

CENTRAL BOARD OF SECONDARY EDUCATION

Regional Office

Plot No. 1630-A, J Block, 16th Main Road, Anna Nagar West, CHENNAI 600040

Phone No: 26162213/26162214

TENDER NOTICE

Sealed tenders are invited from the agencies who have License for supply of Security Personnel (Ex-Servicemen) registered with the Director (Employment), Directorate General of Resettlement, Ministry of Defence, Government of India and from Ex-servicemen. Society/Corporation/Undertaking which are sponsored/linked to State Govt. (only) for the protection and security of office/residential premises in Chennai 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 CBSE, Regional Office, 1630-A, J Block, 16th Main Road, Anna Nagar West, Chennai 600040 upto 1.00 PM on 29.12.2011 on payment of Rs.100/- in Cash (Non-refundable) on any working day or can also be downloaded from our website www.cbse.nic.in for which Rs.100/- in cash/DD be remitted to the Regional Office, Chennai and photocopy of the receipt be enclosed with the "Technical Bid" before submission of Tender form. Tenderers should submit their bids in two separate SEALED ENVELOPES, superscribing, "Technical Bid for Security Contract" and "Financial Bid for Security Contract", duly complying the instructions contained in the Tender form, addressed to The Regional Officer, CBSE, R.O., Chennai latest by 05.00 PM on 29.12.2011 at the above office address. A Demand Draft of any Scheduled Bank of Rs.20,000/- as Earnest Money, favouring "Secretary, CBSE, Chennai" must be enclosed with the "Technical Bid" only, to avoid an outright rejection of the bid. Technical Bid of the tenders will be opened at 11.00 AM on 30.12.2011 in the presence of the tenderers who may like to be present.

Financial Bid will be opened later in respect of those only who are found suitable in technical bid. The Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

**Regional Officer
CBSE: Chennai**

ANNEXURE – I

Price: Rs.100/-

Tender Form No. _____

**CENTRAL BOARD OF SECONDARY EDUCATION
Regional Office**

Plot No. 1630-A, J Block, 16th Main Road, Anna Nagar West, CHENNAI 600040

TENDER FORM

Part 'A' – Technical Bid

(NOTE: Tenderer must read 'Instructions to Tenderers' and Terms and Conditions before filling the particulars in this part.)

1. Credentials of the Tenderers

1.1 Name of the Agency _____

1.2 Registration No. and Year of
Registration(with documentary
Evidence) _____

1.3 Organisation to whom the Agency
has been registered with _____

1.4 Office Address and Tel. No. _____

1.5 Name(s) of the Proprieter/
Partners _____

1.6 Is the Establishment Registered
with Chief Labour Commissioner
(Central) under contract
Labour (Regulation & Abolition) Act,
1970? _____

1.7 If registered with Chief Labour
Commissioner(Central) a copy
of registration/License may be
enclosed. _____

1.8 Details of P.F. & ESI Registration number etc.(with documentary evidence) _____

1.9 Annual turnover(Preferably for Last three years) _____

2. Past Experience: Preferably for last five years, with recommendations from employers for each year 2.1 :

Sl. No.	Year	Name of the Orgn [PLACE OF WORK].	Officer Concerned in the Orgn./Tele.No.	From	To	No. of Guards provided
	2006					
	2007					
	2008					
	2009					
	2010					

Extra sheets, if required may be attached for stating past experiences.

2.2 Has the firm been ever debarred/ Black listed by any organisation? If 'Yes' the details thereof. _____

2.3 Details of award/certificate of Merit etc. received from any Organisation. (Please attach Copy of certificates) _____

2.4 Staff strength presently in the Service of the Agency (Category wise) _____

..3...

2.5 Percentage of Ex-Servicemen
Guards to be provided _____

2.6 Name and category of Services
from which personnel have been
recruited: _____

2.7 Time and type of training gone under past year with documentary proof

2.8 Similar work at hand in Chennai

**3. PARTICULARS OF DEMAND DRAFT/BANK DRAFT NO.
PAID AS EARNEST MONEY**

- i) Amount : Rs.20,000/-
- ii) D.D./B.D. No. : _____
- iii) Issuing Bank & Branch
with date of issue : _____

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL AND COMPLETE
ADDRESS: -**

TELEPHONE No. _____

Date: _____

Note: For important Terms and Conditions, please see enclosed instructions.

Annexure-II

Part ' B - Financial Bid

1. Quote rates of Security Personnel in accordance with the existing Minimum Wages Act in Chennai and inclusive of all allowances, i.e., DA, VDA, CCA, HRA, Bonus, PF Contributions, ESI, Services Charges, Relieving charges and other charges, if any:

<u>CATEGORY</u>	<u>NET PAYABLE FOR 8 HRS. DUTY</u>
i) Security Supervisor(JCO RANK)-One:	@Rs. _____ p.m.
ii) Gunman (Ex-Serviceman)-One :	@Rs. _____ p.m.
iii) Security Guards - _____ (Ex-Servicemen) :	@Rs. _____ p.m. Total Rs. for 09 Guards-----
iv) Service Tax :	_____
v) Net payable every month during the contract period for the above total strength :	Rs. _____ p.m.

Note: The present minimum wages rates which is the basis for financial bid is:-

Rs. _____

2. Any other condition which the tenderer would like to add:

Telephone No. _____

DATE: _____

(Signature of Tenderer)
WITH OFFICE SEAL

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Instructions to the Tenderers:

1. Scope of the work includes providing protection and security to office/residential premises CBSE, Regional Office, Chennai. The job of the security agency will be to provide a fool proof system for the above work as per detailed terms and conditions enclosed as Annexure I to 'Part A – Technical Bid'.
2. Contract period will be for one year, which could be further extended by CBSE based on satisfactory services and mutual agreement.
3. Offers shall be given by each tenderer in two separate sealed packets –
 - i) Technical Bid on prescribed format for which the envelope should be clearly superscribed as
'Part 'A' - Technical Bid'.
 - ii) Financial Bid on prescribed format for which the separate envelope should be clearly superscribed
'Part 'B' – Financial Bid"
4. At the first stage only technical bids of the tenderers shall be opened at 11.00 AM on ----- in the presence of the tenderers, who may like to be present.
5. Financial bids shall be subsequently opened later in respect of only those agencies, which are found technically suitable by CBSE. The names of eligible tenderers shall be displayed on the Notice Board.
6. Any additional information required by CBSE on the Technical Bid shall be submitted by the tenderer within three days failing which the offer will not be entertained.
7. Technical Bid and Financial Bid should be signed by the same authorized signatory of the Agency.

SOME IMPORTANT TERMS AND CONDITIONS:

1. The charges shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types.
2. The Organisation/Agency shall ensure that the wages to the Security Personnel will be paid in accordance with the MINIMUM WAGES ACT in force in Chennai.
3. The Agency will also not claim any increase in the WAGES AND VDA during the contract period and the Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Personnel employed by it and deployed in CBSE.
4. Additional Guards whenever necessary will have to be provided on a short notice.
5. Verification of character and antecedents of the Security Personnel through POLICE shall be the responsibility of the Security Agency.
6. Copies of Discharge Certificates issued by the Defence Hqrs. will have to be submitted immediately before deployment of guards.
7. ONLY personnel discharged/retired from Army, Navy, Air Force, BSF, CISF Assam Rifles and ITBP will be treated as Ex-Servicemen.
8. Security Personnel once posted shall not be changed without prior permission of the Board.
9. The Board shall not provide any transport, canteen, medical or living facilities to the Security Personnel.
10. Uniform and other articles required for maintaining security will be provided by security Agency only.
11. 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 have left.

12. The Security Personnel should also know the usage of various types of FIRE FIGHTING EQUIPMENTS.
13. Losses caused to the Board due to negligence on the part of Security Personnel will be recovered from the Agency/Contractor.
14. 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.
15. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- to be signed by both the parties.
16. 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.
17. The Secretary, CBSE reserves the right to reject or accept any or all the tenders without assigning any reason.
18. All security equipments like metal detection, torch, whistle, lathi, etc. shall be provided by the agency.
19. The successful tenderer shall provide the proof of educational qualification, date of birth and discharge certificate of ex-service of each guard deployed in the Board immediately.

Regional Officer
CBSE: Chennai

Acceptance of the Tenderer:

The terms and conditions enumerated in the form from Sl.No.01 to 19 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer with
Seal and Complete Address,
Phone No.

