

Tender for Outsourcing of Security Services
for
Central Board of Secondary Education
(CBSE)
Regional Office-Thiruvananthapuram



CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE – Thiruvananthapuram
LIC Divisional Office Campus, B-Block, 2nd Floor,
Pattom – 695004 Thiruvananthapuram, Kerala

BID SHALL BE SUBMITTED ONLY IN ONLINE MODE AT CPPP WEBSITE:

<http://eprocure.gov.in/eprocure/app>

NOTICE INVITING BIDS FOR OUTSOURCING OF SECURITY SERVICES

Tender No. CBSE/RO/TVPM/ADMN/W&W/2018/01

Central Board of Secondary Education (CBSE), Regional Office - Thiruvananthapuram on behalf of the Secretary, CBSE invites open tenders in **Two Bids Format** from Thiruvananthapuram based registered Security Agency or Agency located within Kerala state but outside Thiruvananthapuram and having its Registered Office in Thiruvananthapuram for providing round the clock (24 hours) watch and ward and Security Services (without arms) for protection and security of Office premises and its infrastructure located at Thiruvananthapuram, Kerala. The successful bidder at the end of the bidding process may be awarded a contract to carry the work for an initial period of One year.

For participation in the bid, agencies will fill the complete tender form available online at CPPP e-Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under. Interested agencies may download the Tender document from the CBSE website www.cbse.nic.in (for perusal/reference only):

CRITICAL DATE SHEET

Published Date	26 Feb 2018 (05.00 PM)
Bid Document Download / Sale Start Date	26 Feb 2018 (05.00 PM onwards)
Clarification Start date & Time	27 Feb 2018 (10.00 AM)
Clarification Closing date & Time	27 Feb 2018 (04.00 PM)
Bid Submission Start Date	28 Feb 2018 (11.00 AM)
Bid Submission End Date	21 March 2018 (02.30 PM)
Technical Bid Opening Date	22 March 2018 (04.00 PM)

Bids shall be submitted only in online mode at CPPP website: <https://eprocure.gov.in/eprocure/app>

The cost of the Bid Document is Rs. 500/- (Rupees Five hundred only) which is non-refundable and the same is to be deposited through Demand Draft in favour of "Secretary, CBSE" payable at Thiruvananthapuram. Bids shall be submitted online only as per critical date sheet at CPPP e-Procurement website: <https://eprocure.gov.in/eprocure/app>

Earnest Money Deposit of Rs. 10000/- (Rupees Ten Thousand only) be submitted in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring "Secretary CBSE payable at Thiruvananthapuram".

The **Hard Copy of original instruments** in respect of cost of tender document, EMD to be sent to the Regional Officer at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**.

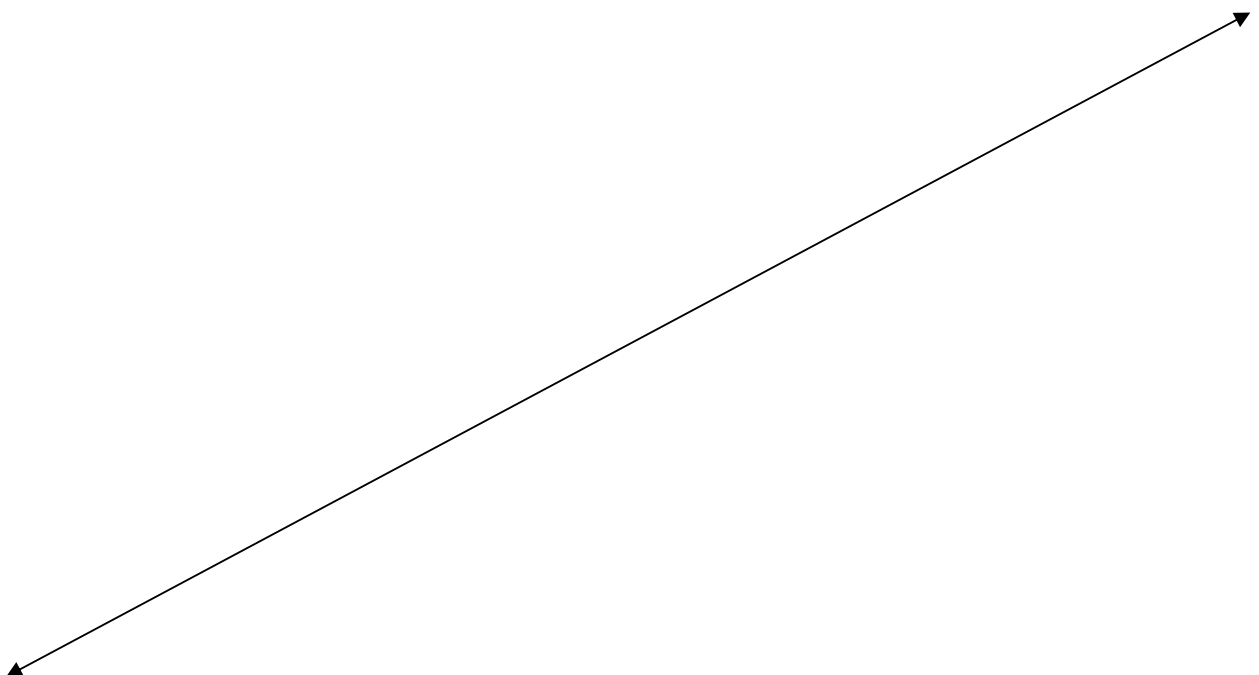
Tender documents received offline or in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Address:

Regional Officer
Central Board of Secondary Education
Regional Office,
LIC Divisional Office Campus,
B-Block, 2nd Floor, Pattom – 695004
Ph. 0471-2534404, 05
E-mail- rotrivandrum.cbse@nic.in

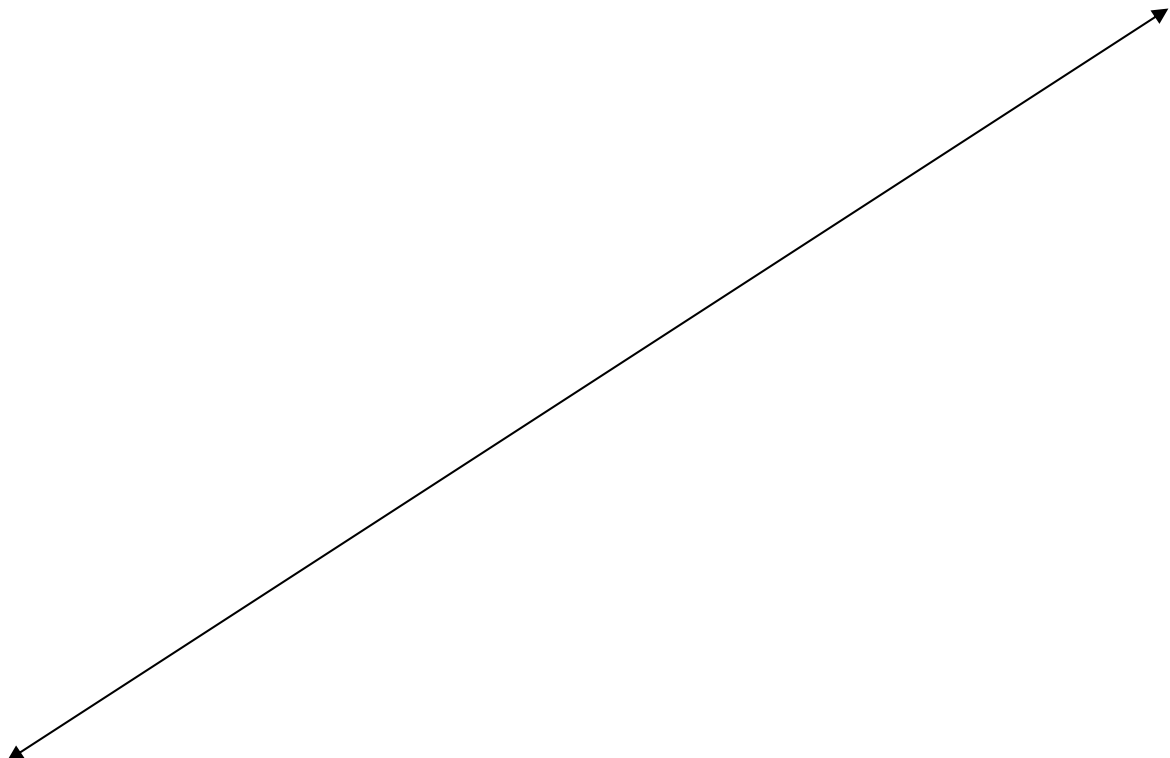
INDEX

Sl. No.	TOPIC	PAGE NO.
A.	Instruction to Bidders	4
B.	Terms & Conditions with List of Documents to be attached with Technical Bid	5-7
C.	Schedule of Requirement/Eligibility Criteria	8
D.	Tender Fee/ EMD & Performance Security	8
E.	Scope of Service	9
F.	Broad classification and conditions of duties of security personnel	10
G.	Submission of Bid and Evaluation Proposal	10
H.	Instruction for Online Submission of Bids	11-12
I.	Technical Bid (Annexure - I)	13
J.	Financial Bid (Annexure - II)	14
K.	Tender Acceptance Letter	15



A. INSTRUCTION TO THE BIDDERS

1. Please go through the entire detailed Tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder should keep the bid documents (to be submitted) as indicated in the Tender document/schedule ready in advance,
3. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. Corrigendum, if any, shall be uploaded on CPPP.
4. The Technical Bids will be opened as per Critical Date Sheet. The date and time for opening of financial bids shall be informed later to those who are found technically qualified.
5. The bidders should write the name of their organization and 'EMD/Tender fee for Security Services' on the backside of the Demand Drafts.
6. The Board reserves the right to reject any or all the tenders without assigning any reasons. Besides CBSE reserves the right to reject any proposal which is not substantially responsive.
7. **The entire Tendering Process is ONLINE through CPPP (e-Procurement Portal), offline entries / participation (except Demand Drafts for Tender Fee and EMD) shall not be accepted.**
8. Only Thiruvananthapuram based registered Security Agencies or Agency located within Kerala but outside Thiruvananthapuram having its registered office in Thiruvananthapuram can participate in the Tender.
9. Any Proposal received after the stipulated time will not be accepted by CBSE.



B. TERMS AND CONDITIONS

Rates & Price

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract and in the prescribed format only. The rate however shall be considered for revision based on minimum wages or any change in applicable statutory/taxation rates.
2. The rates quoted are to be strictly as per latest minimum wage structure of Central Govt. applicable for Thiruvananthapuram Kerala. Further the agency may also be asked to produce the record of compliance of central and state labour welfare provisions and such production of documents/compliance is must and binding. A Certificate to this effect will have to be submitted invariably every month to the Board by the Proprietor in respect of manpower deployed by him.
3. The offers/bids which are not in consonance of any labour/State/Central Govt. laws will be treated as invalid.
4. In case of receipt of more than one bid quoting the same rates, the award of the contract will be decided on the basis of evaluation of their experiences & past performance. The decision of the Board in this regard shall be final and binding on the bidders.
5. Any disputes arising out of this contract shall be within jurisdiction of Thiruvananthapuram, Kerala.

B (I)- Statutory Obligations

1. The security agency will have to pay minimum wages as per the prevailing minimum wages of Central Govt. rates applicable in Thiruvananthapuram, Kerala. A Certificate to this effect will have to be submitted invariably every month to the Board by the Proprietor in respect of manpower deployed by him.
2. The minimum wages should include all the items of wages, allowances and statutory emoluments, dues, etc. as notified by Govt. of India from time to time.
3. Taxes, if any applicable, shall be paid by the Agency after notifying the Board and the same may be reimbursed by the Board.
4. The contractor shall make all rounds statutory compliances regularly in respect of the personnel deployed. Payment of the wages shall be made by the contractor through bank. In case the Security Guards deployed by the agency do not possess any Bank Account, the onus for opening the same shall be of the Security Agency. The agency shall submit wage bill, copy of proof of bank remittance to its deployed security personnel's bank account, proof of statutory compliance such as ESI, EPF and Tax (if applicable), along with the bill of subsequent month.
5. The agency will be responsible to comply with all labour legislations including social security, Service Tax wherever applicable and such other statutory orders by the Govt./ Municipality which may be in force from time to time. The Successful bidder/ tenderer shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and a valid trade and license from the Competent Authority of Kerala for engaging in the business of private Security Services. The agency should also maintain all necessary records as required by administration. The agency should be registered with EPF, ESI and Service Tax authorities and shall possess valid code numbers.
6. Under no circumstances, the employees of the security agency shall be treated, regarded or considered or deemed to be the employees of the Board and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the Board against any claim that may have to meet towards the employees of the security agency.

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE – Thiruvananthapuram
LIC Divisional Office Campus, B-Block, 2nd Floor, Pattom – 695004 TVPM, Kerala

=====

7. The Bio-Data and complete profile of Security Personal along with latest passport sized photograph and proof of latest antecedent report from the concerned Police Station would have to be furnished at the time of deployment.

B (II) - VALIDITY OF THE CONTRACT

1. The contracts shall be initially be valid for a period of one year which may be extended on year to year basis for a maximum of three years on same terms and conditions mutually agreed upon in the contract agreement, subject to satisfactory performances of the Agency and its deployed security personnel and mutual consent. **Minimum Wages, as and when revised by the Govt. of India shall however be applicable invariably.**

B (III) - TERMINATION OF CONTRACT

The contract can be terminated in any of the following contingencies and circumstances:-

1. On the expiry of contract period, without any notice;
Or
2. On giving two months' notice at any time during the contract term, from either side.
Or
3. On assigning of the contract or any part thereof or any benefits or interest therein or there under by the contracted agency to any third person for subletting the whole or a part of the contract to any third person, without any notice to the Board;
Or
4. On account of the contracted agency being declared insolvent by the competent Court of Law; Without any notice;
Or
5. Provided that during the notice period for termination of contract, under the situation contemplated above, wherever applicable, the contracted agency shall keep on discharging his duties as before till the expiry of notice period.

B (IV) - BILLING AND PAYMENT

1. The agency shall submit wage bill in duplicate, along with attendance sheet, proof of bank remittance to worker's bank account, proof of statutory compliances such as ESI, EPF and Service Tax latest by 1st week of the following month. Bill completed in all respect shall be processed within 7 working days of its receipt.
2. In case of any exigency following which the contracted agency is unable to perform its part of contract/work and the payment remain unpaid; the agency in all cases shall be liable to make payment including ESI, EPF, etc. to its deployed Security Personnel.

B (V) - OTHER TERMS AND CONDITIONS

1. The rate of pay once offered and accepted by the authority shall not be altered during the entire period of contract unless it is revised by the Central Govt.
2. The Board reserves the right to increase/ decrease the number of security guards at a later date during the course of contract on existing terms & conditions.
3. The successful agency shall have to enter into an agreement with Board and cost incurred in this connection shall be borne by the agency.
4. Any theft, loss and damages of the property/assets/infrastructure of the Board and that of the premises on account of negligence of agency's personnel shall be solely borne by the agency.

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE – Thiruvananthapuram
LIC Divisional Office Campus, B-Block, 2nd Floor, Pattom – 695004 TVPM, Kerala

=====

5. The security personnel deployed by the Agency shall not enter into any sort of affiliation or allegiance of any commercial nature or otherwise with dubious intention or hidden interest with any of its stakeholder.
6. The Agency will be responsible for such conduct of the persons engaged by it in the Board which will be conducive for maintaining the harmonious atmosphere in the Board premises. The Agency will have responsibility for any act of commission and omission of such persons.
7. The agency shall provide Security staff that should be smart, healthy and having good character antecedent and conduct. If any security person is found under the influence of alcohol or narcotics or found in a state of inebriation in the premises, a penalty of Rs.1000/- per instance shall be deducted from contractor's bill and such employee shall be immediately removed from duty and shall not be allowed to enter into premises in future.
8. The Agency should not allow its employees to participate in any trade union activity or agitation in the premises of Board.
9. The Agency shall not sublet, transfer or assign the contract to any other agency.
10. Uniform, Whistles, Batons, Torches, other items/equipments, etc. as may be required for effective discharge of security services shall be provided by the Security Agency only at its own expenses. CBSE shall have no liability towards the deployed security personnel or any equipment of the agency. All statutory requirements for workmen are to be borne by the agency and shall be the sole responsibility of the agency.
11. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, intense weather and climatic condition, cyclone, freight embargoes, likewise etc.
12. The Competent Authority reserves the right to reject tender partly or completely at the any stage of the tender without assigning any reason thereof.

B (VI) - RESOLUTION OF DISPUTES

Board and the agency shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract or any issue arising out of it. If after thirty days from the commencement of such informal negotiations, Board and the agency are unable to amicably resolve the issue or reach a resolution by formal conciliation, the Competent Authority of the Board shall appoint a sole Arbitrator who will not be related to the agency and the decision of the Arbitrator shall be final and binding on both the parties.

B (VII) - LIST OF DOCUMENTS TO BE ATTACHED (with Technical Bid)

1. Tender application forms (Annexure- I).
2. Duly signed tender documents (signed and seal/stamp on every page).
3. Private Security Regulation Act 2005 (PSARA) License/ Empanelment notification copy.
4. Trade License, Registration under Contract Labour (R&A) Act, PAN Card, ESI, EPF, Service Tax, GST.
5. Firm/ Company Registration Certificate.
6. Experience Certificate/s or Work Order/s.
7. Demand Draft towards earnest money for Rs. 10000/- (Refundable).
8. Demand Draft towards Tender Fee of Rs. 500/- (Non-refundable).
9. Latest copy of Minimum wages notification of Central Govt. specifying the wage structure.
10. Audit Report or Balance Sheet or Income Tax return of last three years to show the annual turnover (F/Y 2014-15, 2015-16 & 2016-17).
11. An affidavit on Rs. 10/- e-Stamp paper certifying the agency is not blacklisted by any Central/ Government institutions/ Educational institution/ Company etc. and no legal suit/ criminal case pending or contemplated against the proprietor of the agency or any of its directors (in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the Central/State laws in force.

C. SCHEDULE OF REQUIREMENTS / ELIGIBILITY CRITERIA

1. The agency should be registered with Government (Central / Kerala) to work as security agency (submit the relevant Registration Certificate with Technical Bid)
2. The agency should have satisfactory **experience** of not less than 03 (three) years in the field of security services with government organization/s or reputed private organization or possessing proven track record. (Submit the relevant Work Experience with the Technical Bid) particularly, if with any Educational or Examination Body.
3. The agency should have average annual turnover of Rs. 10 lakhs (Rupees Ten lakhs only) per year in last three years (F/Y 2014-15, 2015-16 & 2016-17). (Submit the audit report or Balance Sheet or Income Tax return of last three years to show the annual turnover of the relevant financial year with technical bid).
4. The agency should have a valid Private Security Regulation Act 2005 (PSARA) License/ Empanelment notification copy, labour license, trade license, PAN Card, registration under ESI, EPF and Service Tax authorities and GST registration Certificate. (Submit the relevant documents with technical Bid)
5. An affidavit on Rs. 10/- e-Stamp paper certifying the agency is not blacklisted by any central/ Government institutions/ Educational institution/ Company etc. and no legal suit/ criminal case pending or contemplated against the proprietor of the agency or any of its directors (in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the Central/State laws in force) has to be furnished by the Agency with Technical Bid.
6. Further, the successful bidder should submit antecedent verification of all security personnel from the police authorities.

D. TENDER FEE / EARNEST MONEY DEPOSIT & PERFORMANCE SECURITY

1. The Tender Fee (non-refundable and non-adjustable) of Rs. 500/- (Rupees Five hundred only) in the shape of Demand Draft of Nationalized/scheduled commercial Bank shall be submitted in favour of "Secretary, CBSE" payable at Thiruvananthapuram, Kerala.
2. Earnest Money Deposit (EMD) of Rs.10000/- (Rupees Ten thousand only)— refundable without any interest, in the shape of Demand Draft/Bank Guarantee/Fixed Deposit from any Commercial Bank shall be submitted in favour of the "Secretary, CBSE" payable at Thiruvananthapuram Kerala.
3. Both the Tender Fee and EMD shall have to be submitted in sealed cover clearly marked as "Tender fee and Tender EMD for outsourcing of security services from Central Board of Secondary Education, Thiruvananthapuram".
4. The bidders should write the name of their organization on the backside of the Demand Drafts as well as "**EMD for Tender for Outsourcing of Security Services for CBSE, RO Thiruvananthapuram**"
5. Bids without Tender Fee and EMD shall be outrightly rejected. However, the Bidders who are registered with NSIC under Single Point registration schemes as security services provider may be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Bidders for claiming exemption from furnishing the Tender Fee and EMD. In the absence of valid certificate from the NSIC, such tenders shall be rejected straightway. The bidders claiming for exemption from furnishing the Tender Fee and/or EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing "Request for consideration for exemption from furnishing the Tender Fee and/or EMD" to the "Secretary, CBSE".

The Agencies covered/registered under **Micro, Small and Medium Enterprises and the Public Sector Enterprises** are exempted from the requisite Tender Fee and EMD amount (if any).

6. In case of Bidders who fail to qualify the eligibility criteria and whose Technical Bid does not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of Technical Bids.

E. SCOPE OF SERVICE

1. The persons to be deployed as Security Guards must be physically, medically & mentally fit, possess good character, conduct and behaviour and is also competent and well-trained to execute the procedural responsibilities for which they are deployed.
2. The tentative requirement of Security to be deployed at CBSE offices in Thiruvananthapuram, Kerala is **4 (Four)** which may *increase or decrease* as per the requirement.
3. The security personnel deployed shall not be below the age of 25 years and not above 55 years.
4. The security personnel have to attend duties in neat uniform for which the cost will be borne by the agency. Identity badges (displaying the name & photo of the personnel) shall have to be provided by the agency which should be displayed on uniform by all the security personnel on duty.
5. The watch and ward will be round the clock and 7 days of the week and all days in the year and may vary from time to time as per requirement of the Board. In case there is any change in deployment of security guard, such change shall be intimated to the Board in advance by the Agency in writing.
6. The entry of the visitors will be regulated by the security personnel in the manner as shall be instructed by this office from time to time. They will also ensure that all the electrical equipment/instruments/light/Fans, doors/windows, etc. must be switched off/closed at the time of closure of the Board's office.
7. The security agency will provide the security services round the clock in three shifts running from 6:00 am to 2:00 pm; 2:00 pm to 10:00 pm; 10:00 pm to 6:00 am. The security will work invariably in these three shifts only.
8. The security personnel should be provided with the whistle, torch and *lathis* (batons) by the Agency as per their routine duty requirement.
9. The security personnel should not leave the place of deployment until and unless his reliever joins him.
10. The Security Personnel will maintain its daily attendance registers & rosters/visitors In-Out Movement Register, which are kept at the main gate and other points.
11. The security personnel should not give lethargic or casual impressions while discharging their duties and they should always be alert, attentive and neatly dressed. They should observe movement of all staff, labours and visitors, etc.
12. The agency shall provide extra/additional guards as and when required for which separate charges shall be paid as per the then applicable Central Government minimum wages Order.
13. The agency has to pay monthly wages/emoluments to its deployed personnel by 7th of the following month through NEFT/ECS or in the form of individual A/c. payee cheque.
14. The Agency shall organize surprise visits (during day and night) through its Field Officers to verify the presence, alertness and attentiveness of the security guards.
15. The shifts of the security guard must be rotated periodically at an interval of three months.
16. The Proprietor shall be solely responsible for all the claims of his employees/workers and all such deployed security personnel of the Proprietor shall not make any claim whatsoever against the Board in whatever form/nature/right.
17. In case of repeated unsatisfactory performances, the concerned security personnel shall be replaced by the contractor immediately on the instructions of the Board.
18. The character & antecedents of the security personnel to be deployed, are to be verified from the local police station by the agency and shall submit individual reports in this regard. All security personnel should possess Aadhaar Card at the time of their deployment.

F. BROAD CLASSIFICATION AND CONDITIONS OF DUTIES OF SECURITY PERSONNEL

1. To check people on entry/exit points, issue and receipt of gate passes, maintaining visitor's record.
2. Thorough checking of incoming and outgoing material against proper Gate Pass duly signed by the authorized signatory.
3. To ensure that no hawkers, marketing persons or vendors are allowed inside Office premises without proper permission.
4. To bring to notice any suspicious activity/unclaimed material noticed in and around the office premises during discharge of duties.
5. Capable and trained in handling fire hydrants/extinguishers and attending fire alarm system whenever required.
6. Carry out any other jobs assigned by the authorities of the Board in the interest of security of the Board.
7. In any case, Security personnel shall not be replaced by the agency without prior approval of the Board.
8. Agencies must ensure to provide committed services through its deployed personnel, submit fair attendance with honest billing. In case any of the Security personnel is absent during a particular duty or duration, proportionate amount shall have to be honestly deducted from the bill presented by the Agency to the Board.
9. All deployed security personnel shall mark their attendance on Biometric Attendance device installed at the Board's premises.
10. For any misconduct, mischief, criminal act etc, the security personnel and the agency shall be at the mercy of the prevailing law.

G. SUBMISSION OF BID & EVALUATION PROPOSAL

The bids should be submitted in Two Parts (Technical and Financial) as explained below:-

“Part 1: Technical Proposal” which will consist of the proof of documentations for meeting laid down eligibility Criteria, Demand Drafts of Tender Fee and EMD.

“Part 2: Financial Proposal” which will consist of the details of financial aspect/rate of Security Guard/personnel.

Part 1- Technical Proposal

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Annexure I (Technical Bid), Tender Acceptance Letter.
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Eligibility Criteria/ T&C under B (VII) at page no. 8.

Part 2- Financial Proposal

- i) Financial Bid is to be submitted as per Annexure-II (Page-14 of the detailed tender document) and this should be signed and stamped properly. This document is required to be submitted as in 2nd Cover of the on-line tender **in pdf format after scanning page no. 14, duly signed and stamped.**
- ii) **Proposal Evaluation**
CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the tender and Financial Bid of technically qualified bidders will only be opened online.

H. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE – Thiruvananthapuram
LIC Divisional Office Campus, B-Block, 2nd Floor, Pattom – 695004 TVPM, Kerala

=====

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the eProcurement website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date/ time. Bidder will be responsible for any delay due to other issues including that of online server of the portal.
- 2) **The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.**
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e, after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE – Thiruvananthapuram
LIC Divisional Office Campus, B-Block, 2nd Floor, Pattom – 695004 TVPM, Kerala

Annexure – I

I. TECHNICAL BID

1.	Name of the Agency		
2.	Year of Establishment		
3.	Complete official Address		
4.	Telephone No. (M)		
5.	E-mail/Fax/Landline Nos.		
6.	Proof of incorporation/inception of the Agency		
7.	Name of the owner/Partner/Director/MD		
8.	Name of Official Bank		
	Branch address with Pin Code		
	Bank A/c No.		
	IFSC		
9.	ESI Regn. No.		
10.	EPF Regn. No.		
11.	PAN		
12.	Private Security Agency Regulation Act Registration Certificate		
13.	Service Tax/GST Registration No.		
14.	Any other Statutory Body's Registration No.		
15.	Previous experience details		
16.	Contract Labour Registration Certificate		
17.	Annual Turnover of last three	2014-15	
		2015-16	
		2016-17	
18.	Earnest Money details	DD No.	Amount: Date:
19.	Tender Fee details	DD No.	Amount: Date:

UNDERTAKING

I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. **Read and accepted all instructions contained in the detailed Tender Document**

Place:
Date:

Signature of the Proprietor/ Partner/
Managing Director **with stamp**

J. FINANCIAL BID

RATES TO BE QUOTED FOR INDIVIDUAL SECURITY PERSONNEL ON PER MONTH BASIS

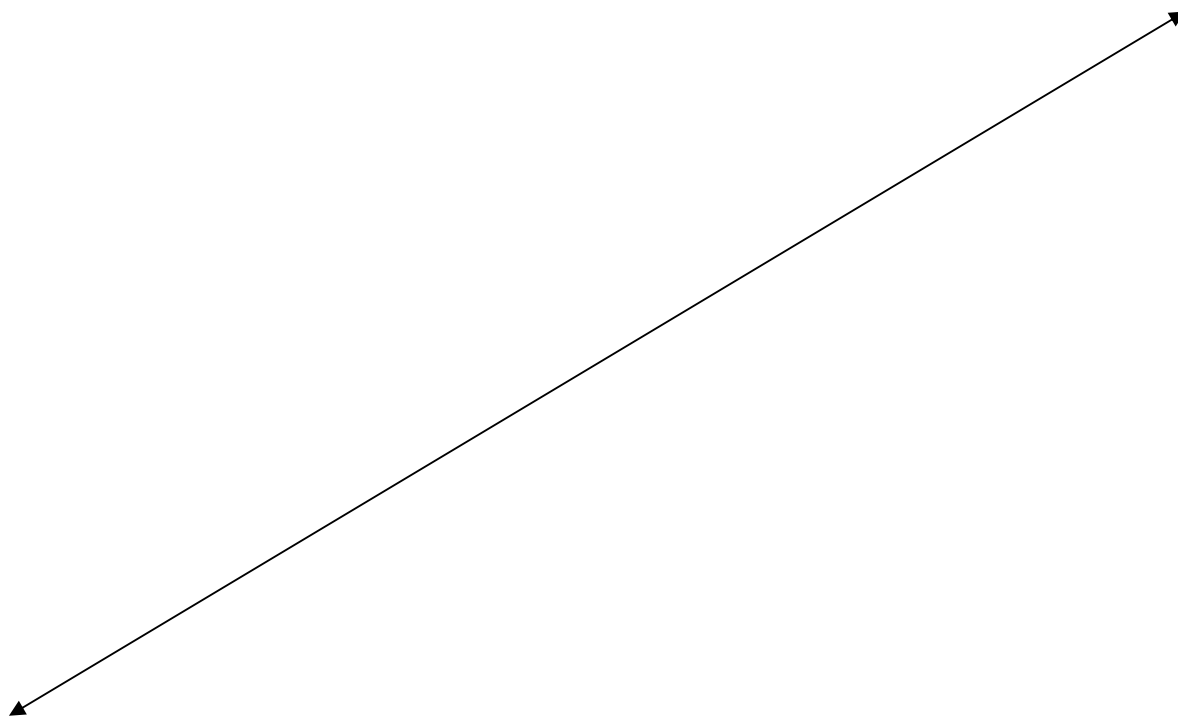
Sl. No.	Standard Wage components	SECURITY GUARD
1.	Basic Wages	As per the latest applicable Minimum Wages Order of Central Government
2.	ESI*	As per the latest applicable Order of Central Government
3.	EPF*	As per the latest applicable Order of Central Government
4.	Service / Administrative charges (if any) /Any other wage component **	

* As per the latest applicable Minimum Wages Order of Central Government.

** GST Not applicable

Place:
Date:

Signature of the Proprietor/ Partner/
Managing Director **with stamp**



CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE – Thiruvananthapuram

LIC Divisional Office Campus, B-Block, 2nd Floor, Pattom – 695004 TVPM, Kerala

=====

K. TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

**To,
The Regional Officer
Central Board of Secondary Education
Regional Office
LIC Divisional Office Campus,
B-Block, 2nd Floor, Pattom – 695004
Thiruvananthapuram**

Sub: Acceptance of Terms & Conditions of Tender.

[Tender Reference No: CBSE/RO/TVPM/ADMN/SECURITY TENDER/2018]

Name of Tender / Work: - Tender for Outsourcing of Security Services.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 14 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too, have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking and no legal suit/ criminal case pending or contemplated against the proprietor of the agency or any of its directors (in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the Central/State laws in force (submit with Technical Bid).
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Stamp/Seal)