

Price: Rs.300/-

Tender Form No. _____

CENTRAL BOARD OF SECONDARY EDUCATION, Regional Office, PATNA
TENDER FORM (Part 'A' – Technical Bid)

(NOTE: Tenderers must read Annexure-III 'Instructions to Tenderers' and Terms and Conditions 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 Organisation to whom the Agency has been registered with : _____
- 1.4 Office Address and Tel. No. : _____
- 1.5 Name(s) of the Proprietor/Partners : _____
- 1.6 Is the Establishment Registered with Chief Labour Commissioner (Central) under contract Labour (Regulation & Abolition) Act, 1970? : _____
- 1.7 If registered with Chief Labour Commissioner(Central) A copy of registration/License may be enclosed. _____
- 1.8 Details of P.F. & ESI Registration number etc. (with documentary evidence) _____
- 1.9 Annual turnover(Preferably for Last three years) _____
- 2.0 **Past Experience:** Preferably for last five years, with recommendations from employers for each year
- 2.1 : Extra sheets, if required may be attached for stating past experiences.

Sl. No.	Year	Name of the Orgn [PLACE OF WORK].	Officer Concerned in the Orgn./Tele.No.	From	To	No. of Guards Provided
	2003					
	2004					
	2005					
	2006					
	2007					

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2.2 Has the firm been ever debarred/ Black listed by any organisation? _____

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- servicemen 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 Patna: _____

3. **EMD Details**

i) Amount : Rs.10,000/-

ii) D.D./B.D. No. :

iii) Issuing Bank & :
Branch with date of issue

**SIGN OF THE TENDERER WITH SEAL
AND COMPLETE ADDRESS & Phone Nos.**

Date: _____

**(Note: For important instructions, Terms and Conditions, please see Annexure – III enclosed
herewith.)**

**TENDER FOR SECURITY CONTRACT AT
CBSE, REGIONAL OFFICE, PATNA**

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.

Sl. No.	Description	Security Guards	Gunman	Supervisor
a	Basic including VDS			
b	ESI			
c	EPF			
d	EDLI			
e	Admn. Charges			
f	Bonus			
g	Gratuity/ Terminal Benefits			
h	HRA			
i	Uniform & Washing Allowance			
j	Total -I			
k	Weekly Off/ National Holidays/ Other Holidays			
l	Cost per Head- II			
m	Service Charge Negotiable			
n	Sum Total			
o	Service Tax			
p	Net payable per month for 8 hrs. duty			

Signature of the Tenderer

Agency Seal

Dated

CENTRAL BOARD OF SECONDARY EDUCATION, Regional Office, Patna

Instructions to the Tenderers:

1. Scope of the work includes providing protection and security to office/residential premises CBSE, Regional Office, Patna. The job of the security agency will be to provide a fool proof system for the above work as per detailed terms and conditions stated herein.
2. Contract period would be for one year, which could be further extended by CBSE based on satisfactory services, mutual consent and as per decision of the CBSE, HQ.
3. Any additional information required by CBSE on the Technical Bid shall be submitted by the Tenderers within three days failing which the offer will not be entertained.
4. Technical Bid and Financial Bid should be signed by the same authorized signatory of the Agency.

SOME IMPORTANT TERMS AND CONDITIONS:

1. The charges shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types.
2. The Organisation/Agency shall ensure that the wages to the Security Personnel will be paid in accordance with the MINIMUM WAGES ACT in force in Patna and other mandatory rules as in force.
3. The Agency will also not claim any increase in the WAGES during the contract period and the Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Personnel employed by it and deployed in CBSE.
4. Additional Guards whenever necessary will have to be provided on a short notice.
5. Verification of character and antecedents of the Security Personnel through POLICE shall be the responsibility of the Security Agency.
6. Copies of Discharge Certificates issued by the Defence Hqrs. will have to be submitted.
7. Only Ex-Servicemen shall be deployed.
8. Security Personnel once posted shall not be changed without prior permission of the Board.
9. The Board shall not provide any transport, canteen, medical, accommodation or living facilities to the Security Personnel.
10. Uniform and other articles required for maintaining security will be provided by security Agency only.
11. Opening and closing of the office doors/windows on office days and proper locking after office hours and on holidays shall be the responsibility of the Security personnel and they shall ensure that all lights/fans and other electrical equipments are switched off immediately after the staff have left.
12. The Security Personnel should also know the usage of various types of FIRE FIGHTING EQUIPMENTS.
13. Losses caused to the Board due to negligence on the part of Security Personnel will be recovered from the Agency/Contractor..
14. After awarding contract, if the Security Agency fails to provide the desired strength of security Personnel (Ex-servicemen) as described in the work order, the offer of contract will automatically stand cancelled without any notice and the earnest money will be forfeited.
15. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.20/- to be signed by both the parties.
16. The Contract shall be valid for one year but can be extended subject to satisfactory performance/decision of the HQ.
17. The Secretary, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
18. All security equipments like metal detection, torch, whistle, lathi, etc. shall be provided by the agency.
19. The successful Tenderers shall provide the proof of educational qualification, date of birth and discharge certificate of ex-servicemen of each guard deployed in the Board immediately.
20. The gunmen would have valid license for their arms and would keep that in possession.
21. Police verification reports in respect of deployed gunmen / guard is mandatory.
22. The payments will be made against running bills on monthly basis subject to services being satisfactory. The attendance record, acquaintance, PF and ESI deposits proof shall be required for processing of the payments.

Acceptance of the Tenderers:

The terms and conditions enumerated in the form from Sl.No.01 to 22 have been read by me/us and are acceptable to me/us.

Signature of the Tenderers with.....

Seal and Complete Address, Phone No.....

Date :