

**निविदा सूचना**

केन्द्रीय माध्यमिक शिक्षा बोर्ड द्वारा दो बोली प्रणाली के अंतर्गत मुहरबंद निविदाएँ, कार्य 24*7 सुरक्षा सेवाओं (Security Services) की आपूर्ति हेतु अधिकृत प्राधिकृत निविदाकर्ताओं से आमंत्रित की जाती हैं. निविदाकर्ता सक्षम प्राधिकारी से पंजीकृत होना आवश्यक है. निविदा को सीबीएसई वेबसाइट WWW.CBSE.NIC.IN से डाउनलोड किया जा सकता है.

कार्य (सुरक्षा सेवाओं की आपूर्ति 24*7) से सम्बंधित महत्वपूर्ण जानकारी निम्नानुसार है :

क्र	विवरण	दिनांक	राशी
1	निविदा खुलने की तिथि	02.05. 2017	
2	निविदा प्रपत्र की कीमत		500/- (पांच सौ रुपये मात्र)
3	सुरक्षा (EMD) राशी		35000/- (पैंतिश हज़ार मात्र)
4	निविदा बंद होने की तिथि	19.05.2017 सायंकाल 03.00	
5	तकनिकी निविदा खुलने का समय	19.05.2017 सायंकाल 04.00	

निविदा से सम्बंधित सम्पूर्ण विवरण निविदा प्रपत्र में दिया गया है. विधिवत रूप से पूर्ण निविदाओं को केन्द्रीय माध्यमिक शिक्षा बोर्ड के क्षेत्रीय कार्यालय 99 कौलागढ़ रोड देहरादून में स्थापित निविदापेटी में निविदा बंद होने के समय तथा तिथि के पूर्व डाला जा सकता है. केन्द्रीय माध्यमिक शिक्षा बोर्ड को बिना कारण बताये किसी अथवा सभी निविदाओं को अस्वीकार करने का अधिकार है इस सम्बन्ध में सक्षम अधिकारी का निर्णय अंतिम तथा बाध्यकारी होगा.

REGIONAL OFFICER



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
TENDER NOTICE

Date: 30.04.2017

Sealed tenders are invited on behalf of the Secretary CBSE from the agencies preferably locally based (i.e. Dehradun) 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, Dehradun 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, 99, Kaulagarh Road, Dehradun from 02.05.2017 to 19.05.2017 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 Dehradun 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, Dehradun on or before 19.05.2017 up to 3.00 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 Dehradun" **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 04.00PM on 19.05.2017 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.

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TENDER FORM NO.RO (DDN)/Admn./F-05/2017/.....

Cost of form: Rs.500/-
(Non refundable)

**TENDER FORM FOR SECURITY CONTRACT AT CBSE, REGIONAL OFFICE,
DEHRADUN**

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

1.12 Past Experience : Preferably for last five years, with recommendations from employers for each year.



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1.13 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					

1. Has the firm been ever debarred /Black listed by any organization? If 'Yes' the details thereof _____
2. Details of award/certificate of Merit etc. received from any Organization (Please attach copy of certificates) : _____
- 3 Total Ex-Servicemen strength presently in the Service of the Agency(Category wise)
 - 1 Name and category of Service from which personnel have been recruited:
 - 2 Time and type of training undergone in the past year with documentary proof
 - 3 Similar work at hand in Dehradun :

2.0 **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.



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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.
 - 1.1 The Annexure-A duly signed by the tenderer with seal must be submitted along with the Technical Bid in the same sealed envelope.
 - 1.2 Part-B i.e. Financial Bid shall be submitted in separate sealed envelope superscribing "Financial Bid for Security Contract".





Instructions to the Tenderers:

1. Tenderers shall submit their offers in two separate sealed packets-
 - a. Technical Bid in Part-A along with Annexure-A be submitted in a sealed envelope superscribed as “**Technical Bid for Security Contract**”.
2. Financial Bid in Part-B to be submitted in a separate envelope duly sealed and superscribed as “**Financial Bid for Security Contract**”.
 - (ii) Technical Bid shall be opened at 04.00 PM on 19.05.2017 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.
 - (iii) 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.
 - (iv) Technical Bid, Annexure-A & Financial Bid should be signed by the same authorized signatory of the agency.

SOME IMPORTANT TERMS AND CONDITIONS

- 3.1 The agency shall ensure that the wages to the Security Personnel are as per the Minimum Wages Act in force at Dehradun.
- 3.2 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.
- 3.3 Additional Guards whenever necessary will have to be provided on a short notice.
- 3.4 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.
- 3.5 ONLY Ex-Servicemen retired from Armed Forces will be deployed.
- 3.6 Security Personnel once posted shall not be changed without prior permission of the Board.
- 3.7 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.
- 3.8 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



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they will ensure that all lights/fans and other electrical equipments are switched off immediately after the staff have left.

- 3.9 The Security Personnel should also know the usage of various types of Fire Fighting Equipments.
- 3.10 Losses caused to the Board due to negligence on the part of Security Personnel will be recovered from the Agency/Contractor.
- 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.
 - Scope of work includes providing protection and security to CBSE Regional Office premises at 99, Kaulagarh Road, Dehradun. The job of the Security Agency will be to provide a full proof system.
 - 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.
 - The Secretary, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
 - The security equipments like requisite metal detector, torch, whistle, lathi, etc shall be provided by the agency.
 - 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 above have been read by me/us and are acceptable to me/us.

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



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Part-“B” FINANCIAL BID

Rates are to be quoted as per the stipulated norms as notified by the appropriate Authority in their latest notification. Further, all components of cost items must be clearly indicated in the format 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 appropriate authority 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:-----

Notes:

- 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 appropriate authority earlier.
- No discount in any form is allowed to be offered by any Security Agency amounting to lowering of overall cost.



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NOTE:

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

Signature of the Tenderers.....

With Seal and Complete Address

Telephone No.....

Date:-----

