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केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, स्टेट बैंक कॉलोनी के पीछे, ब्रह्मस्थान
शेखपुरा, राजा बाजार, बेली रोड, पटना- 800 014 बिहार

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE

Ambika Complex, Behind State Bank Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna - 800014 (Bihar)

CBSE/RO/PTN/Admn./2014

Date: 17.12.2014

TENDER NOTICE

Sealed tenders are invited under Two-Bid system (Technical & Financial) from reputed D.G.R. Empanelled agencies or which come under the purview of Ex-Servicemen Security agencies with valid PAN and Service tax Regn. Numbers on behalf of the Secretary, CBSE for providing Security at CBSE, Regional Office, Ambika Complex, Raja Bazar, Patna. The Tender form is available with the Cashier, CBSE Regional Office, Patna on payment of Rs. 250/- as form fee (Non refundable) or may be downloaded from the website www.cbse.nic.in and cost of tender paper may be deposited along with tender.

Duly filled tenders complete in all respect can be dropped in the tender box at above given address on or before 06.01.2015 by 01:00 P.M. alongwith earnest money of Rs. 25,000/- in the form of Bank Draft drawn in favour of "The Secretary, CBSE" payable at Patna. Incomplete tender form will be rejected. The Competent Authority of the Board reserves the right to accept any tender in whole or in part or reject it entirely due to any administrative reason, whatsoever.

Regional Officer

CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE, PATNA, BIHAR

Tender For Outsourcing of Security Services for Central Board of Secondary Education, Regional Office, Patna, Bihar

Central Board of Secondary Education, Bihar invites 'Sealed Bids' (Technical and Financial) for outsourcing of Security Services from the Eligible DGR empanelled security agencies/Ex- servicemen societies registered agency for Central Board of Secondary Education Regional Office, Patna, Bihar.

Eligibility Criteria

1. The agency should be registered with Government (Central/State) to work as Security agency. (Submit the Relevant Registration Certificate With Technical Bid. Private security Regulation Act 2005/2009).
2. 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 Technical Bid)
3. Should have experience in providing security services in Central/State Educational/ Research institutions/ Universities (Preferred) (Submit the relevant Work Experience with Technical Bid)
4. The agency must have executed /have a running contract in any Government organization with deployment of minimum 30 security personnel in a single contract. (Submit the relevant Work Order with Technical bid).
5. The agency should have average annual turnover of Rs. 50 lakh (Rupees Fifty Lakh only) per year in last three years (F.Y. – 2011-12, 2012-13 and 2013-14). (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 Services Tax 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).
8. An Affidavit stating that Agency is not blacklisted by any Central/State Government Institutions/Educational Institutions/Company etc. from last three years.

Scope of Services

1. The persons to be deployed as Security Guards must have 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 Patna Campus is to be approximately 10 (Ten) which may increase or decrease as per the requirement.
3. The security personnel deployed shall not be below the age of 25 years and maximum age 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 ward will be round the clock and 7 days of the week and shall be change 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.
7. The entry of the visitors will be regulated by the security personnel in the manner that 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 form 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.
9. The security personnel should be provided with the whistle, Torch and lathi 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 vehicles to office or inside the campus with proper entry in the visitors registers.
13. On the 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 & antecedent of the guard to be deployed are to be verified from the local police station by the agency and submit report.

20. To check people on entry / exit based on Identity Cards system, issue of Passes, etc., and maintain visitor's record.
21. Thorough checking of incoming and outgoing material against proper Gate Pass duly 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 of 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.

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 the DGR rate orders.
2. The rates quoted are strictly as per latest wage structure of the D.G.R. applicable for Bihar state.
3. The offers / bids which are not in consonance of any Labour laws will be treated as invalid.
4. 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.
5. Any disputes arisen out of this contract shall be within jurisdiction of Patna.

Statutory Obligations

1. The security agency will have to pay minimum wages as per the prevailing DGR rate applicable to Patna, Bihar.
2. The minimum wages should include all the items of wages, allowances and statutory emoluments dues as notified by DGR 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 workers accounts opened in the banks. The agency shall submit wage bill, proof of bank remittance to worker's bank account, proof of statutory compliances such as ESI, EPF, Service Tax along with the bill of subsequent month.

5. The agency will be responsible to comply with all labour legislations including social security, Service Tax wherever applicable and such other statutory orders by the Govt. / Municipality which may be in force from time to time. The Successful bidder/ 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 an Service Tax 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 Security Personnel along with proof of latest antecedent report from the concerned Police Station would have to be submitted at the time of deployment.

Earnest Money

The earnest money of Rs. 25000/- (Twenty Five Thousand Rupees only) is to be deposited in the shape of Demand Draft in favour of Secretary, Central Board of Secondary Education, Bihar payable at Patna along with the technical bid. Earnest money of successful bidder can be adjusted with performance Security Deposit, if he so desires. Earnest money of the unsuccessful bidders shall be refunded without accruing any interest thereof.

Performance Security Deposit

1. The successful bidder shall be required to deposit security money equivalent to 5% of the estimated annual value of the contract in the form of Demand Draft/ Term Deposit/ Bank Guarantee within 21 days from the date of award of contract. The Performance Guarantee will have to be valid upto three months beyond the expiry of the contract.
2. The security money so deposited by the successful bidder shall be retained by the Board till completion of the contract and shall be released thereafter on claim, subject to adjustment if any, by the Board arising out of terms and conditions pertaining to the tender.

Validity of the contract

The contract 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, & conditions on mutual consent.

Termination of Contract

Post award of the contract to an Agency, it can be terminated in any of the following contingencies:-

- a) On the expiry of contract period, without any notice;
OR
- b) On giving one 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.

Billing and Payment

The agency shall submit wage bill in duplicate, along with attendance sheet, proof of bank remittance to worker's bank account, proof of statutory compliances such as ESI, EPF, Service Tax by 15th of the month. Bill completed in all respect shall be processed within 10 working days of its receipt.

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 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 enter into 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 the 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 maintain the harmonious atmosphere in the Board Premises. The Agency will have responsibility for any act of commission and omission of such persons.
7. 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 1,000/- 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 the premises in future.
8. The Agency should not allow its employees to participate in any trade union activity or agitation in the premises of Board.
9. The Agency shall not sublet, transfer or assign the contract to any other party.
10. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in Board website only.
11. Central Board of Secondary Education, shall have no liability towards 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.

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. 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 arbitration the Competent Authority of The Board shall appoint a sole Arbitrator of the dispute who will not be related to the agency and whose decision shall be final and binding.

List of Documents to be attached:-

1. Tender application forms (Annx. I) (In original)
2. Quotation of Rate (Annex II) (In original)
3. Duly assigned tender documents (signed on every page)
4. ESI, EPF, Service Tax, Trade License, Registration under Contract Labour (R&A) Act, PAN Card/ Regn. Documents. (Self Attested Photocopy)
5. Firm/ Company Registration Certificate. (Self attested Copy)
6. Experience Certificate or work order. (Self attested Copy)
7. Demand Draft towards earnest money for Rs. 25000/- (Refundable)
8. Demand Draft towards Tender Fee of Rs. 250/- (Non-refundable, In case of downloaded from CBSE website).
9. DGR Empanelment notification copy.
10. Latest Copy of DGR specified wage structure.

11. Audit Report of last three years (F.Y – 2011-12, 2012-13, & 2013-14)

Submission of Tender

1. The tender application form is to be downloaded from the Board website www.cbse.nic.in
2. The duly filled tender document and Demand draft of Rs. 250/- (Two Hundred Fifty Only) towards cost of tender along with related documents, & EMD is to be submitted in a sealed cover super scribed as "Technical bid for outsourcing of Security services for CBSE" and for Financial bid, the rate must be submitted in the format as prescribed in tender documents in a separate envelope super scribed as "Financial bid for outsourcing of Security services for CBSE Regional Office, Patna". Technical & Financial bid must be sealed in a single envelope super scribed as "Tender for outsourcing of Security services for CBSE and addressed to the Regional Officer, Regional Office, Central Board of Secondary Education, Patna, Bihar. The tender must be submitted through Speed post/ Registered post/ Courier service/ by hand on or before 06/01/2015 at 1:00 pm and same shall be opened on 06.01.2015 at 4:00 pm in the presence of intended Agencies/ their representative who may like to be present at that time.

Annexure-I

TENDER APPLICATION FORM FOR ENGAGEMENT OF SECURITY PERSONNEL

1. Name of the Agency:
2. Full Address:
3. Telephone No. (N):
4. E-mail / Fax:
5. Whether a registrar Firm/ Company incorporated, and if so, the details thereof:
6. Name of the Owner/Partners/Director/Managing Director:
7. Name of bankers with full address & bank A/c No. :
8. ESI Code:
9. EPF Code:
10. PAN No.:
11. Private Security Agency Regulation Act registration certificate:-
12. Service Tax Regd. No.
13. DGR/ Any other Statutory body's registration No
14. Previous experience details:
15. Contract labour registration certificate:-
16. Annual Turnover of last three years:
17. Earnest money details:
18. Tender Fee details:
19. Declaration whether Agency was blacklisted by any government/Central/State (enclosed Affidavit on Rs. 100/- 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

Annexure-II

Rate Quoted for Security Personnel Per Day Per Person

SI No.	Name of the Item	Security personnel	
		Security Guard (With Arm)/ Gunman	Security Guard (Without Arm)
01	Basic Wages		
02	ESI*		
03	EPF*		
04	Employees Deposit Linked Insurance*		
05	Administrative charge (if any)		
06	HRA		
07	ESI on HRA*		
08	Bonus*		
09	Uniform maintenance allowance*		
10	Uniform washing allowance		
11	Service tax as applicable (payable by CBSE)		
12	Total		

*As per the prevailing rate of Central Government/ Statutory Bodies

Signature with seal of bidders