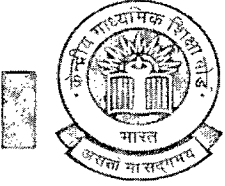




केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

Tender for
Outsourcing of Security Services at
Central Board of Secondary Education,
Regional Office,
Todarmal Marg, Ajmer.

क्षेत्रीय कार्यालय, टोडरमल मार्ग, अजमेर (राजस्थान) - 305030
Regional Office, Todarmal Marg, Ajmer (Rajasthan) - 305030
फोन/Telephone : +91-145-2627460, 2629928 वेबसाइट/Website: www.cbse.nic.in
ईमेल/Email - roajmer.cbse@nic.in



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

NOTICE INVITING TENDER

CBSE invites open tenders in two bids format from security agencies on behalf of the Secretary, CBSE for providing round the clock (24 hours) protection and security of Office premises of CBSE located at Ajmer.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

Interested organizations can download the Tender document w.e.f. 09/03/2018 to 29/03/2018 from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under. up to 29/03/2018 (3.00PM).

The Secretary, CBSE reserves the right to reject any or all tender without assigning any reason.

Sd/-
REGIONAL OFFICER
CBSE, RO, Ajmer.

**Central Board of Secondary Education, Todarmal
Marg, Ajmer (Raj.)**

TENDER NOTICE

Central Board of Secondary Education, Regional Office, Todarmal Marg, Ajmer (Raj.) on behalf of the Secretary, CBSE invites open tenders in two bids format from **Ajmer based Security Agency or Agency having its Establishment/Registered Office in Ajmer** for providing round the clock (24 Hours) watch and ward and security services for protection and security of Office Premises and its infrastructure located at Ajmer (Raj.). 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.

Interested organizations can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under. up to _____ 3.00 PM.

CRITICAL DATE SHEET

Name of Organization	Central Board of Secondary Education, Todarmal Marg, Ajmer (Rajasthan)
Scope of work	Providing Security Services in the CBSE Ajmer Office campus.
Tender Type	Open Tender
Tender Enquiry	Services
Tender Document download start date	09.03.2018
Tender Document download end date	29.03.2018
Bid validity	60 days beyond the closing date of tender
Location of Work	C.B.S.E. Regional Office, Todarmal Marg, Ajmer 305030
Tender Fee (non refundable and not adjustable)	Demand draft of Rs. 500/- (Rupees Five Hundred Only) in favour of "Secretary, CBSE" payable at Ajmer or electronic fund transfer in A/c. 2134101004060, IFSC code – CNRB0002134, Canara Bank, Ashok Marg, Ajmer
Earnest Money Deposit (EMD)	Rs. 80,000/- in the form of account payee demand draft OR fixed deposit receipt OR Bank Guarantee from any Nationalized commercial bank or Electronic Fund Transfer detailed as above.
Last date and time for submission of Bids	29.03.2018 upto 3.00 P.M.
Date and time for opening of Technical Bids	30.03.2018 at 4.00 P.M.
Address for communication	Regional Officer, CBSE, Todarmal Marg, Ajmer 305030 (Raj.)
Period of Completion of work	As per terms & conditions of tender and work order award letter

Validity of Contractors	01 year from date of award & can be extended upto a maximum period of 2 more years on satisfactory performance on same terms & conditions.
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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 Bank Draft of Rs. 500/- in favour of Secretary, CBSE payable at Ajmer or Electronic Fund Transfer in A/c No. 2134101004060, IFSC Code: CNRB0002134, of Canara Bank, Ashok Marg, Ajmer. Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The Hard Copy of original instruments in respect of cost of tender document, EMD to be send to The Regional Officer, CBSE, Todarmal Marg, Ajmer (Raj.) on or before bid opening date/time as mentioned in critical date sheet.

Tender documents received 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.

BID OPENING PROCESS

1. Technical Bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at CBSE Todarmal marg, Ajmer (Raj.)
2. The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.
3. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board can make any enquiry/seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

Address :-

The Regional Officer,
Central Board of Secondary Education,
Todarmal Marg, Ajmer (Raj.)
Phone No :- 0145-2634109, 2634102
E-Mail- roajmer.cbse@nic.in

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**Central Board of Secondary Education, Todarmal
Marg, Ajmer (Raj.)**

Instructions For Online Bids Submission

- A. 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 (through Bank Draft of Rs. 500/- and Rs. 80,000/- as

tender fee / EMD in favour of Secretary, CBSE payable at Ajmer or Electronic Fund Transfer in A/c No. 2134101004060, IFSC Code: CNRB0002134, of Canara Bank, Ashok Marg, Ajmer) as applicable and enter details of the instrument.

- 4) **Bidder should prepare the tender fee / 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 Regional Officer, CBSE, Todarmal Marg, Ajmer on E-mail ID adm.cbseajmer@gmail.com and on phone no 0145-2634109 for a 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.

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. 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 documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. **Ajmer based Security Agency or Agency having its Establishment/Registered Office in Ajmer can participate.**
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
4. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
5. The Technical Bids will be opened on 30/03/2018 at 4.00 P.M.. The date and time for opening of financial bids shall be informed later to those who will be found technically qualified.
6. The bidders should write the name of their organization and 'EMD/Tender fee for Security Services on the backside of the Demand Drafts / Instruments.
7. The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in favour of "Secretary, CBSE payable at Ajmer" of an amount equivalent to 5% 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.

8. The Board reserves the right to reject any or all the tenders without assigning any reasons.

(B) TERMS AND CONDITIONS:

B(i) 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 Ajmer. 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.
3. **Service/Administrative charges should not be 0.00% or abnormally low for a facilities, works, service which could lead to a situation of non-performance or failure of contract. It should be just right for the quality, quantity and other factors involved**
4. The tenders are invited under two bid system i.e. **Technical Bid and Financial Bid. Technical Bid and Financial Bid should be placed on-line in two separate envelopes. Financial bids of only those bidders may be opened who qualify the Technical Bid.**
5. The offers/bids which are not in consonance of any labour laws will be treated as invalid.
6. **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.**
7. Any disputes arising out of this contract shall be within jurisdiction of Ajmer City only.
8. Police Verification report of all the security personnel should be submitted in this office.

B (ii) Statutory Obligations

1. The security agency will have to pay minimum wages as per the prevailing minimum wages of Central Govt. rate applicable to Ajmer, in accordance with the minimum wages act.
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 worker's accounts opened in the banks. The agency shall submit wages bill, proof of bank remittance to worker's bank account, proof of statutory compliance such as ESI, EPF and Service Tax/GST along with the bill of subsequent month.
5. The agency will be responsible to comply with all labour legislations including social security, Service Tax/GST wherever applicable and such other statutory orders by the Govt./Municipality which may be in force from time to time. The Successful bidders/ tenderer shall obtain a valid license under the Contract Labour (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/GST 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 the Security Personnel along with proof of latest antecedent report from the concerned Police Station would have to be submitted at the time deployment.

B (iii) – 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 one 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 (iv) – Termination of Contract

Post award to the contract to an Agency, 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 (v) – 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 compliance such as ESI, EPF and Service Tax/GST 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 (vi) - 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 execute 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.
5. The Competent Authority reserves the right to reject tender partly or completely at 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 by the Original Tender & agreement though taxes, if any are subject to applicability as per Government norms.
8. The agency shall provide Security staff who 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 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 party.
11. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in Board website only.
12. 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.

B (vii) - 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.

C. SCHEDULE OF REQUIREMENTS/ELIGIBILITY CRITERIA

1. The agency should be registered with Government (Central/Rajasthan State) to work as security agency. (Submit the relevant registration certificate with Technical Bid).
2. **Ajmer based Security Agency or Agency having its Establishment/Registered Office in Ajmer** for providing round the clock (24 hours)
3. 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.
4. The agency must have executed/ have a running contract in any Government organization with deployment of minimum 10 security personnel in a single contract. (Submit the relevant work order with Technical Bid).
5. The agency should have average annual turnover of Rs. 25 Lakhs (Rupees Twenty Five Lakhs Only) per year in last three years (F.Y. 2014-15, 2015-16 and 2016-17). (Submit the audit report of the relevant financial year with technical bid)
6. The agency should have a valid labour license, trade license, PAN Card, registration under ESI, EPF and Service Tax/GST Registration with authorities. (Submit the relevant documents with technical Bid).
7. 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.
8. An affidavit stating the agency is not blacklisted by any central/ State 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. 500/- (Rupees Five Hundred Only) in shape of Demand draft of Nationalized/scheduled commercial bank shall be submitted in favor of the "Secretary, CBSE" payable at Ajmer or could be paid through Electronic Fund Transfer in A/c. No. 2134101004060, IFSC Code - CNRB0002134, of Canara Bank, Ashok Marg, Ajmer (Raj.).
2. Earnest money deposit (EMD) of Rs. 80,000/- (Rupees Eighty Thousand Only) in shape of Demand Draft/Bank Guarantee/Fixed Deposit from any Commercial Bank shall be submitted in favor of the "Secretary, CBSE" payable at Ajmer.
3. Both the tender fee and earnest money deposit will be remitted through Demand draft of Nationalized/scheduled commercial bank in favour of the "Secretary, CBSE" payable at Ajmer or could be paid through Electronic Fund Transfer in A/c. No. 2134101004060, IFSC Code - CNRB0002134, of Canara Bank, Ashok Marg, Ajmer (Raj).
4. **The original D.D or receipt of electronic fund transfer 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.
4. The bidders should write the name of their organization on the backside of the Demand Drafts.
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 "Regional Officer, CBSE" Ajmer.
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 Tender process and award of contract to the successful bidder..
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 5% to 10% of the estimated annual value of the contract in the form of Demand Draft/ Fixed 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 Ajmer is to be approximately 11 (01 Supervisor + 10 Security Guards) which may increase or decrease as per the requirement including 01 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 at 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 01 lady Security guard between the age of 25 to 55 years to perform duties during day time 09:30 AM to 05:30 PM.
- 9) The security personnel should be provided with the whistle, Metal Detector, Torch and lathes 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, labours and visitors etc. They should not allow any visitors with vehicle to office or inside the campus with 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 Aadhar Card at the time of their deployment.
- 20) To check people on entry/exit based on production of 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 labour 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.

SUBMISSION OF BID

The Proposal 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 payment of Tender Fee and EMD through D.D. or electronic fund transfer.

"Part 2: Financial Proposal" which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply 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

All documents to support technical eligibility must be scanned duly certified by Authorised signatory.

1. Scanned Copy of Trade License, valid Registration under Contract Labour (R & A) Act. for providing security services work with date of its validation.
2. Duly signed tender documents (signed and seal/stamp on every page)
3. Scanned copy of ESI, EPF, Service Tax/GST, Trade License, , Pan Card (Self Attested Photocopy).
4. Scanned copy of annual turnover from providing security services of last 3 years for the financial year 2014-15, 2015-16, 2016-17.
5. Scanned copy of Income Tax Return for the assessment year 2015-16, 2016-17 and 2017-18
6. Scanned Copy of Audit report or Balance sheet of last 3 years 2014-15 ,2015-16, 2016-17 with details of turn over from providing security services and certificate of Chartered Accountant. Bidder should attach solvency certificate.
7. Scanned Copy of Experience Certificates of 3 years in the field of providing security services as specified in "Terms and Condition"
8. Scanned copy of Demand Draft towards earnest money for Rs 80,000/- or electronic fund transfer receipt.
9. Scanned copy of Demand Draft towards Tender Fee of Rs. 500/- or electronic fund transfer receipt.
10. PSRA Empanelment notification copy.
11. Latest copy of Minimum wages notification of Central Govt. specified wage structure.
12. An Affidavit that firm is not black listed by any organization.
13. Scanned copy of Tender Acceptance Letter.

Part 2- Financial Proposal

- a) Schedule of price bid in the form of BOQ_XXXX .xls
- b) 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.
- c) **Service/Administrative charges should not be 0.00% or abnormally low for a facilities, works, service which could lead to a situation of failure of contract. It should be just right for the quality, quantity and other factors involved**
- (d) The EPF is inclusive of EDLI & Admin Charges on PF, therefore must not be mentioned separately.
- (e) HRA & ESI on HRA – Both are not payable to civilian Guards.
- (f) Monthly rates should be based on the latest circular of the Labour Commission. It should be as per the prevailing rate of Central Government/Statutory Bodies.
- (g) In view of circular no CBSE/AC&BW/ACCOUNT/2016-17/CIRCULAR/411 dated 28.09.2017 GST is Not payable on input services such as security, therefore GST is not payable by CBSE.
- (h) Bonus is not applicable

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

G. TECHNICAL BID**Central Board of Secondary Education, Todarmal Marg, Ajmer (Raj.)**

Name of the Agency	
Year of Establishment	
Full Address	
Telephone No. (N)	
E-mail/Fax	
Whether a register Firm/Company incorporated, and if so, the details thereof	
Name of the owner/Partner/Director/Managing Director	
Name of Banker with full address & Bank A/c. No.	
ESI Code	
EPF Code	
PAN	
Private Security Agency Regulation Act Registration Certificate	
Service Tax/GST Regd. No.	
Any other statutory body's Registration No.	
Previous experience details	
Contract Labour Registration Certificate	
Annual Turnover	2014-15 2015-16 2016-17
Earnest Money Details	
Tender Fee details	

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 BIDCentral Board of Secondary Education, Todarmal Marg, Ajmer (Raj.)Rates to be Quoted for Security Personnel per Month

Sl. No.	Name of the Items	Security Personnel		
		Security Guard (With Arm/ Gunman)	Security Guard (Without Arm)	Supervisor
01.	Basic Wages			
02.	ESI*			
03.	EPF*			
	Total			

Service/Administration charges for per Month

Sl. No.	Name of the Items	Security Personnel		
		Security Guard (With Arm/ Gunman)	Security Guard (Without Arm)	Supervisor
04.	Service/Administration charges in %			

* As per the latest applicable Minimum wages order of Central Government.

** GST is not applicable.

Date:

Place:

Signature of the proprietor/
Partner/ Managing Director with
Stamp

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Regional Officer,
Central Board of Secondary Education
Regional Office,
Todarmal Marg,
Ajmer – 305030.

Subject: Acceptance of Terms & Conditions of Tender

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.

Signature of the proprietor/
Partner/ Managing Director with Stamp