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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

F151/SQ/SG/CBSE/

15.07.2013

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Sub:- Providing 12 hrly. (shift duty) Security Guards at Brij Vihar (GZB)

Sir,

The CBSE intends to deploy three Security Guard on 12 hourly (shift duty) at its LIG & MIG flats respectively. The present requirement works out to six Security Guards with 12 hourly duties i.e. three(3) Security Guards for (night shift) from 8:00 p.m. to 8:00 a.m. Similarly, two Security Guards for (day shift) from 8.00 a.m. to 8.00 p.m. In case your agency is interested to maintain the security of the Board's residential complexes with the above said manpower, quotation may be submitted on the prescribed format alongwith an EMD of Rs. 10,000/- payable through DD/BD in f/o the Secy. CBSE, Delhi. Last date to submit the quotation is 26.07.2013 upto 2:30 p.m. The tenders are to be dropped in the tender box placed at Reception Counter, Ground Floor, CBSE HQ. Bldg., Preet Vihar, Delhi-110092. The quotation shall be opened on the same day at 3.00 p.m.

Incomplete & conditional quotations shall be summarily rejected. The Secretary, CBSE reserves the right to reject any or all the quotations without assigning any reason-thereof.

Yours faithfully

(S.K. SHARMA)
Superintending Engineer

Last date: 26.07.2013 upto 2.30 p.m.

Schedule of Work

Name of Work : Providing Security Services at Staff Qtrs., Brij Vihar (Gzb.)

S. No.	Description	Quantity	Rate/ Per Month
1.	Security Guards with 12 hrly. shift duty round-the-clock (night shift) from 8:00 p.m. to 8:00 a.m. and (day shift) from 8.00 a.m. to 8.00p.m. NOTE: Three Guards per shift	6 Nos.	

Service Charge : _____%

Service Tax : _____

Gross Amount :

NOTE: The rates quoted must be complying the minimum wages as per the State Govt. notification.

Accepted by me:

Prop./ Manager:

Tel. No.

Mob. No.

TERMS & CONDITIONS

1. 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.
2. The validity of rates shall be 60 days from the date of tendering.
3. The contract shall be valid for a period of one year.
4. The contract can further be extended for another year on mutual consent, provided the services are found suitable/excellent.
5. The agency shall be responsible to meet all statutory obligations w.r.t. deployment of personnel. For any violation, the agency shall be accountable.
6. The security guards deployed shall be purely employees of the agency and there will be no direct or indirect relation with the Board whatsoever.
7. 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.
8. The agency shall be required to make payments to the staff before 7th of every month irrespective of whether the Board has paid the bills or not.
9. The agency shall be fully responsible for any loss of any kind to the Board's property/material/belongings of the Staff Qtrs. allottees.
10. The agency shall be responsible for the punctuality of attendance as well as the safety of the Guards.
11. If any additional manpower is required, the same shall be supplied on the approved rates.
12. 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.
13. 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.
14. 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.
15. 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.
16. The personnel deployed should be adequately qualified, well trained and courteous.

17. 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.
18. The agency shall provide identity cards to its Guards.
19. The agency shall provide proper uniform, equipment/articles (such as lathi, torch, whistle, rain-coat/over-coat etc.) required for providing effective service.
20. 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.
21. The Board reserves the right to terminate the contract any time, if the services are not found satisfactory. Also, in normal condition the Board can terminate the contract by giving one month notice in writing.
22. In case of any dispute, the Chairman CBSE shall appoint an Arbitrator whose decision shall be final and binding on the agency.
23. On award of work, the agency shall be required to execute an agreement and deposit a sum of Rs. 20,000/- as Security Deposit.

Accepted by me:

Signature

Prop./ Manager

Tel. No.

Mob. No.