

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)
Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

TENDER NOTICE

Date: 18.11.2016

Sealed tenders are invited on behalf of the Secretary CBSE from the agencies preferably locally based (i.e. Allahabad) registered with the Directorate General of Resettlement, Ministry of Defense, Govt. of India and having License for supply of Security Personnel (Ex-Servicemen only) for protection and security of Office premises of CBSE Regional Office, Allahabad for round the clock (24hours).

The Security Agency has to provide only those security guards whose police verification have been got done or would be got done within one month's time from the date of allotment of work.

Tender Form can be obtained from the CBSE, Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad from 18.11.2016 to 08.12.2016 on payment of Rs.500/- (Rs.Five hundred only) in cash (Non refundable) on any working day between 10.00 A.M. to 3.00 P.M.. It can also be downloaded from Board's website www.cbse.nic.in for which Rs.500/- (Rs.Five hundred only) in the form of Demand Draft in favour of "Secretary CBSE" payable at Allahabad be remitted along with "Technical Bid". **"Technical Bid"** and **"Financial Bid"** are to be submitted in two separate SEALED ENVELOPES, superscribing **"Technical Bid for Security Contract"** and **"Financial Bid for Security Contract"**, respectively. The instructions contained in the Tender form must be complied with and the same should be sent to the Regional Office at the above address or may be dropped in the Tender Box kept in the Admn. Office at CBSE, Regional Office, Allahabad on or before 09.12.2016 upto 1.00 PM.

The Tender Form comprises of two parts. Part-A 'Technical Bid' and Part-B 'Financial Bid'. The Technical Bid has an Annexure-A containing Instructions to the Tenderers and Terms & Conditions of contract which must also be signed as a token of acceptance of terms & conditions and submitted along with the Technical Bid without fail to avoid rejection.

Earnest Money of Rs.35,000/- (Rs.Thirty five thousand only) in the form of Demand Draft drawn from any Nationalized Bank in favour of "Secretary, CBSE, payable at Allahabad" **must be enclosed with the 'Technical Bid' failing which the tender is liable to be rejected out rightly.**

Technical Bid of the Tenders will be opened at 03.00PM on 09.12.2016 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 any tender or reject all the tenders without assigning any reason whatsoever thereof.

REGIONAL OFFICER

केन्द्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय

35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद-211001(उ0प्र0)

दूरभाषः(0532)2407970, 2408971, 2407972, फैक्स:2408977

निविदा सूचना

दिनांक:18.11.2016

केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद द्वारा सचिव, के0मा0शि0बो0 की ओर से क्षेत्रीय कार्यालय इलाहाबाद के कार्यालय की 24x7 घण्टे सुरक्षा व संरक्षा के लिए पंजीकृत एजेंसियों, विशेषतया स्थानीय अभिकरणों से सीलबंद निविदाएं आमंत्रित की जाती हैं जो पुनः स्थापन महानिदेशालय, रक्षा मंत्रालय, भारत सरकार से पंजीकृत हों तथा जिन्हें सुरक्षा कार्मिकों(केवल भूतपूर्व सैनिक) की सेवाएं उपलब्ध कराने का लाईसेंस प्राप्त हो ।

सुरक्षा एजेंसी द्वारा केवल ऐसे सुरक्षा कार्मिक उपलब्ध कराए जाएं जिनका पुलिस सत्यापन हो चुका है या यह कार्य आवंटन के एक माह के भीतर पूर्ण कर लिया जाएगा ।

निविदा प्रपत्र के.मा.शि.बो. क्षेत्रीय कार्यालय, 35-बी, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद से दिनांक 18.11.2016 से 08.12.2016 तक किसी भी कार्यदिवस में प्रातः 10.00 बजे से अपराह्न 3.00 बजे तक राशि रु.500/- (पाँच सौ रुपए मात्र) (अप्रतिदेय) के भुगतान पर प्राप्त किए जा सकते हैं । यह बोर्ड की वेबसाइट www.cbse.nic.in से डाउनलोड भी किए जा सकते हैं जिसके लिए राशि रु.500/- (पाँच सौ रुपए मात्र) का डिमांड ड्राफ्ट, जो सचिव, के.मा.शि.बो. के पक्ष में इलाहाबाद में देय हो, तकनीकी बिड के साथ जमा किया जाए । 'तकनीकी बिड' व 'वित्तीय बिड' दो अलग-अलग सीलबंद लिफाफों में जमा की जाए जिनके ऊपर क्रमशः 'सुरक्षा संविदा के लिए तकनीकी बिड' एवं 'सुरक्षा संविदा के लिए वित्तीय बिड' लिखा हो, जमा करें । निविदा में दर्शाए गए अनुदेशों का यथाविधि अनुपालन किया जाए व निविदाएं कार्यालय के उपरोक्त पते पर भेजी जाएं अथवा दिनांक 09.12.2016 (अपराह्न 1बजे) तक के.मा.शि.बो., क्षेत्रीय कार्यालय, इलाहाबाद में इस प्रयोजन के लिए रखे गए निविदा बॉक्स में डाली जाएं ।

निविदा प्रपत्र दो भागों में हैं:- (ए)तकनीकी बिड व (बी) वित्तीय बिड । तकनीकी बिड के परिशिष्ट 'ए' में निविदाकारों के अनुपालन हेतु अनुदेश तथा निबंधन एवं शर्तें दी गई हैं जिन पर निबंधन व शर्तों को स्वीकार करने के प्रतीक के तौर पर हस्ताक्षर किए जाएं तथा ये तकनीकी बिड के साथ अवश्य जमा की जाएं अन्यथा निविदा निरस्त की जा सकती हैं ।

निविदाकारों द्वारा धरोहर राशि के रूप में रु.35,000/- (पैंतीस हजार मात्र) का डिमांड ड्राफ्ट, जो किसी भी राष्ट्रीयकृत बैंक द्वारा सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड के पक्ष में इलाहाबाद में देय हो, केवल तकनीकी बिड के साथ संलग्न करें अन्यथा बिड सरसरी तौर पर निरस्त कर दी जाएगी ।

निविदाओं की तकनीकी बिड उपस्थित होने के इच्छुक निविदाकारों के समक्ष दिनांक 09.12.2016 को अपराह्न 3 बजे खोली जाएगी । तदोपरांत वित्तीय बिड केवल उन एजेंसियों की खोली जाएगी जो तकनीकी बिड में योग्य पाई जाएंगी । सचिव, के.मा.शि.बो. के पास किसी भी निविदा को स्वीकार करने या सभी निविदाओं को निरस्त करने का अधिकार सुरक्षित है ।

क्षेत्रीय अधिकारी

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)
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TENDER FORM NO.RO(AIld)/Admn./F-05/2016/..... Cost of form: Rs.500/-
(Non refundable)

TENDER FORM FOR SECURITY CONTRACT AT CBSE, REGIONAL OFFICE, ALLAHABAD

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

1.Credentials of the Tenders

- 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
- 1.7 If registered with Chief Labour Commissioner(Central) : _____
A copy of registration/Licence must be enclosed
- 1.8 Details of P.F. & ESI Registration number etc. : _____
(With documentary evidence)
- 1.9 PAN/TAN of Agency(Attach copy) : _____
(With documentary evidence)
- 1.10 Service Tax Registration No : _____
(With documentary evidence)
- 1.11 Annual turnover(Preferably for Last three years): _____

Contd....next page

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 experience.

Sl. No.	Year	Name of the Orgn. (Place of Work)	Officer Concerned in the Orgn./Tel.No.	From	To	No. of Guards provided
	2012					
	2013					
	2014					
	2015					
	2016					

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

2.3 If 'Yes' the details thereof: _____

2.4 Details of award/certificate of Merit etc.received from any Organization (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 Service 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 Allahabad : _____

Contd....next page

3.0 **EMD Details**

- i) Amount : Rs.35,000/-
- ii) Demand Draft No. : _____
- iii) Issuing Bank & Branch with date of issue : _____

Date:-----

Sign. of the Tenderer with Seal
And complete address & Phone 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 along with the Technical Bid in the same sealed envelope.
3. Part-B i.e. Financial Bid shall be submitted in separate sealed envelope superscribing "Financial Bid for Security Contract".

TENDER FOR SECURITY CONTRACT
AT CBSE REGIONAL OFFICE, ALLAHABAD

Instructions to the Tenderers:

1. Tenderers shall submit their offers in two separate sealed packets-
 - (i) Technical Bid in Part-A along with Annexure-A be submitted in a sealed envelope superscribed as **“Technical Bid for Security Contract”**.
 - (ii) Financial Bid in Part-B to be submitted in a separate envelope duly sealed and superscribed as **“Financial Bid for Security Contract”**.
2. Technical Bid shall be opened at 03.00 PM on 09.12.2016 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 Tenderers within three 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.

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 at Allahabad.
2. The Agency will also not claim any increase in the wages and VDA 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.
3. Additional Guards whenever necessary will have to be provided on a short notice.
4. Verification of character and antecedents of the Security Personnel through Police shall be the responsibility of the Security Agency. Copies of 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. Security Personnel once posted shall not be changed without prior permission of the Board.
7. 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.
8. Opening and closing of the Office doors/windows and putting locks after office hours and on holidays shall be the responsibility of the Security Personnel and they will ensure that all lights/fans and other electrical equipments are switched off immediately after the staff have left.
9. The Security Personnel should also know the usage of various types of Fire Fighting Equipments.
10. Losses caused to the Board due to negligence on the part of Security Personnel will be recovered from the Agency/Contractor.

11. After awarding of 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.
12. Scope of work includes providing protection and security to CBSE Regional Office premises at 35-B, MG Marg, Civil Lines, Allahabad. The job of the Security Agency will be to provide a full proof system.
13. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/-to be signed by both the parties. The Contract shall be valid for one year but can be extended for another two years on year to year basis subject to satisfactory performance and on mutual consent.
14. The Secretary, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
15. The security equipments like requisite metal detector, torch, whistle, lathi, etc shall be provided by the agency.
16. 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 after assigning the contract.

Regional Officer

Acceptance of the Tenderers:

The terms and conditions enumerated in the form from SI.No.01 to 16 have been read by me/us and are acceptable to me/us.

Date:-----

Signature of the Tenderers.....
With Seal and Complete Address
Telephone No.....

TENDER FOR SECURITY CONTRACT
AT CBSE, REGIONAL OFFICE, ALLAHABAD

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 VDA			
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 between 14%-20% on (l)			
n	Sum Total			
o*	Service Tax %	NIL	NIL	NIL
	Net payable per month for 8hrs duty			

*Central Board of Secondary Education (An Examination Body of Govt of India) is exempted from Service Tax vide Tax Notification No.25/2012- Service Tax Dated 20.06.2012 and Service Tax Notification No.06/2014 dated 11.07.2014, Entry No.9”

Signature of the Tenderers.....
With Seal and Complete Address
Telephone No.....

Date:-----

**PROFORMA FOR SUBMITTING QUOTATIONS FOR SECURITY SERVICES CONTRACT AT
CBSE REGIONAL OFFICE, ALLAHABAD**

Sl. No.	Description	Security Guards	Gunman	Supervisor
		(D*)	(1.24xD)	(1.5xD)
a	Basic including VDA(Variable Dearness Allowance)			
b	ESI 4.7 % & “/ /”			
c	EPF 12%+EDLI(0.5%)+Admn.Charges(1.11%)=13.61%			
d	Bonus 8.33%#[Subject to maximum upto Rs.3500/- per anum]			
e	Gratuity/Terminal Benefits 4.81%			
f	HRA^(15% of Basic & VDA)			
g	Uniform & Washing Allowance 10 %			
h	Total “/ /”			
i	Weekly Off/National Holidays/Other Holidays 28.98%			
j	Cost per Head			
k	\$Service Charge negotiable between 14%-20% on (j)			
l	Sum Total <<“/ /”			
m	^^Service Tax %	NIL	NIL	NIL
	Net payable per month for 8hrs duty			

LEGEND

^^ *Central Board of Secondary Education (An Examination Body of Govt of India) is exempted from Service Tax vide Tax Notification No.25/2012- Service Tax Dated 20.06.2012 and Service Tax Notification No.06/2014 dated 11.07.2014, Entry No.9”

* D is the minimum wage+VDA of a semi skilled worker for an unarmed security guard. Bonus as applicable to eligible employees to be paid as per Bonus Act as and when revised by the Government.

In accordance with Extraordinary GOI notification No. DL-(N)04/007/2003-07 dated 27 Oct 2007, all persons drawing wages (Basic+VDA) upto Rs.10,000/- are to be paid bonus @8.33% of Rs.3500/- w.e.f. 01 April 2006. All wages notifications issued by this Office for periods after 01 April 2006 be amended and individuals paid accordingly.

\$ Indicates Service Charges (Negotiable between 14-20%).

^ Minimum HRA in NCR & Metros will be paid @15% of Basic+VDA. In other areas it will be 10% of Basic+VDA and in any cse not less than Rs.350/- per month. HRA will be paid if suitable accommodation is not provided by the Principal Employer(Security Agency).

Payment of EPF is mandatory vide Govt.of India Gazette notification No.F.No.S-35025/2/2004-SS-II dated 17-Aug 2004.

“&” ESI @4.75% will be also applicable on HRA and all such allowances deemed as wages as per ESI Act revised from time to time.

“/ /” The figure indicated will change as per figure of HRA & ESI computed actually based on ESI Act amended from time to time.

<< Sum Total in each column indicates figure shown plus service charges (\$) and all other allowances paid by the Principal employer(Security Agency).

Notes:

- Uniform and washing allowance 30% of the claimed amount will be paid to each guard as washing allowance by the proprietor of the Security Agency.
- Minimum wages or any of its components cannot be rounded off by any authority other than labour department.
- Minimum wages are always calculated on the basis of the wages period.
- The policy on computation of ESI is as per ESI Act and is applicable to all wages revision notices issued by the office of the DGR earlier.
- No discount in any form is allowed to be offered by any Security Agency amounting to lowering of overall cost.

NOTE:

- WHILE SUBMITTING THE QUOTATIONS, THE WAGE STRUCTURE AND THE INSTRUCTION APPENDED BELOW AS PRESCRIBED BY THE DGR MUST BE STRICTLY FOLLOWED TO AVOID ANY OUTRIGHT REJECT.
- THE AGENCIES ARE ALSO DIRECTED TO FURNISH THEIR RATE QUOTATIONS ON THE BASIS OF THE LATEST APPLICABLE DGR WAGE STRUCTURE/NOTIFICATION.

Date:-----

Signature of the Tenderers.....
With Seal and Complete Address
Telephone No.....