

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE**  
**(Council of Scientific & Industrial Research)**  
PILANI (RAJ.)

**NOTICE INVITING TENDER**

No. 3-2(1)/2012/E-III

Dated 11.10.2010

Applications are invited from recognized Security Agencies having experience and expertise in Providing Security Services in CSIR or its National Laboratories/Govt./Semi Govt./Public/Private Sector undertakings/Private Companies of repute who employ exclusively ex-servicemen.

Tender forms along with detailed terms and conditions can be obtained from the E-III Section CEERI, Pilani on any working day between 10.00 AM to 5.00 PM w.e.f. **16.10.2012 to 25.10.2012** on payment of Rs. 500.00 (Rupees Five hundred Only) (non refundable) by means of Demand Draft drawn in favour of Director, CEERI, Pilani **Tender forms downloaded from CEERI web site will not be accepted.**

A Pre-Bid meeting has been proposed on **26.10.2012 (10.30 AM)**. The Sealed tenders along with the Earnest Money deposit of RS. **50,000/-** (Rs.Fifty thousand Only) in the form of DD in the name of Director, CEERI, Pilani will be received in the office of Administrative Officer up to **29.10.2012 by 3.00 PM** by post/by hand. All the received quotations will be opened on **29.10.2012 at 3.30 PM** at CEERI, Pilani.

**IMPORTANT - DATES**

- |    |                              |          |  |
|----|------------------------------|----------|--|
| 1. | <b>Sale of Tender</b>        | <b>:</b> | <b>From 16<sup>th</sup> to 25<sup>th</sup> Oct. (10.00 AM to 05.00 PM)</b> |
| 2. | <b>Pre-Bid Meeting on</b>    | <b>:</b> | <b>On 26.10.2012 at 10.30 AM</b>   |
| 3. | <b>Submission of tender:</b> | <b>:</b> | <b>Up to 29.10.2012 by 03.00 PM</b>  |
| 4. | <b>Opening of Tender</b>     | <b>:</b> | <b>On 29.10.2012 at 03.30 PM</b>   |

**UNSIGNED/INCOMPLETE and UNSEALED** tenders will not be entertained. The Director, CEERI reserves the right to reject any or all the tenders without assigning any reason.

**The tender documents will be issued to those tenderers who fulfill the following conditions:**

1. The firm should be a registered Security Agency under Private Security Agencies (Regulation) Act, 2005 and also hold a valid licence under CL (R&A) Act, 1970 as applicable under the rules.
2. Firm should produce (i) Income tax Clearance Certificate (ii) PAN (iii) TAN No. certificates.
3. The Firm should have done a minimum of **One job of providing at least 20 Security Guards** (or which should be not less than **80% (eighty percent)** value of the estimated cost of this work) or **two similar works of providing at least 15 Security Guards** costing (or which should be not less than **60% (sixty percent)** value of the estimated cost of this work). **NIT may be seen on CEERI Website [www.ceeri.res.in](http://www.ceeri.res.in). Tenderers or their authorized representative may be present at the time of opening of Tenders.**

**ADMINISTRATIVE OFFICER**

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE**  
**(Council of Scientific & Industrial Research)**  
PILANI (RAJ.)

Name of work:-“**Contract for providing Security Services to CEERI, Pilani for a period of one year**”

(To be kept in part- I envelope)

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Note: Party buying the tender should confirm that they have received all the above documents.

**IMPORTANT – DATES**

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1. **Sale of Tender** : **From 16<sup>th</sup> to 25<sup>th</sup> Oct (10.00 AM to 05.00 PM)**
2. **Pre-Bid Meeting on** : **On 26.10.2012 at 10.30 AM**
3. **Submission of tender:** **Up to 29.10.2012 by 03.00 PM**
4. **Opening of Tender** : **On 29.10.2012 at 03.30 PM**

Signature of the tender issuing officer with date.

Name of the Firm /Bidder/Contractor : \_\_\_\_\_

Name & Address of Bidder : \_\_\_\_\_

Bank Account No. : \_\_\_\_\_

Name of Bank alongwith IFSC Code No : \_\_\_\_\_

Mob. No. : \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE**  
**(Council of Scientific & Industrial Research)**  
PILANI (RAJ.)  
Tender Form ( Part I)

**(A). Name of the work “ Contract for providing Security Services to CEERI, Pilani for a period of one year”**

The CSIR- Central Electronics Engineering Research Institute, Pilani is a constituent unit of Council of Scientific and Industrial Research, a Society registered under the Registration of Societies Act XXI of 1860 and premier R&D organization of India having its office campus and residential colony situated at Pilani, Rajasthan. It requires a security agency run and managed by ex-servicemen for watch and ward of its huge infrastructure in office / campus and vital installations in the colony. The Security Guards are to be deployed for 8 hrs in three shifts in such a manner that continuity at all times and on all days are maintained.

The agency should deploy only (28 +5 = 33) number of ex-servicemen/retired employees of para-military forces for the job.

**(B). Particulars of job specification are as follows:-**

- (a) The Contractor should assume responsibility for the security of the property, stock and premises of the institute/campus under his supervision.
- (b) The Staff of the Contractor should be posted in such a manner that -
  - (i) All the earmarked security posts and surrounding areas should be managed in such fashion under the supervision of his own supervisor or a person specially deputed by the Contractor, so that security guards are available/deployed in the three shifts of 8 hours round the clock on all the days of week including off days and holidays. Number of Security points may be increased or decreased at the discretion of the competent authority.
  - (ii) The Contractor has to prepare a duty roster for the deployment of the Security Guards in three shifts as decided by Security Officer and he has to get it inspected / countersigned by the Security Officer of CEERI.
  - (iii) Every aspect of the security including protection of vital installations, prevention of theft, prevention of unauthorized movement of men and material and any other security related work in the exigencies of Institute's interest has to be taken care of by the Contractor.
  - (iv) Protecting the building/fixtures/fittings/materials from theft, fire and undertake rescue operation as and when required.
  - (v) Screening and recording of all incoming and outgoing men and material (including vehicles) in the Institute premise and campus.
  - (vi) Verification of gate-passes and visitor identity in the campus.

- (vii) Providing arrangement of First-aid and assistance in firefighting in case of fire accidents.
- (viii) Prevention/fighting of any kind of hazards, prevention of terrorist activity, to carry out safety drill/MOCK drill from time to time and using various alarm systems.
- (ix) The Contractor will not allow grazing of any type of animals/unauthorized persons to roam around or to cut trees/grass/firewood or damage any civil or electrical works/fittings or to jump or damage the boundary wall from any side of the campus.

**(C) . General Terms and Conditions :**

1. Bidder must be from Registered Security Agency/Contractors holding a valid licence to operate under Private Security Agencies (Regulation) Act, 2005, and also hold a valid licence as applicable under Contract Labour (R & A) Act, 1970, with experience and expertise in providing Security Services in CSIR/or its National Laboratories/Govt./Semi-Govt/Public Sectors.
2. The Contractor must be registered with Licencing authority and Labour Commissioner of any state/union territory of India under Contract Labour Act, 1970
3. Director, CEERI, does not bind himself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reasons whatsoever.
4. Canvassing in connection with the tender is strictly prohibited and the Contractor resorting to canvassing will be liable for rejection on that ground alone.
5. The Contractor shall specifically declare that he is not related to any Officer in CEERI/or in any of the Laboratories/Institutes of CSIR. If related, then details of such relationship have to be furnished along with Part-I of this tender.
6. Conditional tenders are liable to be rejected.
7. Tenders which are incomplete in any respect are liable to be rejected.
8. Deployment of Guards -
  - (i) The Contractor shall deploy only Ex. Servicemen / Paramilitary personnel below the age of 55 (fifty five) years. Such persons should be physically fit and have been discharged with medical category of **'Shape - I'**.
  - (ii) The Contractor shall be liable for consequences if they engage or depute any such security personnel against whom criminal case is pending at any court of law. Police verification report in respect of the persons deployed by the Contractor has to be furnished within 21 days of deployment of such security personnel.
  - (iii) The Contractor should ensure that security personnel have to perform duty in the colony premises also for guarding installations and for other security related jobs as and when need may arise.

9. The Contractor will be responsible for full time Security service in CEERI Institute / Campus which includes Sundays and other closed holidays for which admissible leave relief is payable as per point No. 39 of this tender document. In case of exigencies additional security personnel may be required to be provided by the Contractor on agreed wages of this contract.
10. The Contractor shall maintain a register for marking the attendance by his worker deployed by him, which shall be seen and verified by the Security Officer, CEERI.
11. The Guards on duty at the gates will ensure that only the authorized persons/authorized vehicles should enter the Institute Campus after proper verification.
12. The Contractor should provide two pairs of good quality uniform, two pair of shoes, one jacket for winter and one Rain Coat for rainy season to each Security Guard as per details below and a payment of Rs. 200/- per month /Guard for this purpose will be made by CEERI.

### **I . Summer/Winter Dress**

<b>Sl. No.</b>	<b>Item</b>	<b>Quantity</b>
1.	Shirt	02 nos
2.	Trouser	02 nos
3.	Shoe	02 Pair
4.	Socks	02 Pair
5.	Barret	02 No
6.	Belt Leather	01 No
7.	Line yard	02 No
8.	Whistle	01 No
9.	Shoulder Badge	02 No
10.	Monogram of the Security Agency	01 No
11.	Stars	01 pair for each Supervisor .
12.	Woolen Jersey/Woolen Jacket	01 No
<b>II.</b>	<b>Rainy Season Dress : Rain Coat</b>	<b>01 No</b>

- III.** In addition to above sufficient number of cane sticks and Torches with battery cells to be provided to each Security Post and no additional charge for this shall be paid by the Institute.

The intending Contractor may note that the uniform and Insignia of Security Guard of their Agency should not resemble with the uniform of Army/Navy/Air Force/Para Military Force and Central/State Police.

13. In case of any theft or loss, the matter will be reported to the office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the Contractor's guard/guards on duty, the Director, CEERI will have full powers to recover the loss in full or in part from the dues or from security deposit of the Contractor. The decision of the Director, CEERI, in this regard will be final and binding on the Contractor.
14. The Contractor shall replace any Security Guard or Supervisor, if so advised and deemed necessary during surprise checks by any authorized Officer of the Institute. If a particular Guard derelicts his duties or found negligent/sleeping/drunken on duty, the Contractor has to withdraw the Guard from the campus forthwith, which may even, entail cancellation/termination of contract for the rest of the period.
15. The Contractor will have to carry out the security instructions issued by the Institute from time to time.
16. List of Security Guards and other staff deputed by the Contractor in CEERI will be submitted by the Contractor to the Administration which should contain the name, age, qualifications and permanent address, the Army/Air/Navy Command Unit/Para-Military from where the person has retired, the date of retirement, serial No. of Pension Payment Order for the record of CEERI along with a Photo Copy of the discharge book and two recent colour photo of the personnel employed. Any changes in the list will be immediately brought to the notice of the CEERI.
17. The Security Agency should be fully conversant with the latest techniques of security of sensitive and vital installations against sabotage/terrorism and fire fighting etc.
18. The Contractor, in the presence of Officer(s) nominated by the Institute, shall make payment to his workers. Wages shall not be less than the minimum wages for skilled worker under the Minimum Wages Act applicable for Central Government . CEERI reserves the right to make surprise counter check by a designated Officer of CEERI in this regard. It is the responsibility of the Contractor to make payment to his workers latest by 7th of every month POSITIVELY and claim reimbursement thereafter.
19. EPF Contribution: Contractors taking part in this tender process must be registered with the EPF authorities. In support of this, a copy of the EPF Registration Certificate must be submitted along with **PART-I** of the Tender without which the tender / offer will not be considered. Those Contractors who are not registered with EPF authorities will have to obtain such Registration Number/ Code Number from EPF authorities within ten days from award of Contract. It shall be the responsibility of the Contractor to deposit EPF contribution with concerned authorities within the stipulated time as per rule. In addition to this, the Contractor shall produce EPF account numbers of its individual contract workers within one

month from the date of deployment. He shall produce an authenticated copy and an original copy of deposit schedule within one month of deposit of payment failing which, appropriate action may be initiated by the Institute.

20. In the event of a Guard not reporting for duty, alternate arrangements will be made by the contracting agency within one hour failing which proportionate deduction / double deduction from Security Deposit as a part of penalty will be done.
21. The Contractor himself or his authorized representative shall be available at short notice as and when required at CEERI for efficient management of the security service. He should also provide the Mobile No, Fax number of his representative to CEERI.
22. No residential accommodation will be provided to the Security Guards/Security Supervisors. However, the Institute may provide only one change room (rent free).
23. The number of Security Guards are to be deployed in such a manner so as to ensure that each post is manned round the clock on all days.
24. The Director, CEERI, reserves the right to cancel/terminate the contract at any time during the currency of the contract by giving 2 months notice period to the Contractor. The contractor on his part will have to give three months notice.
25. Income Tax and other dues as applicable from time to time by the Govt. shall be deducted at source from the monthly bills of the Contractor.
26. Guard(s) should not be deployed on double duty except under very extraordinary and exceptional circumstances. If such deployment is noticed as a routine manner, payment of such Guards shall not be made to the Contractor.
27. The Contractor shall issue a valid ID card to each of his Guards and the Guards would be required to display them on their person while they are on duty.
28. The Contractor shall also be responsible to abide by the relevant Statuary acts and laws and CEERI shall in no way responsible for any claim.
29. The Director, CEERI shall have the right to adopt any measure/set-up a system for ensuring proper performance of duty of workers deployed by the Contractor, they being in proper uniform, equipped with batons/lathis/ canes, torches, whistles. The number of manpower may be increased depending upon the exigency of workload to be assessed by CEERI, Pilani and intimated to the Contractor.

**(D) Validity of Offer:**

30. The offer will be kept valid for acceptance for a period of 90 days from the date of opening of tenders, however it is extendable on mutual consent.

31. The period for carrying out the work will be One year or **(extendable for another One year on the discretion of the Director) less than that depending upon the performance,** unless terminated earlier at the option of Director, CEERI or on the happening of any of the circumstances as mentioned below:

- a) The contract is extendable for another one year on the discretion of the Director. If, Director, CEERI terminates the contract for any reason whatsoever on giving at least two calendar month's written notice.
- b) If the Contractor fails or neglects to render the said service or any of them to the satisfaction of Director, CEERI or if the Contractor commits breach of any of his obligations hereunder

And/or

- c) If the business of the Contractor is wound up or dissolved or if any receiver is appointed or attachment is leveled in respect of any of its properties and assets.

The Contractor however will have to give three months notice for discontinuing his work.

32. Before tendering on Job Contract basis, the bidders(s) should inspect the site to fully acquaint himself about the condition with regard to number of persons to be deployed, accessibility of site, nature and extent of ground, working condition at site etc. required for the satisfactory execution of the work. No claim whatsoever on such account shall be entertained by the Institute in any circumstances.

33. Any compensation for disengagement on account of death, disability of any security Guard provided for deployment in CEERI, even if such disability manifests after the termination of the contract shall be Contractor's exclusive liability.

34. The Contractor shall not sublet this contract or any part thereof to any other party.

35. The Contractor or Security Guards engaged by him will not be on the payroll of the CEERI and will not be entitled to any benefit as applicable to the employees of CSIR/CEERI.

36. The decision of the Director, CEERI, regarding any dispute whatsoever arising out of the contract will be final and binding on the Contractor.

37. The Director, CEERI reserves the right to accept or reject any quotation without assigning any reasons.

38. In case integrity, character and behaviour of any of the Contractor's Security Guard (s) is found doubtful, he would be replaced by Contractor on receiving instructions from the authorized Officer of CEERI.

39. The Contractor should quote their rates as per the following items.



- |    |   |   |  |
|----|---|---|--|
| 1. | <b>Minimum wages for skilled workers</b>  | - | <b>Rs. 221/-*</b> inclusive of VDA of Rs. 51/- |
|    | * The rates of variable DA as notified by Govt of India will also be admitted for payment subject to production of relevant document by the Contractor. |   |  |
| 2. | <b>Leave relief (1/6 of 1 above)</b>  | - | <b>Rs. 36.83</b>                               |
| 3. | <b>Statutory Charges</b>  |   |  |
|    | <b>EPF 13.61 % on 1 &amp; 2</b>   | - | <b>Rs. 35.09</b>                               |
|    | <b>Bonus 8.33 % on 1 &amp; 2</b>  | - | <b>Rs. 21.47</b>                               |
|    | <b>Service Tax 12.36% On 1 &amp; 2</b>  | - | <b>Rs. 31.86</b>                               |
|    | <b>Total</b>  | - | <b>Rs. 346.25</b>                              |
| 4. | <b>Service Charge #</b>   | - | <b>in % _____ (in Rs. _____)</b>               |

(#The Contractor must ensure that service charge quoted should not be unreasonable. Please refer format of Financial Bid Part-II)

**Total Amount .....(In Words ).....**

40. **Pre-bid meeting** - A pre-bid meeting will be held on **26.10.2012 at 10.30 A.M.** in the Institute Conference Room in CEERI, Pilani with all intending bidders to clarify any doubt on any of the terms and conditions of this tender document. Only those intending bidders who have purchased tender documents will be allowed to attend this meeting. It is advised that all intending bidders **MUST** attend this meeting in order to clarify any doubts so as to avoid wrong tendering and future complications as a result thereof.
41. The Contractor has to execute an agreement on **100/-** Non judicial Stamp Paper for award of contract within 7 (seven) days of award of contract.
42. The persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CEERI/CSIR shall accrue/arise implicitly or explicitly.
43. EMDs of unsuccessful bidder(s) will be refunded within two months from the date of opening of the tenders. Tenders without earnest money will not be considered. Earnest money shall be forfeited, if the successful bidder(s) fails to start the work within 10 days from the date of receipt of award letter.
44. The Security deposit will be required to be furnished within 10 days from the date of award of contract and may be utilized by Director, CEERI as and when required. Security deposit will

be refunded to the Contractor after satisfactory completion of the contract. (Please Refer to Point No.2 of General Instructions below).

45. No facility whatsoever available to the employees of CEERI shall be extended to the personnel provided by the Contractor.

**INSTRUCTIONS :**

1. **Earnest Money :**

The Earnest Money amounting to **Rs. 50,000/- (Rs. Fifty Thousand only)** is to be deposited through Demand Draft/Banker's Cheque payable at Pilani and drawn in favour of Director CEERI, Pilani. Demand Draft/ BC, as above is to be enclosed in the **Part - I** of the tender. Tenders received without earnest money deposit shall be summarily rejected.

2. The successful bidder will be required to furnish a security deposit in addition to EM in the form of Bank Draft/ Bankers Cheque/FDR duly endorsed for **Rs. 2,50,000/- Rs.Two Lakh fifty thousand only**) from a Nationalized Bank in favour of Director CEERI, Pilani.
3. The bidder(s) must quote the lump sum amount in figures as well as in words in the enclosed format (please refer point no 39). The amount of each item should be, worked out and the total should be given in words and figures including Contractors service charge.
4. The Contractor must sign and submit each paper of the Tender document in Part I of their offer in token of his accepting terms and conditions of Tender document.
5. Application, enclosing the documents as mentioned at Part I except the Earnest Money, for issue of tender documents should be made to the Administrative Officer from any working day from **16<sup>th</sup> to 25<sup>th</sup> Oct. 2012 from 10.00AM to 05.00PM** (Saturday and Sunday are closed days). The applicants fulfilling these conditions will be issued Tender Documents from S.O ( E III ) on submission of Demand Draft / PO drawn in favour of CEERI, Pilani/Cash with Cashier CEERI worth **Rs. 500/-** ( Rs. Five Hundred only) ( non refundable) payable at Pilani .

While submitting the tender, the Part-I and Part- II shall be kept separately in two different sealed envelops with superscription on each envelop as Part I or Part II as the case may be. Both these envelopes should be kept in a covering envelop superscribed with '**Tender for Contract for Providing Security Services at CEERI, Pilani for a period of One Year.**'

6. Tenders may be submitted at CEERI up to **3.00 PM on 29.10.2012** and will be opened at **3.30 PM hrs on 29.10.2012** in the presence of bidder(s) if any, in the office of the Administrative Officer, CEERI, Pilani. Tenders should be submitted in the Office of Administrative Officer of the Institute, before the closing date and time. In case tenders are sent by post, these should be sent by Regd.Post/Speed Post addressed to

Administrative Officer, CEERI, Pilani. Tenderers have to ensure that they post the tender well in advance so as to reach before the closing date and time indicated. CEERI will not be responsible for any kind of delay in postal transit.

7. Tenders received after the due dates will be rejected.

**Part - I shall Contain :**

- i) Earnest money of Rs.\_\_\_\_\_ by way of Demand Draft/Bankers Cheque in favour of Director, CEERI, Pilani ( please refer point no.1 of the General Instruction for details.)
  - ii) Up to date Income Tax clearance certificate/or copy of the latest return filed.
  - iii) **The Firm should have done a minimum of One job of providing at least 20 Security Guards (or which should be not less than 80% (eighty percent) value of the estimated cost of this work) or two similar works of providing at least 15 Security Guards costing (or which should be not less than 60% (sixty percent) value of the estimated cost of this work).**
  - iv) Last year's annual turnover report.
- v) The Contractor should have satisfactorily completed at least one of the above stated jobs during last five years (Ref. point (iii) above) ending last day of June 2011 in CSIR or its National Laboratories/Govt/Semi Govt. Public Sectors.
- vi) No relation certificate (please refer point No. 5 of Terms and Conditions of contract).
- vii) Registration Certificate from Rajasthan Govt./any State/U.T., as per provisions of Contract Labour (R&A) Act, 1970, Certificate issued under the Private Security Agencies (Regulation) Act, 2005, EPF registration certificates etc. Tenders without these documents shall be summarily rejected.
- viii) The Contractor must provide address of the Contractor, Tel/Mobile No. along with Part I.
- ix) The Contractor must furnish the last six months Bank statement of Company Account.

**Part II shall contain :**

Offer of the Contractor on his letterhead as per enclosed format duly signed with date and contact address, Telephone/Mobile No. etc. and shall include all statutory payments, reasonable service charge as referred clearly in the point no.39.

(Use your own letterhead)

**Format for Financial Bid (Rate schedule)**

After having gone through the detailed terms and conditions and inspecting the Institute campus for providing security service on contract basis at CEERI, Pilani we offer our services on the following rates:

<b>Minimum wages for skilled workers</b>	-	<b>Rs. - 221.00*(inclusive of VDA of Rs. 51/-</b>
<b>2. Leave relief (1/6 of 1 above)</b>	-	<b>Rs. - 36.83</b>
<b>3. Statutory Charges</b>		
<b>EPF 13.61 % on 1 &amp; 2</b>	-	<b>Rs. - 35.09</b>
<b>Bonus 8.33 % on 1 &amp; 2</b>	-	<b>Rs. - 21.47</b>
<b>Service Tax 12.36% on 1 &amp; 2</b>	-	<b>Rs. - 31.86</b>
	<b>Total -</b>	<b>Rs. - 346.25</b>
<b>4. Service Charge #</b>	<b>in % _____ (in Rs. _____)</b>	

(#The Contractors must ensure that service charge quoted should not be unreasonable. Please refer format of Financial Bid Part-II)

**Total Amount .....(In Words ).....**

Enclosed Earnest Money Deposit (EMD) in the form of DD/Bankers Cheque No. .... dated ..... for Rs. ....( Rupees .....only ) of .....Name of Bank drawn in favour of Director, Central Electronics Engineering Research Institute, Pilani 333 031.

Signature \_\_\_\_\_

Name and address of the Contractor: \_\_\_\_\_

Mobile No. \_\_\_\_\_

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