

Tender for Outsourcing of Security Services
for Central Board Of Secondary Education,
DEHRADUN

(Ref. No. CBSE/RO/DDN/ADMN/SECURITY TENDER/2018)



CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE - DEHRADUN
99, Kaulagarh Road, Dehradun U.K. 248001

NOTICE INVITING BIDS FOR OUTSOURCING OF SECURITY SERVICES

Central Board of Secondary Education (CBSE), Regional Office - Dehradun invites open tenders in two bids format from Dehradun based registered agency or Outside Agency having its registered office in Dehradun on behalf of the Secretary, CBSE for providing round the clock (24hours) protection and security of Office premises of CBSE located at Dehradun U.K. The successful bidder at the end of the bidding process may be awarded a contract to carry the work.

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

CRITICAL DATE SHEET

Published Date	30 Jan 2018 (05.00 PM)
Bid Document Download / Sale Start Date	30 Jan 2018 (05.00 PM onwards)
Clarification Start date & Time	31 Jan 2018 (10.00 AM)
Clarification Closing date & Time	02 Feb 2018 (04.00 PM)
Bid Submission Start Date	03 Feb 2018 (11.00 AM)
Bid Submission End Date	24 Feb 2018 (02.30 PM)
Technical Bid Opening Date	26 Feb 2018 (03.00 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. 1000/- (Rupees One Thousand only) which is non-refundable and the same is to be deposited through Demand Draft in favour of "Secretary, CBSE" payable at Dehradun. 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. 1,50,000/- (Rupees One Lakh Fifty Thousand only) can be submitted in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring "Secretary CBSE payable at Dehradun".

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,
99, Kaulagarh Road, Dehradun
Uttarakhand - 248001.
Ph. 0135-2757744
E-mail- roddn.cbse@nic.in

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A. INSTRUCTION TO THE BIDDERS

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
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 on 26.02.2018 at 3:00 PM. The date and time for opening of financial bids shall be informed later to those who will be 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 / Instruments.
6. The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE payable at Dehradun" of an amount equivalent to 10% of contract value valid for 180 days beyond the date of completion of all contractual obligations from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
7. The Board reserves the right to reject any or all the tenders without assigning any reasons.
8. The entire Tendering Process is ONLINE through CPPP (e-Procurement Portal), offline entries / participation (except instruments for Tender Form cost and EMD) shall not be accepted.
9. Only Dehradun based registered Security Agency or Outside Agency having its registered office in Dehradun can participate in the Tender.

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 statutory/taxation rates.
2. The rates quoted are to be strictly as per latest minimum wage structure of Central Govt. applicable for Dehradun U.K. Further the agency may also be asked to produce the record of compliance of central and state labor welfare provisions and such production of documents/compliance is must and binding.
3. The offers/bids which are not in consonance of any labor laws will be treated as invalid.
4. In case more than one price bid quoting the same rates are received, 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 arise out of this contract shall be within jurisdiction of Dehradun, U.K..

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 Dehradun U.K.
2. The minimum wages should include all the items of wages, allowances and statutory emoluments dues as notified by Govt. of India from time to time.
3. Taxes if any shall be paid by the Agency and 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 and the agency shall get their workers accounts opened in the banks. The agency shall submit wage bill, proof of bank remittance to worker's bank account, proof of statutory compliance such as ESI, EPF and Service Tax along with the bill of subsequent month.
5. The agency will be responsible to comply with all labor 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 Labor (R&A) Act, 1970 and rules framed there under and shall continue to hold it till completion of the contract. 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 deep indemnified the Board against any claim that may have to meet towards the employees of the security agency.

7. The Bio-Data of Security Personal along with proof of latest antecedent report from the concerned Police Station would have to be submitted at the time deployment.

B (II) - VALIDITY OF THE CONTRACT

The contracts shall be valid for a period of one year and on satisfactory performance it may be extended for another year at the same rate (shall be revised time to time as per the revision in minimum wages), terms and conditions on mutual consent.

B (III) - TERMINATION OF CONTRACT

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

- a) On the expiry of contract period, without any notice;
Or
- b) On giving three months' notice at any time during the current services, by either of the Board or Service Provider;
Or
- c) 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;
Or
- d) On contracted agency being declared insolvent by the competent Court of Law;
Without any notice;
Or
- e) Provided that during the notice period for termination of contract, in the situation contemplated above, the contracted agency shall keep on discharging his duties as before till the expiry of notice period.

B (IV) - BILLING AND PAYMENT

- a) 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 by 15th of the month. Bill completed in all respect shall be processed within 10 working days of its receipt.
- b) In case of any exigency following which the contracted agency is unable to perform its part of contract / work and the payment being unpaid, the agency in all cases shall be liable to make payment including ESI, EPF etc to Security Personnel.

B (V) - OTHER TERMS AND CONDITIONS

- 1. The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the statutory bodies.
- 2. The Board reserves the right to increase/ decrease the number of security guards at later date during course of contract with 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 of Board on account of negligence of agency's personnel shall be borne by the agency.

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5. The Competent Authority reserves the right to reject tender partly or completely at the any stage of the tender without assigning any reason thereof.
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. In case of mutual extension of contract beyond one year, the agency shall provide the guards on rates once approved in the Original Tender & agreement.
8. 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 the premises in future.
9. The Agency should not allow its employees to participate in any trade union activity or agitation in the premises of Board.
10. The Agency shall not sublet, transfer or assign the contract to any other agency.
11. Central Board of Secondary Education shall have no liability toward personnel/ all 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.
12. 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, and freight embargoes.

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 have been unable to resolve amicably 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 shall be final and binding.

B (VII) - LIST OF DOCUMENTS TO BE ATTACHED

1. Tender application forms (Annex I).
3. Duly signed tender documents (signed on every page).
4. ESI, EPF, Service Tax, Trade License, Registration under Contract Labor (R&A) Act, Pan Card/ Registration documents.
5. Firm/ Company registration certificate.
6. Experience Certificate or work order.
7. Demand Draft towards earnest money for **Rs.1,50,000/-** (Refundable).
8. Demand Draft towards Tender Fee of Rs. 1000/- (Non refundable).
9. Private Security Regulation Act 2005 (PSRA) Empanelment notification copy.
10. Latest copy of Minimum wages notification of Central Govt. specified wage structure.
11. Audit Report of last three year (F/Y 2014-15, 2015-16 & 2016-17).

C. SCHEDULE OF REQUIREMENTS / ELIGIBILITY CRITERIA

1. The agency should be registered with Government (Central / Uttarakhand) 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 in government organization and proven track record in the field to be produced. (Submit the relevant Work Experience with the Technical Bid) particularly in the Educational & Examination Body.
3. The agency must have executed/ have a running contract in any Government organization with deployment of minimum 25 security personnel in a single contract. (Submit the relevant work order with Technical Bid).
4. The agency should have average annual turnover of Rs. 1 Crore (Rupees One Crore only) per year in last three years (F/Y 2014-15, 2015-16 & 2016-17). (Submit the audit report of the relevant financial year with technical bid)
5. The agency should have a valid 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)
6. There should be 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 laws in force. (Submit the declaration with Technical Bid). Further, the agency should submit antecedent verification of all security personnel from the police authorities.
7. An affidavit stating the agency is not blacklisted by any central/ Government institutions/ Educational institution/ Company etc. form last three years.

D. TENDER FEE / EARNEST MONEY DEPOSIT & PERFORMANCE SECURITY

1. The tender fee (non-refundable and non-adjustable) of Rs. 1000/- in shape of Demand draft/NEFT/RTGS of Nationalized/scheduled commercial bank shall be submitted in favor of the “Secretary, CBSE” payable at Dehradun U.K.
2. Earnest money deposit (EMD) of Rs.1,50,000/- in shape of Demand Draft/Bank Guarantee/Fixed Deposit from any Commercial Bank shall be submitted in favor of the “Secretary, CBSE” payable at Dehradun U.K..
3. Both the tender fee and earnest money deposit will be submitted in sealed cover prominently marked as “Tender fee and EMD Tender for outsourcing of security services from Central Board of Secondary Education, Dehradun”.
4. The bidders should write the name of their organization on the backside of the Demand Drafts if applicable.
5. Bids without tender fee and EMD shall be rejected. However, the Bidders who are registered with NSIC under Single Point registration schemes for security service 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 **Micro, Small and Medium Enterprises and the Public Sector Enterprises** are exempted from the requisite fee and EMD amount (if any).
6. In the case of those 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.
7. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.

D (I) - PERFORMANCE SECURITY DEPOSIT

The successful bidder shall be required to deposit security money equivalent to 8% of the estimated annual value of the contract in the form of A/c Payee Demand Draft/ Term Deposit/Bank Guarantee within 21 days from the date of award of contract. The Performance Guarantee will have to be valid for a period of 60 days beyond the expiry of the contract. The security money so deposited shall be released thereafter on claim, subject to adjustment if any, by the Board arising out of terms and conditions pertaining to the tender.

E. SCOPE OF SERVICE

1. The persons to be deployed as Security Guards must have good health, good character, conduct and behavior, competent and qualified to perform the work for which they are deployed.
2. The tentative requirement of Security to be deployed at CBSE offices in Dehradun U.K. - is to be approximately 15 (Fifteen) which may increase or decrease as per the requirement including one lady Security Guard.
3. The security personnel deployed shall not below the age of 25 years and not above 55 years.
4. The required number of Security Guards with/without Arms would be intimated at the time of award of contract.
5. The security personnel have to attend duties in neat uniform for which the cost will be borne by the agency. Identity badges (Showing the name of the personnel) shall have to be provided by the agency which should be displayed on uniform of all the security personnel while on duty.
6. The watch and guard will be round the clock and 7 days of the week and shall be changing as per requirement of the Board from time to time. In case there is any change in deployment of security guard, such change shall be intimated in writing by the Agency in advance to the Board.
7. The entry of the visitors will be regulated by the security personnel in the manner as will be instructed by this office from time to time. They will also ensure that all the electrical equipment/instruments/light/Fans must be switched off as the time of closure of this office.
8. 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 between the shifts, including one or two ladies Security guards to perform duties during day time 09:30 AM to 05:30 PM.
9. The security personnel should be provided with the whistle, Torch and lathis by the Agency as per their requirement in the duty.
10. The security personnel should not leave the point unless and until the reliever comes for shift duties.
11. The security supervisor will maintain all the registers, which are kept at the main gate and other points.
12. The security personnel should not give lenient or casual impressions in the duties and they should be alert and attentive. They should observe movement of all the staff, labors and visitors etc. They should not allow any visitors with vehicle to office or inside the campus without proper entry in the visitors registers.
13. On requirement, the agency shall have to provide extra or more guards, or gunman as and when required for which separate charges shall be paid as per the contract rate.
14. The agency has to pay salary to deployed persons by 07th of the next month through NEFT or in the form of cheque.
15. The Agency shall organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
16. The security guard must be rotated from their deployment at an interval of three months.
17. The contractor shall submit a monthly report of compliance and happenings in the premises under the supervision.
18. The security personnel should be properly trained and should be alert in performance of his duty. The performance, if not found satisfactory, the concerned personnel shall be replaced by the contractor, within a period of one day.
19. The character & antecedents of the guard to be deployed are to be verified from the local police station by the agency and submit report. All security personnel should possess Adhar Card at the time of their deployment.

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20. To check people on entry/exit base on production identity cards system, issue of passes, etc., and maintain visitor's record.
21. Thorough checking of incoming and outgoing material against proper Gate Pass duty signed by the authorized signatory.
22. To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.
23. To bring to notice any suspicious activity noticed during discharge of duties by security guards.
24. To attend fire-fighting operations i.e. capable of handling fire hydrants and attending fire alarm system whenever required.
25. Conduct periodic training to the deployed manpower on its own.
26. Carry out any other jobs assigned by the authorities of the Board in the interest of security of the Board.
27. The Agency/Service provider has to follow all the statutory provision as prescribed under labor laws and monthly compliance report will be submitted to the Board.
28. In any case, Guards shall not be replaced by the agency without prior approval of the Board. In case of violation, a penalty of Rs. 2000/- shall be imposed in every case.
29. When the Guards are not on duty or on leave and no guards are provided, salary on pro-rata basis up to three days shall be deducted and beyond three days, a penalty of Rs. 2000/- per week shall be levied for continuous absence.
30. For any misconduct, mischief, criminal act etc, the security personnel and the agency shall be at the mercy of the prevailing law.

F. SUBMISSION OF BID & EVALUATION PROPOSAL

The bids should be submitted in two parts (Technical and Financial) as described below:-

“**Part 1: Technical Proposal**” which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

“**Part 2: Financial Proposal**” which will consist of the details of financial matters.

- i. The Proposal submitted in online mode complying with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

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 Conditions/ T&C.

Part 2- Financial Proposal

- a) Schedule of price bid be submitted only in the form of BOQ_XXXX .xls

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.

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 enroll 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 Enrollment**” 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.
- 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 site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 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.

G. TECHNICAL BID

1	Name of the Agency	
2	Year of Establishment	
3	Full Address	
4	Telephone No. (N)	
5	E-mail/Fax	
6	Whether a register Firm/Company incorporated, and if so, the details thereof	
7	Name of the owner/Partner/Director/Managing Director	
8	Name of bankers with full address & Bank A/c No.	
9	ESI Code	
10	EPF Code	
11	PAN	
12	Private Security Agency Regulation Act Registration Certificate	
13	Service Tax/GST Regd. No.	
14	Any other statutory body's Registration No.	
15	Previous experience details	
16	Contract Labour Registration Certificate	
17	Annual Turnover of last three years	2014-15
		2015-16
		2016-17
18	Earnest Money details	DD / Inst.No. , Date , Amt.
19	Tender Fee details	DD / Inst.No. , Date , Amt.

Declaration whether agency was blacklisted by any government/ Central/ State (enclosed affidavit on Rs.10/- Non Judicial Stamp Paper).

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.

Date:

Place:

Signature of the Proprietor/ Partner/
Managing Director with stamp

H. FINANCIAL BID

Rates Quoted for Security Personnel per month

Sl. No.	Name of the Items	Security Personnel		
		Security Guard (With Arm/Gunman)	Security Guard (Without Arm)	Supervisor
1.	Basic Wages			
2.	ESI*			
3.	EPF*			
4.	Service / Administrative charge (if any)			
	Total			

* As per the prevailing rate of Central Government/ Statutory Bodies.

** GST Not applicable

Date:

Place:

Signature of the Proprietor/ Partner/
Managing Director with stamp

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

1. TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

**The Regional Officer
Central Board of Secondary Education
Regional Office
99, Kaulagarh Road, Dehradun
Uttarakhand - 248001**

Sub: Acceptance of Terms & Conditions of Tender.

[Tender Reference No: CBSE/RO/DDN/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 17 (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.
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 Seal)