



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

**TENDER NOTICE**

Date: 11/08/2017

Sealed tenders are invited on behalf of the Regional Officer CBSE, Guwahati from the agencies preferably locally based (i.e. Guwahati) 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, Guwahati 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, Guwahati, Near Shankerdeve Kalkshetra, Shilpogram Road, Pnjabri, Guwahati-781037 from **11.08.2017** to **25.08.2017** on payment of Rs.500/- (Rs.Five hundred only) in cash (Non refundable) on any working day between **10:00 A.M. to 03:00 P.M.** It can also be downloaded from Board's website [www.cbse.nic.in](http://www.cbse.nic.in) for which Rs.500/- (Rs.Five hundred only) in the form of Demand Draft in favour of "Regional Officer CBSE" payable at Guwahati 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, Guwahati on or before **25.08.2017** up to **03:30 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.30,000/- (Rs. Thirty Thousand only)** in the form of Demand Draft drawn from any Nationalized Bank in favour of "Regional Officer, CBSE, payable at Guwahati" **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 **04:00 PM** on **25.08.2017** 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 Regional Officer, CBSE reserves the right to accept any tender or reject all the tenders without assigning any reason whatsoever thereof.

**REGIONAL OFFICER**



**TENDER FORM FOR SECURITY CONTRACT AT CBSE, REGIONAL OFFICE,  
GUWAHATI.**

**(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 : \_\_\_\_\_

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 GST Registration No : \_\_\_\_\_

(With documentary evidence)

1.11 Annual turnover (Preferably for Last three years): \_\_\_\_\_

1.12 Past Experience: Preferably for last Three 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 Organisation /Tel.No	From	To	No. of Guards provided
01	2014-15					
02	2015-16					
03	2016-17					

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 Guwahati:  
\_\_\_\_\_

2.0 **EMD Details**

- i) Amount : Rs.30,000/-
- 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-
  - (i) 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”**.
  - (I) Technical Bid shall be opened at 04.00 PM on 25.08.2017 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.
  - (ii) 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.
  - (iii) 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 Guwahati.
- 3.2 The Agency shall ensure that the wages of the security personnel should not be less than the presently applicable minimum wage structure as applicable from time to time. All rate should be quoted inclusive of all allowances and statutory levies etc.
- 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.



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- 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 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.
- (i) 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.
- (ii) Scope of work includes providing protection and security to CBSE Regional Office premises at CBSE, Regional Office Guwahati, Near Shankerdeve Klakshetra, Shilpogram Road, Panjabari. Guwahati-37. The job of the Security Agency will be to provide a full proof system.
- (iii) 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.
- (iv) The Regional Officer, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
- (v) The security equipments like requisite metal detector, torch, whistle, lathi, etc shall be provided by the agency.
- (vi) 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.
- 3.11 The Board may from time to time give demand in the form of Work Order to the security agency to provide a specific number of Ex- Serviceman personnel from clerical background and other personnel as Chowkidar to be engaged on purely daily basis and their wages would be paid as per the guideline of the Central Govt. under minimum wage act. The period of engagement would be for 89 days at one spell of time and may be extendable on requirement basis besides satisfactory performance. The incumbent list of specific personnel, preferably from the local candidates of Guwahati would be forwarded after proper verification of their character and antecedent.



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**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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Annexure-B(Financial Bid)

**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 Benifits %			
h)	HRA %			
i)	Uniform & Washing Allowance %			
j)	<b>Total-I</b>			
k)	Weekly Off/National Holidays/Other Holidays %			
l)	<b>Cost Per Head-II</b>			
m)	Service Charge Negotiable between 14%-20% on (I)			
n)	<b>Sum Total</b>			
o)	<b>GST</b>			
	<b>Net Payable per month for 8hrs duty</b>			

-----  
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 :.....