of security personnel through Police shall be the responsibility of the Security Agency. Copies of the Discharge Certificates issued by the Defence Hqrs. will have to be submitted immediately before deployment of guards.
- 5] Only Ex servicemen retired from armed forces will be deployed.
- 6] The Board shall not provide any transport, canteen, medical or living facilities to the security personnel. Uniform and other articles required for maintaining security will be provided by Security Agency only.
- 7] Opening and closing of the Office doors/window panes and putting locks after office hours and on holidays shall be responsibility of the security personnel and shall ensure that all the light/fans and other electrical equipments are switched off after the staff have left.

- 8] The security personnel should also know the usage of various types of fire fighting equipments.
- 9] Losses caused to the Board due to negligence on the part of the Security Personnel will be recovered from the Agency.
- 10] After awarding contract, if the Security Agency fails to provide the desired strength of security Personnel (Ex servicemen) as described in the work for taking over the charge from the present Security Agency , the offer of contract will automatically stand cancelled without any notice and the earnest money will be forfeited.
- 11] Scope of work includes providing protection and security to CBSE Regional Office premises at Sector-5, Panchkula. The job of the Security agency will be to provide a fool proof system for the above work as broadly spelt out herein.
- 12] The selected Agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- to be signed by both the parties, The Contract shall be valid for one year but can be extended for another two years subject to satisfactory performance to be reviewed every year.
- 13]. The Secretary, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
- 14]. Contract period would be for one year, which could be further extended by CBSE based on satisfactory services and mutual agreement.
- 15]. All security equipments like metal detector, torch, whistle, lathi, etc. shall be provided by the agency.
- 16]. The successful Tenderers shall provide the proof of education qualification, date of birth and discharge certificate of ex-service of each guard deployed in the Board immediately.
- 17]. Ex-servicemen once posted will not be changed without prior permission of the Board.

Regional Officer
CBSE: Panchkula

Acceptance of the Tenderers:

The terms and conditions enumerated in the form from S.No.1 to 17 have been read by me/us.

Signature of theTenderers

With Seal and Complete Address: _____

Phone No. : _____

Mobile No. : _____

Fax No. : _____