

**CENTRAL BOARD OF SECONDARY EDUCATION  
“SHIKSHA KENDRA”, 2 COMMUNITY CENTRE,  
PREET VIHAR, DELHI-110092**

**TENDER NOTICE**

Sealed Tenders under two bid system are invited from registered agencies for Providing Security services at CBSE Staff Quarters at Brij Vihar (Ghaziabad). Agencies has been executed a minimum of two contracts in above field of value 6.0 lacs each and above or three works of value 4.0 lacs and above may apply. Cost of Tender documents of Rs 1000/- and EMD amounting to Rs 40,000/- payable through DD/BD in f/o the Secretary, CBSE and experience documents must be annexed along with technical bid. Sealed envelope of technical bid and price bid be kept in another envelope superscribed **“Providing Security Guards at CBSE Staff Quarters at Brij Vihar (Ghaziabad)”**. Tender forms can be downloaded from Board website: [www.cbse.nic.in](http://www.cbse.nic.in). Tender complete in all respect must be submitted latest by 18.3.2016 upto 2.30 PM and dropped in the tender box placed at reception counter HQ building, Preet Vihar, Delhi-110092. Tender shall be opened on same date at 4:00PM in the presence of tenderer.

**Joint Secretary (A&L)**

## **INSTRUCTION TO THE TENDERERS**

1. The Service Provider Agencies/firms having good track record, proof of qualified manpower and relevant experience are eligible to apply. They should provide satisfactory work completion certificate of appropriate value of work and a certificate showing annual turnover for a minimum of two preceding years.
2. The tenders should be submitted in two sealed covers as indicated below:
  - A. The sealed cover should be superscripted "Technical Bid" and should contain
    - i. Checklist of documents submitted (**Annexure I**)
    - ii. The Performa at **Annexure II** duly filled in. (Technical Bid)
    - iii. Agency profile including details of previous experience of manpower supply to Government/semi government/autonomous agencies.
    - iv. Acceptance of terms and conditions there under.
    - v. Demand draft for Earnest Money Deposit.
    - vi. Demand draft towards the cost of tender document.
    - vii. Any other required relevant documents.
  - B. The second sealed envelope superscribed 'Financial Bid' should contain only rates at which manpower will be provided. (**Annexure III**)
  - C. Both the sealed covers should be placed in the main sealed envelope superscribed Tender for "Providing the services of Security Guard" and sent by post or by hand delivered latest by 2.30 PM of 29<sup>th</sup> March 2016 in the office of "Central Board of Secondary Education" 2 Community Centre, Preet Vihar, Delhi 110092. The Technical bids shall be opened on the same day at 4.00 PM in presence of the tenderers or their authorized representatives. In the event of office being closed on the last date of receipt or opening of bid as specified, the bid will be received/opened on the next working day at the same time & venue.
3. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
4. The bidders are required to submit self attested copies of valid Registration Certificate, EPF Registration, ESI Registration, ISO 9001-2008 Certificate, PAN Card and up-to date VAT & Service Tax clearance certified along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
5. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection.
6. The rates of different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time under contract Labour (R&A) Act- 1970 and the Minimum Wages Act 1948.
7. Adherence to Labour Law/Rules: The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the

personnel engaged on outsourcing basis as per the notifications issued by Government of NCT of Delhi from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970. The payment of wages by the contractor to its employees shall be made by ECS/Cheque and a certificate in the Firm's letter head be furnished to this Department every month alongwith a copy of the Acquaintance Roll duly signed by the concerned employees, in confirmation of payment of minimum wages/agreed salary and compliance of Labour Laws etc. in each case.

8. The rate of wages, statutory dues and other allowances etc. under the labour law and other law payable by the employer (the bidder) should be indicated in detail and **Break up of rates must be attached with the financial bid failing which price bid will not be considered.**
9. The bidders are required to quote their rates both words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection and in such cases, the tender cost shall not be returned to the tenderer(s).
10. In the Financial Bids, if the service charges per person quoted is less than 5% of the minimum wages, the quotation will be rejected outrightly.
11. Other details can be seen in bidding documents.

12. RIGHT TO ACCEPT OR REJECT TENDERS

- i. If it is not in conformity with the instructions mentioned in the tender paper.
- ii. If it is not properly signed by the bidder.
- iii. If it is received by Fax.
- iv. If it is not accompanied by other requisite documents.

B. This office reserves the right to:

- i. Accept/Reject any of the tender in full or part thereof.
- ii. Revise the requirement of manpower at the time of placing the order.
- iii. Modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary.
- iv. Reject any or all the tenders in part or full without assigning any reason thereof.

## **ANNEXURE - II**

### **CENTRAL BOARD OF SECONDARY EDUCATION, 2. COMMUNITY CENTRE, PREET VIHAR, DELHI-92**

#### **PART-A Technical-Bid**

**Last Date for submission: 18.3.2016**

**Upto 2.30 p.m.**

**Date of Opening: 18.3.2016 at 04:00 PM**

**Name of work :** Providing 08 hrly. (shift duty) Security Guards at Brij Vihar (GZB).

**Location :** CBSE Staff Quarters, Brij Vihar, GZB

#### **1. Credentials of tenderer**

1.1 Name of the Agency: \_\_\_\_\_

1.2 Office Address and

Tel.Nos. \_\_\_\_\_

1.3 Licence No. & Registration  
details(with documentary  
evidence)

(With documentary evidence) \_\_\_\_\_

1.4 PAN No.

( with documentary evidence) \_\_\_\_\_

1.5 Service Tax Regd. Certificate:

(Supported with documentary evidence)\_\_\_\_\_

2. Annual turnover for last three years

supported with documentary evidence)\_\_\_\_\_

### 3. Experience (last three years)

\_\_\_\_\_

#### 3.1 Contract details fulfilling eligibility criteria

S.No.	Year	Name of the Organization	Cost of the work (Executed )	Officer Concd. in the Organization with T.No.	Period From To
01.					
02.					
03.					

#### 3.2 Manpower details in terms of supervisors, & staff

#### **3.4 TECHNICAL QUALIFICATION**

- The tenderer should have minimum 03 years experience in the area of Providing Security services with companies of repute, preferably Govt. organizations/PSU/Autonomous organizations (Please enclose copy of the contracts executed during past 36 months).
- The tenderer should have completed satisfactorily at least 2 contracts in above field of estimated value of Rs. 6.0 lakh and above or 3 works value 4.0 lacks & above (A satisfactory execution certificate must be enclosed for each work from the contractee).
- The tenderer should be registered with concerned authorities. The tenderer is required to furnish legible photocopy of the concerned registrations alongwith its technical offer clearly indicating the contractor's code no. etc. in case of non-submission of the copy of the requisite registrations, the offer shall be treated as being from an unqualified contractor and summarily rejected.
- The tenderer shall furnish copy of registration under Service Tax and Income Tax – giving its service tax & income tax registration number.
- The office of the tenderer should be located in Delhi or NCR.

4.0 Particulars of D.D. as Earnest money:

Amount Rs. : 40,000/-  
\_\_\_\_\_  
D.D/B.D Nos. : \_\_\_\_\_  
Issuing Bank with  
Date of Issue : \_\_\_\_\_  
\_\_\_\_\_

4.1 Particulars of D.D. as cost of tender:

Amount Rs. : 1000/-  
\_\_\_\_\_  
D.D/B.D Nos. : \_\_\_\_\_  
Issuing Bank with  
Date of Issue : \_\_\_\_\_  
\_\_\_\_\_

**Declaration:** All terms and conditions as mentioned in the tender are acceptable to me/us.

**(Signature of the Tenderer)**

**With complete address and seal**

**Tel. No.:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_

## TERMS & CONDITIONS

1. The period of contract is for one year w.e.f. .... to .....
2. The rates quoted shall be firm for a period of one year, however the enhancement of minimum wages as per State Govt. norms would be admissible.
3. The validity of rates shall be 60 days from the date of tendering.
4. The security guards deployed shall be purely employees of the agency and there will be no direct or indirect relation with the Board whatsoever.
5. The Board shall not consider any request for revision of rates during the contract period except that statutory minimum wages or other statutory payment is impressed upon.
6. The agency shall be responsible for the punctuality of attendance as well as the safety of the Guards.
7. (a) Duty timing of Security Guards will as follows:  
**HIG Flats** - 1 Nos Security Guard From 8:00PM To 8:00AM  
**MIG Flats** - 2 Nos Security Guard 1<sup>st</sup> shift 6:00AM to 2:00PM  
                  2 Nos Security Guard 2<sup>nd</sup> shift 2:00PM to 10:00PM  
                  1 Nos Security Guard 3<sup>rd</sup> shift 10:00PM to 6:00AM  
**LIG Flats** - 1 Nos Security Guard in all three shifts

Note: Duty timing may be changed as per requirement.

- (b) If any additional manpower is required, the same shall be supplied on the approved rates.
- (c) Minimum wages of Security Guard will be equivalent to wages of Semi Skilled as prescribed by the Office of Labour Commissioner of the Govt. of NCT.
- (d) In Statutory Provision - The Rates for relieving charges should be included.
8. In case, any Guard avails leave or absents the duty, the agency shall be bound to provide a substitute without causing any disruption of service.
9. The agency shall be bound to submit the copies of complete bio-data of the manpower deployed alongwith the copies of their Police Verification Report.
10. An attendance register shall be maintained at site and will be signed every day by the Guards. The attendance register duly attested be submitted for verification of the Board on monthly basis.
11. The agency shall be required to maintain a Register of Payments to Personnel indicating all components of statutory payments duly verified. The register shall be made available for inspection and verification by the Board from time to time.
12. The agency shall be required to evolve mechanisms to check its quality of service and proper discharge of duties by the Guards. Surprise checks will be conducted and a register/dairy shall be maintained to record the result of surprise checks.
13. The agency shall provide identity cards to its Guards.
14. The agency shall provide proper uniform, equipment/articles (such as lathi, torch, whistle, rain-coat/over-coat etc.) required for providing effective service.
15. In case of any complaint of poor performance, misbehavior, poor manners, dereliction of

duty, intoxication etc., the agency shall be bound to replace the incumbent immediately.

16. The functional control over the personnel deployed by the Agency will rest with the CBSE and the disciplinary/administrative/Technical control will be with the Agency.
17. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act etc. and this office shall not incur any liability or any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with all statutory provision of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
18. The Agency shall ensure proper conduct of his person in the premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
19. The agency shall be contactable at all time and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.
20. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging, equipment or vehicles of the personnel of the service provider.
21. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
22. The agency shall engage the necessary person(s) as required by the Board from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary and other dues every month and thereafter claim reimbursement from the Board.
23. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Department.
24. The successful bidder shall furnish a security deposit equivalent to 10% of the contract value in the form of an account payee demand draft drawn in favour of the "Secretary, CBSE" payable at Delhi from a nationalized/commercial bank. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
25. The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions on Rs. 100/- non judicial stamp paper. The above stamp paper will be arranged by the bidder for



execution of agreement. The agreement will be valid for a period of one year commencing from the deployment of personnel to this office and shall continue to be in force in the same manner, unless terminated in writing. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to.

26. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/other units before deployment of personnel in this office.
27. In case of any dispute, the Chairman CBSE shall appoint an Arbitrator whose decision shall be final and binding on the agency.

#### **UNDERTAKING BY THE BIDDER**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them

**Signature of the Tenderer with Seal**

**Name:**

**Designation:**

**Financial Bid (Schedule-II)**

**Name of work: Providing Security Services at CBSE, Staff Qtrs. Brij Vihar, Gzb.**

<b>S. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate / PerMonth</b>
1.	Security Guards with 08 hrly shift duty round-the-clock timing.  <b>NOTE: One Guard per shift</b>  <b>TIMINGS: As per Board's decision</b>	3 Nos.	

Service Charge : \_\_\_\_\_%

Gross Amount : \_\_\_\_\_

**Note:**

- 1. Service tax is not applicable for Educational Institutions.**
- 2. For details of Security personnel and duty timings, Terms and Condition may be referred.**

**ANNEXURE-I****CHECKLIST OF DOCUMENTS SUBMITTED**

S. No	Documents to be Submitted	Submitted	Not Submitted	Remarks
1.	Copy of Registration of firms			
2.	Copy of Registration certificate of EPF			
3.	Copy of Registration certificate of ESI			
4.	Copy of Labour license			
5.	Copy of Income Tax Return for last 2 year			
6.	Copy of Service Tax			
7.	Copy of ISO-9001-2008 Certificate			
8.	Copy of PAN/TAN Card			
9.	List of clients indicating quantum of work executed with them			
10.	Proof of experience			
11.	Copy of VAT clearance certificate			
12.	Last 2 year audited statement from Chartered Accountant			
13.	Rate quoted complied with the minimum Wages Act of Government of NCT, Delhi with all other statutory provisions.			

**Signature of the Tenderer with Seal****Name:****Designation:****Address:****Phone No:**