



केन्द्रीय माध्यमिक शिक्षा बोर्ड

CENTRAL BOARD OF SECONDARY EDUCATION

(मानव विकास संसाधन मंत्रालय के अन्तर्गत भारत सरकार का एक स्वायत्त संगठन)

(An Autonomous Organisation under Ministry of Human Resource of Development, Govt of India)

छठा तल, आलोक भारती भवन, शहीद नगर, भुवनेश्वर-751007, ओडिशा

6th Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar-751007, Odisha

TENDER NOTICE FOR PROVIDING SECURITY SERVICES

Sealed tender are invited from the registered agencies preferably locally based (i.e. Bhubaneswar & nearby areas) registered with the **Director General of Resettlement, Ministry of Defence, Govt of India and having License for supply of Security Personnel (Ex-Servicemen only)/ Ex-servicemen Society/ corporation/ undertaking which are sponsored by the respective state Governments or are actually linked to the State Government** for protection and security of office premises in Bhubaneswar for round the clock (24 hours).

The security Agency will provide only those security guards whose police verification have been got done or would be got done within one months' time from the date of their posting.

Tender Form can be obtained from the Central Board of Secondary Education, Regional Office, Alok Bharati Building, 6th floor, Saheed Nagar, Bhubaneswar upto 3:00 PM on or before **12.02.2016** on payment of Rs.500/- in Cash (Non-refundable) on any working day. It can also be downloaded from our website www.cbse.nic.in for which Rs.500/- in cash be remitted to the Central Board of Secondary Education, Regional Office, Alok Bharati Building, 6th Floor, Saheed Nagar, Bhubaneswar and photocopy of the receipt be enclosed with the tender. The instructions contained in the Tender form must be duly complied with. The tender duly complete in all respects should be sent to the Regional Office at the above address or should be deposited in the Tender Box kept in the Central Board of Secondary Education, Regional Office, Alok Bharati Building, 6th Floor, Saheed Nagar Bhubaneswar on or before **12.02.2016** upto 03:00 PM.

Earnest Money Deposit of Rs.25,000/- in the form of a Demand Draft from any Nationalised Bank in favour of **"Secretary, CBSE, Bhubaneswar"** must be enclosed with the Tender to avoid any outright rejection of the bid.

The tender will be opened at 4:00 PM on **12.02.2016** in the presence of the Tenderers who may like to be present. The Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof. The tender may be cancelled at any stage without assigning any reasons.

REGIONAL OFFICER
CBSE BHUBANESWAR

Tender Form No. **CBSE/RO/BBSR/Tender for Security Guards/2016****Part – A “Technical Bid****TENDER FORM
FOR SECURITY GUARDS
AT****CBSE, REGIONAL OFFICE, BHUBANESWAR****1.Particulars of the Tenderers**

- 1.1 Name of the Agency : _____
- 1.2 Registration No. and : _____
Year of Registration
(with documentary Evidence)
- 1.3 Organization to whom the Agency : _____
has been registered with
- 1.4 Office Address and Tel. No. : _____
- 1.5 Name of the Proprietor/partner : _____
- 1.6 Is the Establishment Registered : _____
With Chief Labour Commissioner
(Central) under contract Labour
Regulation & Abolition) Act1970 : _____
- 1.7 If registered with With Chief : _____
Labour Commissioner(Central)
A copy of registration/licence
may be enclosed : _____
- 1.8 Details of PF & ESI Registration : _____
number etc with documentary
evidence
- 1.9 Annual turnover (preferably for : _____
last three year

2.0 Past Experience preferably for last five years, with recommendation from employers for each year.

2.1 : Extra sheets, if required may be attached for stating past experiences

S.No	Year	Name of the Organization & Place of work	Officer concerned in the Organization/ Telephone No.	From	To	No. of Guards provided
1	2011					
2	2012					
3	2013					
4	2014					
5	2015					

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- 2.2 Has the firm been ever debarred /Black listed by any organization _____
- 2.3 If Yes the details thereof : _____
- 2.4 Merit etc. received from any Organisation. (please attach copy of Certificates)
- 2.5 Total Ex-servicement strength presently in the Service of the Agency (Category wise) _____

3. EMD Details

- i) Amount : Rs.25,000/-
- ii) DD No./BD No. : _____
- iii) Issuing Bank/Date : _____

Date: _____

Signature of the Tenderer _____
Agency Seal:

Complete Address & : _____
Telephone Nos. _____

REGIONAL OFFICE
CENTRAL BOARD OF SECONDARY EDUCATION
SAHEED NAGAR, BHUBANESWAR

Part –“B” FINANCIAL BID

Rates are to be quoted as per the stipulated norms as notified by the DGR in their latest notification. Further, all components of cost items must be clearly indicated in the format below so as to avoid rejection of the tender on the ground of incomplete details. The agency is required to attach a self attested copy of the latest notification issued by the DGR/ **Ex-servicemen Society/ corporation/ undertaking which are sponsored by the respective state Governments/Agency linked to the State Government** for supporting its Quotation.

S.No	Description	Security Guards	Gunman	Supervisor
a	Basic including VDA			
b	ESI %			
c	EPF %			
d	EDLI %			
e	Admn Charges %			
f	Bonus %			
g	Gratuity/Terminal Benefits %			
h	HRA			
i	Uniform and Washing Allowance %			
j	Total-I			
k	Weekly Off/ National Holidays/ Other Holidays %			
l	Cost per Head –II			
m	Service Charge negotiable between 14% - 20% on (I)			
n	Sum Total			
o	Service Tax %			
Net payable per month for 8 hrs duty				

Signature of the Tenderer _____

Agency Seal:

Complete Address & : _____

Telephone Nos. _____

Date: _____

Instructions to the Tenders:

1. Scope of the work includes providing protection and security to office premises CBSE, Regional Office, Bhubaneswar. The job of the security agency will be to provide a fool proof system for the above work as per detailed terms and conditions enclosed.
2. Contract period will be for one year, which could be further extended by CBSE based on satisfactory services and mutual agreement.
3. Offers shall be given by each tenderer in two separate sealed packets –
 - i) Technical Bid on prescribed format for which the envelope should be clearly superscribed as
'Part 'A' – Technical Bid'.
 - ii) Financial Bid on prescribed format for which the separate envelope should be clearly superscribed
'Part 'B' – Financial Bid'.

These two sealed envelopes should be put in one big envelope superscribing “Tender for security agency”.

4. At the first stage only technical bids of the tenders shall be opened at 4:00 PM on 12/02/2016 in the presence of the tenderers, who may like to be present.
5. Financial bids shall be subsequently opened later in respect of only those agencies, which are found technically suitable by CBSE. The names of eligible tenderers shall be displayed on the Notice Board.
6. Any additional information required by CBSE on the Technical Bid shall be submitted by the tenderer within three days failing which the offer will not be entertained.
7. Technical Bid and Financial Bid should be signed by the same authorized signatory of the Agency.

Signature of the Tenderers

With Seal and Complete Address: _____

TERMS AND CONDITIONS

- 1] The Agency shall ensure that the wages to the Security Personnel are as per norms prescribed by the DGR and the same are also in accordance with the Minimum Wages Act.
- 2] The agency will be solely responsible with reference to the Legal obligations on security personnel employed by it and deployed at CBSE.
- 3] Additional Guards whenever necessary will have to be provided on a short notice
- 4] Verification of character antecedents of security personnel through Police shall be the responsibility of the Security Agency. Copies of the Discharge Certificates issued by the Defence Hqrs. will have to be submitted immediately before deployment of guards.
- 5] Only Ex servicemen retired from armed forces will be deployed.
- 6] The Board shall not provide any transport, canteen, medical or living facilities to the security personnel. Uniform and other articles required for maintaining security will be provided by Security Agency only.
- 7] Opening and closing of the Office doors/window panes and putting locks after office hours and on holidays shall be responsibility of the security personnel and shall ensure that all the light/fans and other electrical equipments are switched off after the staff have left.
- 8] The security personnel should also know the usage of various types of fire fighting equipments.
- 9] Losses caused to the Board due to negligence on the part of the Security Personnel will be recovered from the Agency.
- 10] After awarding contract, if the Security Agency fails to provide the desired strength of security Personnel (Ex servicemen) as described in the work order for taking over the charge from the present Security Agency , the offer of contract will automatically stand cancelled without any notice and the earnest money will be forfeited.
- 11] Scope of work includes providing protection and security to CBSE Regional Office premises, Bhubaneswar. The job of the Security agency will be to provide a fool proof system for the above work as broadly spelt out herein.

Signature of the Tenderers

With Seal and Complete Address: _____

- 12] The selected Agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- to be signed by both the parties, The Contract shall be valid for one year but can be extended for another two years subject to satisfactory performance to be reviewed every year.
- 13]. The Secretary, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
- 14]. Contract period would be for one year, which could be further extended by CBSE based on satisfactory services and mutual agreement.
- 15]. All security equipments like metal detector, torch, whistle, lathi, etc. shall be provided by the agency.
- 16]. The successful Tenderers shall provide a copy of the proof of educational qualification, date of birth and discharge certificate of ex-service of each guard deployed at the Board immediately.
- 17]. Ex-servicemen once posted will not be changed without prior permission of the Board.

Acceptance of the Tenderers:

The terms and conditions enumerated in the form from S.No.1 to 17 have been read by me/us.

Signature of the Tenderers

With Seal and Complete Address: _____

Phone No. : _____

Mobile No. : _____

Fax No. : _____