

**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 500/- 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. Tender complete in all respect must be submitted latest by 10.12.2015 upto 2:30PM and dropped in the tender box placed at reception counter HQ building, Preet Vihar, Delhi-110092. Tender shall be opened on same date at 3:00PM in the presence of tenderer.

Joint Secretary (A&L)

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

PART-A Technical-Bid

Last Date for submission: 10.12.2015

Upto 2.30 p.m.

Date of Opening: 10.12.2015 at
03:00 PM

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

Locations : 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

- a. 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).
- b. 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).
- c. 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.
- d. The tenderer shall furnish copy of registration under Service Tax and Income Tax – giving its service tax & income tax registration number.

e. 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. : 500/-

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 : _____

Last date: 10.12.2015 upto 2.30 p.m.

Part B – Financial-Bid

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 (semi skilled) with 08 hrly. shift duty round-the-clock 8.00 a.m. to 4.00 p.m., 4.00 p.m. to 12.00 a.m. & 12.00 a.m. to 8.00 a.m. NOTE: Three Guards per shift	9 Nos.	

Service Charge : _____%

Gross Amount :

- NOTE:** (1) The rates quoted must be complying the minimum wages as per the State Govt. notification.
(2) Copy of Minimum wages must be attached.
(3) Service Tax is not applicable in educational institutions.

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. (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 st shift 6:00AM to 2:00PM
		2 Nos Security Guard	2 nd shift 2:00PM to 10:00PM
		1 Nos Security Guard	3 rd 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 respective States.
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. 50,000/- as Security Deposit.

Accepted by me:

Signature

Prop./ Manager

Tel. No.

Mob. No.

