

**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organization under the Union Ministry Resource Development, Govt. of India)  
**Regional Office**  
**Sector – 5, Panchkula, Haryana – 134 152**

**TENDER NOTICE**

**SECURITY SERVICES AT CBSE, REGIONAL OFFICE, PANCHKULA**

Sealed tender are invited from the registered agencies preferably locally based (i.e. Chandigarh, Panchkula & Mohali) registered with the **Director General of Resettlement, Ministry of Defense, Govt. of Indian and having License for supply of Security Personnel (Ex-Serviceman 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 Panchkula 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 CBSE, Regional Office, Sector – 5, Panchkula **up to 1:00 PM** on or before **25.10.2013** 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](http://www.cbse.nic.in) for which Rs. 500/- in cash be remitted to the Regional Office, Sector – 5, Panchkula and photocopy of the receipt be enclosed with the "**Technical Bid**" and "**Financial Bid**" are to be submitted in two separate SEALED ENVELOPS, superscribing, "**Technical Bid for Security Contract**" and "**Financial Bid for Security Contract**", respectively. The instructions contained in the Tender Form must be duly complied with and should be sent to the Regional Office at the above address or should be deposited in the Tender Box kept in the Admn office at CBSE, Regional Office, Panchkula on or before **25.10.2013 up to 01:00 PM**.

The Tender Form comprises of two parts, **Part – A "Technical Bid"** and **Part – B "Financial Bid"**. The Technical Bid has an Annexure – A to it which contains Instructions to the Tenderers and Terms & Conditions which must also be signed as token of acceptance of Terms and Conditions and submitted along with the Technical Bid without fail to avoid rejection.

**Earnest Money Deposit of Rs. 20,000/-** in the form of a Demand Draft from any Scheduled Bank favoring "**Secretary, CBSE, Panchkula**" **must be enclosed with the Technical Bid only to avoid any outright rejection of the bid.**

Technical Bid of the tenders will be **opened at 3:00 PM on 25.10.2013** in the presence of the Tenderers who may like to be present. Financial Bid will be opened later in respect of only those agencies that are found suitable in technical bid. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

  
**REGIONAL OFFICER**  
**CBSE, PANCHKULA**

## **I. DETAILED TENDER NOTIFICATION**

1. Security is a very critical area of the Board as it deals with safety and security of students and staff and sensitive technological infrastructure, assets & property owned or hired by the Board. The Board required a professional and experienced Security Agency, which can provide security of high standard with expertise in basic security mechanisms for safeguarding the Board.
2. Accordingly, Sealed Tenders are invited under “Two Bid System” from Security Agencies for providing Security Guards, Gunman/Armed Guards (Ex-Serviceman) and Security Supervisors (Ex-Serviceman) to the Board. Tenders should be submitted in Two separate sealed envelopes-

**Part I : Envelope No. 1** should contain **TECHNICAL BID** with duly completed Technical Bid Form along with details of constitution of company, details of registration with Competent Authority and testimonials in proof of eligibility and other supporting documents and should be superscribed as “**Tender Document for Security Services – Technical Bid**”. This envelope should also contain two separate Demand Drafts/Bank Drafts/Pay Orders of Rs. 500/- as the cost of the Tender Document and Rs. 20000/- as the Earnest Money Deposit, drawn in favour of “Secretary CBSE, Panchkula” payable at Panchkula only.

**Part II: Envelope No. 2** should contain only the **FINANCIAL BID** with a copy of latest applicable Minimum Wages notification of the Ministry of Labour, Govt. of India for watch and Ward duties and should be superscribed as “**Tender Document for Security Services – Financial Bid**”

3. Both sealed Envelope-I & Envelope-II should be kept in **ONE COMBINED SEALED ENVELOPE** superscribing “**Tender Document for Security Services for CBSE, Panchkula**” be sent to **The Secretary**, may be submitted so as to reach the Institute latest by **1500 hrs. on .....**

## **II. ELIGIBILITY CRITERIA**

1. The bidding Agency should fully comply with the provisions of the Private Security Agencies (Regulation) Act, 2005.
2. Sealed tender from reputed and professional agencies which have valid License to engage in/and carry on the business of Private Security from the Controlling Authority, Deptt. Of Home, Govt. of India, registered with the Chief/Labour Commissioner (Central) under contract Labour (Regulation & Abolition) Act, 1970, possessing a valid trade license from the Competent Authority of Govt. of India [or such authority as may be prescribed for the purpose by State Government from time to time] and having a minimum experience of 5 years in this field are invited for providing its services on outsourced/contract basis to the Board premises.
3. The agency should have an annual turnover of Rs. 5 crore during each of the last three years and should have a Security Staff of 30 or more per shift for one client and should have a minimum experience of 5 years in security agency business in Central/State Government Organizations, educational/academic institutions, PSUs, Nationalised Banks, Hospitals, large/prominent MNCs, Embassies/High Commissions, Industries of repute, etc.

4. The successful bidder will have to enter into a legal contract/agreement with the Board before rendering its services to the Board. The contract agreement shall initially be for a period of one year, which could be further extended by the Board subject to maximum of three years, based on satisfactory services and mutual agreement.
5. The EMD should be submitted in the Envelope No. 1. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful tenderers without any interest in due course after opening of the tenders.
6. The Earnest Money of successful tenderer will be forfeited if he does not accomplish any of the following conditions:
  - (a) Furnishing of declaration for converting Earnest Money deposit into Security Deposit favouring "Secretary, CBSE, Panchkula" within 7 days of the receipt of the letter awarding the contract.
  - (b) Execution of the contract agreement within 7 days of the receipt of the award letter.
  - (c) Commencement of work on the stipulated date as agreed upon in the agreement.
  - (d) To comply with all the terms & conditions of the Tender.
7. The bidder must quote his price only as per the performa given in Schedule II of the tender document and submit it in Envelope-2 of his tender. The rate(s) quoted by the tenderer should be all inclusive. A component-wise break-up of the wages for each category of personnel must be enclosed on a separate sheet-duly stamped and signed by the Proprietor/Proprietor.
8. Only those Tenderers/Bidders who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
9. The Secretary, CBSE reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annual to bidding process at any time prior to award of contract without assigning any reason thereof.
10. Canvassing in any form by the Tenderer will lead to summary rejection of his tender.
11. All pages of the tender document must be signed by the authorized signatory and the power of attorney, if any, in favour of the authorized signatory should be enclosed.
12. Conditional tenders will be rejected.
13. At the first stage- only Technical Bids of the tenderers shall be opened at 3:00 pm on ..... by the Committee constituted by the Board, in the presence of the tenderers, who may like to be present at their own expenses.
14. Financial bids shall be opened later in respect of only those tenderers, which will be found technically suitable as per the norms laid down by the Board. The names of eligible tenderers shall be posted on CBSE's website.
15. Any additional information required by the Board on the Technical Bid should be submitted by Tenderer/Bidder within three days of the receipt of its letter, failing which the offer will not be entertained.

16. Technical Bid and Financial Bid should be signed by the Proprietor or a same authorized signatory of the Agency.
17. The wages shall be for 8 hrs. duty inclusive of holidays, weekly offs and leaves of all types as given to the Security Personnel by the agency.
18. The Agency shall ensure that the wages of the Security Personnel should not be less than the presently applicable Minimum Wages structure as applicable from time to time. All rates should be quoted inclusive of all allowances, and statutory levies, etc.
19. While quoting its rates in the Financial Bid, the Agency must ensure to quote the same inclusive of all and submit a detailed component-wise break-up of the total wages for each category of personnel shall have to be compulsorily on a separate sheet, duly stamped and signed, following which no request for adding any other component (obligatory or otherwise) shall be considered by the Board on whatsoever ground and under circumstances, the Agency shall be liable to remit the same to the concerned beneficiary (either Govt. or private).
20. The Agency will not *suo moto* claim any increase in the Wages and VDA or any other allowances during the contract period unless it has been duly notified by the respective state government. The Agency will be solely responsible in regard to legal obligations on Security Personnel employed by it and deployed with the Board.
21. Additional Guards wherever and whenever necessary will have to provided to the Board, even at a short notice.
22. Verification of character and antecedents of the Security Personnel through Police and submission of report to the Board shall be the responsibility of the Security Agency.
23. Copies of Discharge Certificates issued by the Defence Hqrs. Will have to be submitted in respect of Ex-Serviceman Security Personnel at the time of their deployment. The Security Agency shall have to ensure that the Supervisor and the Gunman are Ex-servicemen only.
24. Only personnel discharged/retired from Army, Navy, Air Force, BSF, CISF, Assam Rifles, ITBP and Para-military forces will be treated as Ex-Serviceman and as notified in the Gazette of India, Extraordinary, Part II, Section 3, Sub section (i) by Ministry of Personnel, Public Grievances and Pensions, Government of India, vide its Gazette Notification dated 04.10.2012.
25. Security Personnel once posted shall not be changed without prior permission of the Board.
26. The Board shall not provide any transport, canteen, medical or living facilities to the Security Personnel.
27. Uniform, Arms, Metal Detectors, Walky Talkies, Whistles, Batons, Rechargeable Torches, Umbrellas, other items/equipments, etc. as may be required for effective discharge of security services shall be provided by the Security Agency only at its own expenses.

28. Opening and closing of the office doors/windows and putting locks after office hours and on holidays shall be the responsibility of the Security Personnel and they shall ensure that all lights/fans and other electrical equipments are switched off immediately after the staff has left.
29. The Security Personnel should also know the usage of various types of Fire Fighting Equipments and other security related gadgets.
30. Losses caused to the Board due to negligence/lapses/denigration on the part of Security Personnel will be recovered from the Agency/Proprietor.
31. After awarding the work contract, if the Security Agency fails to provide the desired strength of Security Personnel (Ex-servicemen/professionally trained) as described in the work order/contract for taking over the charge from the present Security Agency on the given date/time, the offer of contract will automatically stand cancelled without any notice and the total Earnest Money will be forfeited.
32. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- [or of applicable amount] which will be signed by both the parties in the presence of two witnesses of the Board. The Proprietor of the Agency shall thereby authorize the Board in writing to convert its EMD into Security Deposit, which shall be refunded in full to the Proprietor (without interest) after the termination of contract period, provided there is no recovery due on the part of the Agency.
33. The Contract agreement shall initially be valid for a period of one year but can be extended further to maximum of 03 years on year to year basis subject to mutual agreement satisfactory services & performances to be reviewed every year.
34. The Secretary, CBSE reserves the right to reject or accept any or all the tenders with or without assigning any reason thereof.
35. The successful tenderer shall provide the complete profile of all the Security Personnel so deployed by them with the Board with his proof of educational qualification, date of birth, latest passport size photograph and also Service/Discharge Certificate/Copy of individual Pension Bank Account Pass Book in case of Ex-Servicemen Security Personnel. This should be provided to the Board for record within 5 (five) days of the issue of the work order/contract.
36. The Board shall not be responsible and accountable on account of any postal/courier delays/lapses for tenders being sent through mail/dak.
37. The tender document shall only be made available online through CBSE's official website [www.cbse.nic.in], but has to be submitted offline only by downloading the same from the website. No separate Tender document/form shall be made available offline at any of CBSE office(s) or elsewhere.

**Read and accepted all instructions contained therein at Sl. No. I & II above.**

**Signature & Stamp/Seal of the Proprietor/Partner(s) of the Security Agency)**

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### **III. TERMS & CONDITIONS**

1. The contract term shall be initially for a period of 01 (one) year. Based on satisfactory performance, the contract term would be renewed on a yearly basis at the sole discretion of the Board, for a maximum all-inclusive period of three years, from the date of commencement of the contract. The contract is renewable thereafter at the discretion of the Board on terms and conditions to be mutually agreed upon.
2. The Proprietor/Proprietor shall deploy Trained Security Guards, Armed Guards (Ex-Servicemen), Supervisors (Ex-Servicemen) below the age of 45 years confirming to the security requirement as per Schedule I attached to this document.
3. A site-wise copy of Duty Roster of all the deployed security personnel/supervisory staff, duly attested by the Proprietor should be made available to the Security Incharge of the Board by the Proprietor alongwith monthly bill.
4. The Proprietor shall ensure round-the-clock high standard security on a 24×7 basis on all the seven days of the week throughout the year to safeguard the premises and assets of the Board.
5. The security personnel and security supervisors deployed by the Proprietor for security duty should be well trained in fire fighting, operating the fire-protection system(s)/equipment(s) and fire extinguishers and providing first-aid.
6. The Proprietor shall ensure that all his personnel observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The Proprietor shall have full control over the security staff engaged by him. The Proprietor shall give necessary briefings, guidance and directions to his staff to carry out the jobs assigned to them by the Proprietor and/or the Board.
7. All liabilities arising out of violation of local laws and/or central laws shall be the responsibility of the Proprietor of the Security Agency.
8. The Proprietor shall furnish a detailed duty chart of the deployed personnel as & when there is an addition/reduction in the deployed strength and keep informed the Security Incharge of the Board of any change in the list of personnel from time to time. The duty chart should give the specific names of security personnel and building-wise respective duties they are required to attend to. A copy of the duty chart shall be also displayed in the Duty Register of each premise.
9. The Proprietor shall ensure in coordination with the Security Incharge of the Board that no defaulter worker deployed by the earlier Proprietor(s) is redeployed in the Board. The Proprietor shall submit an undertaking in this regard to the Board. The Proprietor should not deploy or withdraw any security personnel once deployed without the consent of the Security Incharge of the Board.

10. The Proprietor should specifically ensure that none of the security personnel are deployed elsewhere with another employer thereby compromising on the quality and standard of service deliverance at CBSE site.
11. The Proprietor will provide all material(s)/equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer/winter uniform and protective materials like overcoats, umbrella, etc. at his cost.
12. The Proprietor shall maintain a register for marking the attendance by security personnel deployed by him at each site, which shall be seen/verified by the Security Incharge of the Board, regularly. All deployed security personnel shall be enrolled in Biometric Attendance devices, installed at CBSE premises.
13. Unauthorized entry in the Board's offices is restricted. The security personnel on duty at the gates/reception will ensure that only authorized/concerned students/persons/stakeholders enter the premises of the Board after proper security check.
14. The Proprietor will not allow unauthorized entry to persons to roam about; cut trees/grass/firewood, perform sales or promotional campaigns of any kind not related with the Board or damage any civil or electrical work/fittings or to scale or damage the boundary wall from in/out side of the Board premises. It is also to be strictly monitored that no outsider should park his/her vehicle inside the boundary of the premises.
15. The Proprietor and the persons deployed by him shall not divulge to outsiders any information about the Board; divulge information about the staff members of the Board as well as the activities of the Board. The security personnel should at no time be found needlessly mingling with the staff/visitors or developing unwarranted association with them.
16. The Proprietor will also have the responsibility to safeguard the Board's moveable and immovable property, besides protecting the environment.
17. The Proprietor shall ensure opening and proper looking of the rooms of Board premises. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc., the responsibility shall be of the Proprietor and he shall report the same to the Security Incharge of the Board. If after a department enquiry, it is found that the loss has occurred due to negligence of the Proprietor's guard/guards on duty, the Administration Department will have full power to recover the loss in full or adjust from the dues or security deposit of the Proprietor. The decision of the Secretary, CBSE in this regard will be final and binding on the Proprietor.
18. During surprise checks by any authorized officer of the Board, if a particular guard is found negligent/sleeping/drunken on duty, the Proprietor will have to withdraw the guard from the Institute forthwith which may even entail cancellation/termination of contract for the rest of the period.

19. The Proprietor will have to enter into a contract agreement for executing the work within 10 (ten) days from the date of receipt of the Work Order on a non-judicial stamp paper of appropriate value.
20. The Proprietor shall also be solely responsible for the payment of wages and/or dues to the deployed security personnel by First Week of every month in the presence of the Board's official(s), so that there is no disruption on the performance of duties of the deployed persons.
21. The Board shall ensure that the monthly payment to the Security Agency is paid on time, however, in case of any delay in any particular month due to any administrative reasons, the Proprietor, at any point of time, should have sufficient funds to meet the wages/payments to the security personnel so deployed by him with the Board for atleast that very month. Strict compliance should be made by the Proprietor by ensuring that the payment is made to each deployed personnel [male or female] in a fair and equitable manner and through account payee cheque or ECS.
22. The monthly payment shall be made to Proprietor within 15 days of his furnishing the bill(s) and compliance with all statutory requirements prescribed by the Government.
23. The Proprietor shall invariably submit the following documents alongwith the monthly Security Incharge of the Board Bil:
  - a) Duly attested site-wise Monthly Attendance/Duty Roster.
  - b) Periodic challan of deposit of ESI in respect of each deployed personnel.
  - c) Periodic challan of deposit of EPF contribution in respect of each deployed personnel.
  - d) Periodic challan of deposit of Service Tax.
  - e) Copy of payroll of the previous month duly signed by the deployed personnel.
  - f) Bank statement of transaction of amount to the account of deployed personnel for the previous month.
  - g) A Certificate conforming to correct/proper deployment of security personnel and payment of wages as per work order/agreement and norms respectively.
24. The Proprietor will pay rates and wages and observe hours of work and conditions of employment as per existing rules both under Minimum Wages Act & Labour Act. It shall be his responsibility to ensure that he pays the deployed security personnel, wages which are not lower than the minimum wages as prescribed from time to time by the concerned central government or state government.
25. The Proprietor shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act/Shops & Establishments Act and rules there under. He must comply with and carry out all the provisions and obligations under the said Act and rules and furnish all information(s) to the Institute as may be required by the Act and Rules.
26. The Agency shall pay the statutory payments such as PF, ESI, for the staff deployed at the Board's premise(s), through a separate challan. A copy of the challan should be submitted along with the monthly bill invariably.



27. The amount of the security deposit of Rs. 20000/- will be returned to the Proprietor after satisfactory completion/termination of the contract and after adjusting the dues, if any payable by the Proprietor to the Board.
28. The Proprietor shall furnish a list of security personnel and supervisory staff deployed by the Agency in the Board to the Security Incharge of the Board detailing the name, age, qualification, present and permanent address, mobile no., Army/Air/Navy/Paramilitary Command Unit from where the person has retired, the date of retirement, number of pension payment order to the record alongwith a latest passport sized photograph.
29. Deployment of any fresh staff in replacement should be only with the prior permission of the Institute. The Proprietor shall deploy only those whose antecedents have been verified by the Police Authorities/District Sainik Board/Record Officers of the Defence Services.
30. The Proprietor shall fully comply with all the applicable laws, rules and regulations relating to EPF Act including the payment of PF contributions, payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (Regulation & Abolition) Act relating to certificates of registration, relating to license, relating to issue of employment card and relating to annual returns of the principal employer, Essential Commodities Act, Migrant Labour Act and/or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including TDS as per IT Act, and any other act as may be relevant as applicable to him from time to time. The Proprietor should get the security clearance by the State Government Authority both for his security agency and the persons deployed by him, wherever required.
31. The Proprietor shall be solely responsible for all the claims of his employees and the employees of the Proprietor shall not make any claim whatsoever against the Board.
32. The Proprietor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The Proprietor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the PF/ESI contributions with authorities' concerned and providing proof to the Board.
33. The Proprietor shall maintain all the statutory documents required to be maintained with the Principal Employer.
34. The Security Agency or his personnel shall not use the premises allotted to him/her for any purpose other than the purposed defined and shall not act in any manner as to cause any nuisance or annoyance to the Board.
35. The Security Agency or his employees shall not aid or participate or support any anti-organizational/anti-social/immoral/unethical/uncivilized activity under any circumstances and shall strictly restrict only to the work awarded under the contract.

36. The Security Agency's rates shall remain constant throughout the contract period except where minimum rates/wages/VDA are revised by the Central or State Govt. (whichever is applicable)
37. Income Tax/other taxes and charges, if any, levied by the Govt. shall be deducted at source by the Board in the form of TDS from the monthly bill of the Security Agency on the billed amount, excluding Service Tax.
38. In the event of a security personnel not reporting for duty, alternate arrangements shall be made by the Security Agency, immediately without jeopardizing the security of the Board.
39. The Proprietor or his Field Officer shall ensure this presence at a short notice when required by the Board. The Proprietor shall invariably provide regular briefings to the deployed personnel for better coordination and effective service delivery.
40. No residential accommodation will be provided to the security personnel/security supervisors.
41. It shall be the sole responsibility of the deployed security personnel to ensure that none of the furniture, fixtures, fittings and other utility items, etc., made available by the Board in a particular premise is not lost or stolen.
42. The Proprietor shall conduct mock exercise in fire fighting quarterly at his expenses, so as to keep his staff acquainted with the latest fire-fighting techniques.
43. The Board reserves the right to cancel/terminate the contract at any time during the contract period after giving one month notice to the Proprietor.
44. The Proprietor shall engage personnel who are physically/mentally/medically fit. They should be free from all infections/communicable diseases. The Proprietor shall get his employees medically examined before deploying them at the Board and once in a year and submit their medical fitness certificates as periodically to the Board.
45. The Proprietor shall bear the complete liability of compensation in respect of his personnel deployed at the Board, arising out of death/injury/disablement while on duty, etc.
46. The Proprietor shall provide weekly off/holidays to his deployed security personnel as per rules but it will be his responsibility to ensure uninterrupted services on all days on a 24x7 basis. No security personnel/supervisor shall be deployed on double duty shift during consecutive duty timings, unless there are compelling reasons for that. In case such deployments are found to be a routine affair, it would be viewed seriously and may result in termination of the contract. The security personnel on duty shall be rotated from one shift to another at proper intervals on 3-shift basis of 8 hours each in a day.

47. The Proprietor shall ensure the following:

- a) No property/material of Board of any kind is removed by any official/private person without a proper gate-pass issued by the authorized officials of Administration Section of the Board.
- b) Any loss/damage to goods or property of Board due to negligence on the part of the security personnel shall be made good by the Proprietor within 7 days of the date of its communication to him. In case of non-compliance of the same, the loss in part or in full shall be recovered of from the monthly payment of the ensuing month or from the security deposit or/and entail forfeiture of the security deposit deposited with the Board and/or may invite termination of the contract agreement.
- c) No report for any loss/damage to property of Board shall be lodged with police by the Proprietor without the written approval/consent of the Competent Authority of the Board.
- d) The Board shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty of security personnel deployed by the Proprietor, their being punctual, in proper uniform, equipped with batons/lathis, walky takies, torches, whistles, etc. The number of personnel can be increased or decreased depending upon the workload to be assessed by Board from time to time or as and when required and intimated to the Proprietor.
- e) It shall be the duty of the Proprietor to withdraw all the personnel deployed by him at the offices of the Board upon termination of contract for whatsoever reason and ensure that no person creates any disruption/hindrance/problem of any nature to the Board.
- f) In the event of any question, dispute/difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement) the same shall be referred to the Sole Arbitrator as mutually decided. The award of the arbitrator shall be final and binding on both the parties.
- g) Any disputes arising out of or in any way connected with this contract shall be deemed to have arisen in Panchkula and only the courts in Panchkula shall have jurisdiction to determine the same.

**Read and accepted all instructions contained therein at Sl. No. 1 & 47 above.**

**Signature & Stamp/Seal of the Proprietor/Partner(s) of the Security Agency)**

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#### **IV. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH :**

##### **A. THE TECHNICAL BID-ENVELOPE-I**

1. The Technical Bid Tender Form- Part 'A'
2. Registration Document/Details of the Company.
3. Earnest Money deposit by way of Demand Draft/Bank Draft/Pay Order for Rs. 20,000/- drawn in favour of "Secretary, CBSE" payable at Panchkula only.
4. Profile of the Company.
5. Details of Constitution of firm/Company and its registration with competent authority.
6. Proof of Qualification with regard to :
  - a) Minimum experience of 03 years in Security Agency business in Central Govt. Organization/Govt. or Private Educational Institution/ PSU/ Hospital/ Nationalized Bank/ MNCs/ Organization of repute, etc.
  - b) Valid Trade License issued by the Competent Authority, Government of NCT of Delhi for such authority as may be prescribed for the purpose by State Government from time to time and a Valid License from the Controlling Authority, Home Department, Govt. of Haryana, for engaging in the business of Private Security Agency.
  - c) Registration for ESI and its contribution.
  - d) Registration with EPF and its contribution.
  - e) PAN Card of the Proprietor.
  - f) Latest Income Tax clearance certificate.
  - g) Registration for Service Tax.
  - h) Balance sheet and profit and loss account statement for the last three years.
  - i) Clientele list indicating number of security personnel deployed at each unit.
7. Details of training imparted to the security personnel.
8. Undertaking to be given by the tenderer informing the Board that he/they have read the tender document and have understood the contents fully and accordingly had submitted their quote in the Technical Bid [Envelope-I] and Financial Bid (Envelope-II) abiding to the terms and conditions laid down there in.

##### **B. THE TECHNICAL BID-ENVELOPE-II**

1. The Financial Bid Tender Form- Part 'B'
2. Copy of latest applicable Minimum Wages notification of the Ministry of Labour, Govt. of India for watch and Ward duties.
3. Component-wise detailed wage structure with all applicable statutory levies.

**TENDER FOR SECURITY CONTRACT AT  
CBSE, REGIONAL OFFICE, PANCHKULA**

**Instructions to the Tenderers :**

1. CBSE requires Supervisor (approx. \_\_\_ nos.), Security Guard [Armed] (approx. \_\_\_ nos.) and Security Guards (approx. \_\_\_ nos.). These manpower shall be deployed on 08 (eight) hours duty shift for all 07 (seven) days a week. However, the total number of security personnel required may reduce or increase during any part of the year.
2. Additional manpower, if any required, by the Board, shall be on the same/existing rates terms and conditions as per the contract agreement.
3. The bidder shall deposit an Earnest Money of Rs. 20,000 (Rupees Twenty thousand only) with the Technical Bid in the shape of Demand Draft/Bank Draft/Pay Order of Scheduled/Nationalized Bank in favour of "Secretary CBSE", Payable at Panchkula only which shall be returned/refunded without interest in case the offer of bid is not accepted by the Board. The Earnest money of the successful bidder to whom the contract would be awarded shall be refunded (without interest), only at time of the termination of the contract.
4. The Proprietor of the Agency will ensure that proper uniform as per the weather/season be provided to its personnel and they always wear them neatly. All personnel should have to wear or display their respective identity cards on the uniform for identification while on duty.
5. All documents/credentials submitted by the Agency/Tenderer in support of his/her Tender document should be duly attested by the Proprietor/Authorized Signatory of the Security Agency.
6. The Supervisor wherever deployed by the Proprietor is supposed to be present at the premises during all shifts. He will give daily progress report to a designated officer/Incharge of security affairs of the Board.
7. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the deployments from the concerned designated officer/Incharge of security affairs of the Board.
8. Board shall have the right to replace any person with or without assigning any reason whatsoever and the substitute shall have to be provided by Proprietor immediately.
9. The staff to be provided by the Agency should be physically and mentally fit for performing security duties and shall not be below 25 years and above 50 years of age.

10. The Proprietor shall preferably deploy Indian nationals only. All the persons to be provided should have good moral character and antecedent verification should be carried out from the concerned authority by the Proprietor and the copies of the report be made available to the Board. The Proprietor will ensure that no criminal case be pending against any of the persons so deployed by him with the Board.
11. It would be expected from the successful bidder to visit all the sites in consultation with the Board Officers, after the issue of work order/contract to them to gain a first-hand experience of the security requirements of the Board and thereby to ensure smooth transition/taking over of the services.
12. The Board, through its designated/authorized officer shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, shall deduct the wages of the absentee personnel/damages from the monthly payment made to the security agency and may also impose penalty as deem fit by it. In case of absentees the penalty can be upto Rs. 500/- per day per absentee. In case of damages/lapses/breach of trust penalty shall be equivalent to the amount decided by the Competent Authority of the Board. The decision of the Competent Authority of the Board shall be final & binding in this regard.
13. The Proprietor shall pay wages to the Security Personnel deployed by him as per the wage structure quoted by him in the Tender Document. This should however be not less than the applicable wages as approved under the applicable Minimum Wages Act 1948 and shall also ensure timely payment of wages as per the Payment of Wages Act 1936 of Govt. of India.
14. The Board will not be liable to pay any amount other than settled in the contract. Any payment under provision of the Workman Compensation Act 1923, ESI Act 1948, Payment of Gratuity Act, 1972 and Employees' Provident Fund and Miscellaneous Provisions Act 1952, Payment of Bonus Act 1965 and/or any other statutory liability shall be made by the Proprietor/Security Agency and related challans/receipts must be enclosed with the monthly bill. The Proprietor shall be solely responsible and liable for his personnel under the provisions of Contract Labour (Regulation & Abolition) Act 1970. A certificate to this effect will have to be submitted invariably every month to the Board by the Proprietor in respect of manpower deployed by him. The certified copy of challans should be submitted alongwith the monthly bills of the ensuing month.

**Read and accepted all instructions contained therein at Sl. No. 1 to 14 above.**

**(Signature & Stamp/Seal of the Proprietor/Partner(s) of the Security Agency)**

\*\*\*\*\*

Price: Rs.500/-  
Tender Form No. \_\_\_\_\_

Page. 1

**Part – A “Technical Bid**                      **TENDER FORM**  
**FOR SECURITY CONTRACT**  
**AT**

**CBSE, REGIONAL OFFICE, PANCHKULA**

Note : Tenderers must read ‘Instructions to Tenderers’ and Terms and Conditions before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated with the self-attested photocopies of supporting documents.

**1. Credentials 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 Type of Organization : \_\_\_\_\_  
(whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)

1.6 Name of the Proprietor/partner : \_\_\_\_\_

**2. Documentary Proofs**

Sl. No.	Particulars	Attached (Yes/No)	Page/Appendix (If attached)
2.1	Proof of incorporation/inception of the Agency		
2.2	Registration for manpower supply/License to engage in the business of Private Security Agency from the Controlling Authority		
2.3	Proof of Registration with the Labour Commissioner		
2.4	Valid trade license from Competent Authority, Govt. of NCT of Delhi and license for engaging in the business of private Security Services from the Controlling Authority, Govt. of NCT of Delhi		
2.5	PF Registration proof		

2.6	ESI Registration proof		
2.7	PAN card		
2.8	Income Tax Returns for the last three years		
2.9	Proof of Service Tax registration		
2.10	Satisfactory Performance certificate from at least three organizations where the Agency has supplied a group of more than 10 persons at a time for Security Services during the last 3 years		
2.11	Annual turnover (Audited Balance Sheets of the Agency preferably for last three years)		
2.12	Any other relevant document/information		

### 3. Profile of the Tenderer/Security Agency

3.1 Past & Present Experience : Preferably for last four years, with recommendations/ satisfactory service certificate from employer(s), if any.  
[Attach extra sheets, if required]

S.No	Year	Name of the Organization [WORK SITE]	Name of the Officer concerned in the Orgn./Tele. No.	From	To	No. of Security Personnel provided
1	2009					
2	2010					
3	2011					
4	2012					

3.2 Has the firm been ever debarred /Black listed by any organization \_\_\_\_\_

3.3 If Yes the details thereof : \_\_\_\_\_

3.4 Merit etc. received from any Organization. (please attach copy of Certificates)

3.5 Total Staff strength presently in the Service of the Agency (Category wise)

Security Supervisors \_\_\_\_\_

Gunmen \_\_\_\_\_

Security Guards \_\_\_\_\_



3.6 Percentage of Ex-Servicemen Guards that can be provided

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3.7 Name and category of Services from which security personnel have been drawn :

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3.8 Time and type of training imparted to the security personnel in the past with documentary proof (enclose extra sheet if required) :

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**4. Payment Details**

4.1 Cost of Tender Document:

Amount	Rs. 500.00
D.D./B.D. No.	
Issuing Bank & Branch with date of issue	

4.2 Earnest Money :

Amount	Rs. 20000.00
D.D./B.D. No.	
Issuing Bank & Branch with date of issue	

Date: \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Agency Seal:

Complete Address & : \_\_\_\_\_

Telephone Nos. \_\_\_\_\_

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**NOTE**

1. In the Annexure – A enclosed herewith, important instructions, Terms and Conditions have been stated which may be read, noted by the agency and signed by the Tenderers for acceptance of the terms and conditions.
2. The Annexure – A duly signed by the tenderer with seal must be submitted alongwith the “Technical Bid for Security Contract’ in the same sealed envelop.
3. Part – B i.e. Financial Bid shall be submitted in separate sealed envelop superscribing “Financial Bid for Security Contract’

REGIONAL OFFICE  
CENTRAL BOARD OF SECONDARY EDUCATION  
SECTOR – 5, PANCHKULA

**Part –“B” FINANCIAL BID**

1. The Rates of Security Personnel should not be less than the presently applicable Minimum Wages notification as applicable from time to time. The rates should be quoted inclusive of all allowances/components and statutory levies, etc.

**[PLEASE ENCLOSE A COMPONENT-WISE BREAK-UP OF THE WAGES FOR EACH CATEGORY OF PERSONNEL ON A SEPARATE SHEET-DULY STAMPED AND SIGNED]**  
**CATEGORY** **NET PAYABLE FOR 8 HRS. ONLY**  
**PER PERSONNEL PER MONTH**  
**(ALL INCLUSIVE EXCLUDING SERVICE TAX)**

(i) Security Supervisor (JCO RANK)	:	@ Rs. _____	p.m.
(ii) Gunman/Armed Guard (Ex-Serviceman)	:	@ Rs. _____	p.m.
(iii) Trained Security Guard	:	@ Rs. _____	p.m.
(iv) Applicable Service Tax	:	@ Rs. _____	p.m.

2. Any other component or condition which the tenderer would like to add : \_\_\_\_\_  
(Attach extra sheet if reqd.) : \_\_\_\_\_  
\_\_\_\_\_

NAME & SIGNATURE OF THE PROPRIETOR/PARTNER WITH OFFICIAL STAMP/SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBERS(S):

Acceptance of the Tenderer:

The terms and conditions enumerated in the Schedule II and instructions and terms & conditions enumerated in the tender document have been read and understood by me/us and are acceptable to me/us.

PLACE : \_\_\_\_\_ Signature of the Proprietor/Partner(s) of  
the Security Agency with Stamp/Seal and  
Date : \_\_\_\_\_ Complete Address and Telephone no (s).

### SOME IMPORTANT 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 in force in Panchkula.
- 2] The agency will also not claim increase in the WAGES and VDA during contract period and the agency will be solely responsible with reference to the Legal obligations on security personnel employed by it and deployed in 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 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 at Sector-5, Panchkula. The job of the Security agency will be to provide a fool proof system for the above work as broadly spelt out herein.
- 12] The selected Agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- 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 the proof of education qualification, date of birth and discharge certificate of ex-service of each guard deployed in 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. : \_\_\_\_\_