

Composite Regional Centre for Persons with Disabilities (Divyangjan) – CRC Bhopal

Website - crcbhopal.nic.in

E-TENDER SCHEDULE

**Providing Security Services at
CRC Bhopal, Punarwas Bhavan,
Khajurikalan Road, Piplani
Bhopal-462 022.**

C O N T E N T S

1. Notice inviting E-Tenders
2. Declaration of the Tenders
3. Terms and conditions of the Contract
4. Schedule -A

Cost of Tender Schedule	₹ 500.00 non-refundable
Last Date for submission of Tender	09 October 2018
Opening of Tenders	10 October 2018
Amount of Earnest Money Deposit (EMD)	₹ 60,000.00 (to be paid as DD / RTGS/NEFT to "CRC Bhopal" payable at Bhopal)

ई-निविदा नोटिस

दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार के अली यावर जंग राष्ट्रीय वाक एवं श्रवण दिव्यांगजन संस्थान, मुंबई के प्रशासनिक नियंत्रणाधीन समेकित क्षेत्रीय केंद्र (दिव्यांगजन) सीआरसी-भोपाल पंजीकृत ठेकेदारों/फर्मों/संस्थाओं/कंपनियों से निम्नलिखित कार्यों हेतु निर्धारित प्रपत्र में ई-निविदा आमंत्रित करता है। ऑनलाइन निविदा प्रपत्र/दस्तावेज योग्य संस्थाओं/फर्मों को दिनांक 18.9.2018 से 09.10.2018 के दौरान <http://eprocurement.gov.in> पर उपलब्ध रहेंगे। ई-निविदा के माध्यम से निविदा जमा करने की अंतिम तिथि 09.10.2018 है। निविदाएं दिनांक 10.10.2018 को खोली जाएंगी।

क्र.सं.	कार्य का नाम/विवरण	अमानत राशि	निविदा की लागत
1	सुरक्षा सेवाएँ	रु 60,000/-	रु 500/-

फर्मों/संस्थाओं की योग्यताएँ - पंजीकृत संस्थाएँ/फर्म जो सुरक्षा सेवाएं प्रदान करने के साथ सुरक्षा सेवाओं के क्षेत्र में उचित लाइसेंसधारी हो और केंद्र सरकार या राज्य सरकार के विभागों, स्वायत्त संस्थानों, सार्वजनिक क्षेत्र के उपक्रमों में कम से कम 5 पाँच वर्षों का सेवा प्रदान करने अनुभव रखती हो, अद्यतन संस्था/फर्म का पंजीयन प्रमाण-पत्र, सुरक्षा सेवाओं का अनुबंध लाइसेंस, जीएसटी, ईपीएफ, ईएसआईसी नंबर/पंजीयन, पुलिस विभाग /एसआईएसएफ़ /प्राधिकृत विभाग प्राइवेट सुरक्षा एजेंसी व्यवसाय संचालन का उचित लाइसेंस और इसके अलावा किसी अन्य प्राधिकृत विभाग का प्रमाण-पत्र जो कि उपरोक्त कार्य हेतु आवश्यक हो उनके पास होना चाहिए और वहीं संस्थाएँ/फर्म ई-निविदा हेतु योग्य मानी जाएंगी।

ठेकेदार द्वारा निविदा प्रपत्र को पूर्ण रूप से भरकर प्रत्येक पन्ने पर हस्ताक्षर एवं मुद्रा लगाना चाहिए। अथूरे, अहस्ताक्षरित और बिना अमानत राशि की निविदाएँ पूर्ण रूप से अस्वीकृत कर दी जाएंगी। अमानत राशि राष्ट्रीय कृत/अनुसूचित बैंक से जारी रेखांकित बैंक ड्राफ्ट के माध्यम से जो की कंपोजिट रीज़नल सेंटर, भोपाल के नाम से भोपाल पर देय हो, भुगतान किया चाहिए या अमानत राशि इस केंद्र के खाता क्रमांक SB A/c. No.30002389580 , भारतीय स्टेट बैंक, प्लांट एरिया शाखा, बीएचईएल, भोपाल, आईएफ़एससी कोड SBIN0005855 में जमा कर सकते हैं। अमानत राशि का एनईएफ़टी/आरटीजीएस के माध्यम से किए गए भुगतान की स्कैन कॉपी की राशि/पावती/स्क्रीनशॉट ई-निविदा के साथ अपलोड करना अनिवार्य है। सीआरसी, भोपाल के सक्षम प्राधिकारी को सभी या निविदा के किसी भी भाग को बिना किसी कारण के स्वीकार/अस्वीकार/निरस्त/दौबारा बुलाने का अधिकार सुरक्षित होगा।

प्रभारी अधिकारी, सीआरसी-भोपाल

कृते निदेशक, अ.या.जं.रा.वा.श्र.दि.सं., मुंबई

TENDER NOTICE

E-tenders in the prescribed schedules are invited from the registered contractors / firms for the works given below to be taken up at Composite Regional Centre for Persons with Disabilities (Divyangjan) Bhopal (hereafter refer as CRC Bhopal). The Tender schedules will be available online only to the eligible firms at <http://eprocurement.gov.in> during 18.9.2018 to 09.10.2018. The last date for submission of Tender is 09.10.2018. Opening of the Tenders is on 10.10.2018.

S.N.	Name if the work	E. M. D.	Cost of Tender (Non-refundable)
1.	SECURITY SERVICES	₹ 60,000/-	₹ 500/-

Eligibility of the Firms:

1. Registered firms providing security services with license in the area of Security services and having successfully completed at least five years tenure in Central or State Government organizations, Autonomous bodies, PSUs and having latest security contract License, GST, EPF, ESI Number, License to engage in the business of Private Security Agency from the authorities of Police, SISF etc.. and/or any other necessary license from the respective authorities as required for the said work contract are only eligible for e-tendering.
2. The tender schedules should be fully completed and signed with seal on each page by the contractor. Incomplete tenders, unsigned tenders or tenders without the E.M.D. shall be rejected outright. The E.M.D. shall be in the form of crossed demand draft from any nationalized / scheduled bank drawn in favour of the **Composite Regional Centre Bhopal** payable at Bhopal or can be paid online in SB A/c No. 30002389580 of State Bank of India, Plant Area Branch, BHEL, Bhopal, IFSC Code No. SBIN0005855. For payment by RTGS/NEFT, the scan copy of receipt / acknowledgement / screen-shot etc. is to be uploaded along with the tender document. Competent authority of CRC Bhopal reserves the right to accept / reject / recall all or any part of the tenders without assigning any reasons.

OFFICER-IN-CHARGE, CRC-BHOPAL
For Director, AYJNISHD Mumbai

DECLARATION OF THE TENDERER

I/We _____ do hereby distinctly and expressly declare and acknowledge that before submission of my/our tender, I/ We carefully followed the instructions in the tender notice and have read the conditions, specifications and the relevant clauses of all the labour statutes.

I/We have made such examinations in the tender documents and specifications etc., and the locations where the said work is to be done and such investigations of the work required to be done and in regard to the security guards required to be furnished as to enable me /us thoroughly to understand the intention of same and the requirements, agreements, stipulations, restrictions containing in the contract and in the said specifications and distinctly agree that I/ We shall not hereafter make any claim for payment up on the Centre based up on or arising out of alleged misunderstandings and misconceptions on my/our part of the said requirements, agreements, stipulations, restrictions and conditions. I/We_____ enclose/ have already enclosed firm registration, license and registration certificates of E.P.F., E.S.I., CGISTIN/SGSTIN, License to engage in the business of Private Security Agency from the authorities of Police, SISF etc. and other required certificates under various labour statures for appraisal to the Centre. I/We enclose authority letter given by my/our Company in my favour the offer for which I am delegated with full powers. I/We also certify that we are engaged in security services and are registered under Security services with license for Security contracts.

SIGNATURE OF THE CONTRACTOR / FIRM

Place:
Dated :

Name
Designation
Mobile No.
Email

SEAL

TERMS AND CONDITIONS OF THE CONTRACT

1. The scope of providing Security services through contractor is on contract basis, covering about four acres of the Centre's campus at the given address including Man, Machine, Material, equipments and records.
2. The Center's campus includes the main building, boundary wall, storage shed, transformers, electric poles, guard hut, trees & upcoming installations in open space covering garden and nursery etc. in 4 acre land of the Centre.
3. The Officer-In-Charge, CRC Bhopal reserves the right to accept/reject all/or any of the rates/and offers either fully or partly without assigning any reasons thereof.
4. The Security Contract work will be awarded to the successful contractor on a trial basis for a period of three months in the first instance, which is liable to be extended further/curtailed at the discretion of the Officer-In-Charge. On satisfactory completion of the trial period, the contractor shall be liable to execute an agreement at his own cost with the Centre for performance of the work for further period excluding trial period or as mutually agreed to by both the parties.
5. The contract may be terminated by either party by giving three months notice in writing either side.
6. The offer should accompany non-interest bearing EMD of Rs. 60,000/- by means of demand draft in favour of Composite Regional Centre, Bhopal, Payable at Bhopal on any scheduled Bank, which is refundable without interest on non-acceptance of your offer/tender, after the process of tender is over or after THREE months of the date of tender opening whichever is earlier.
7. The EMD of the successful tenderer shall be retained and released after completion of contract period without any interest.
8. The security guards likely to be appointed by the successful tenderer must be trained. These guards shall also undergo the tests/training arranged by the CRC authorities or specified by Govt. of MP State Police Authorities, Training institutions, SISF etc.
9. The Contractor shall render watch and ward security services through their security guards round the clock in respect of the Centre's property and premises during the period of the contract. The contractor shall carryout his obligations diligently and to the satisfaction of the Centre and shall ensure that the security guards provided by them would exercise care, caution, reasonable and prudent judgment while discharging their duties.
10. The guards should be between 21-50 years of age and must have studied up to class 10th Class duly trained in security/fire fighting equipments. The guards shall have to perform the duties assigned by the Centre to them and shall work at any place of duty, in an appropriate manner.
11. The guards must be trained in use of First-Aid and Operation of Fire-fighting equipment. Police verification & Character Certification of Guards is a must.
12. The contractor shall ensure that always trained, competent, healthy, well mannered and well dressed guards to be deployed. The contractor shall provide them with necessary equipment like hand sticks, torch lights, whistles, registers and uniforms etc. The contractor shall further make available/place at the disposal, the additional contingent of guards as and when required by the Centre. The contractor shall be liable to pay wages to its security guards as per the Minimum Wages Act as applicable to Central Government prescribed by the appropriate authority and shall discharge all its obligations under various statutes including providing a day off for weekly rest / public holiday to the security guards. It is also an obligation on the part of the contractor that no security guard is posted beyond 08 (eight) hours duty on any day and in the event of continuing any guard, beyond 08 hours, over time payable shall be as per the relevant statutory provision.

13. The Security guards provided shall be employees of the Contractor and not of this Centre. The Contractor shall follow prescribed procedure of giving notice to security guards during their removal or transfer or on completion of the contract as per the labor laws.
14. The Contractor shall ensure that no member of the security force provided by him will be a member of a trade union of the employees of the Centre.
15. The Contractor shall be responsible for replacement of any member of the security force whose work or conduct is found unsatisfactory by the Centre or falling sick, proceeding on leave, or otherwise absent at no additional cost of the Centre.
16. The Contractor shall ensure that the security force provided by him should comply with the directions and instructions, which may be issued by the representative of the CRC Bhopal from time to time.
17. The Contractor shall deploy Security guards at the following points/areas in each shift each day.

S.N.	Title of the Guard	Shift	No. of Guards in a day of 03 shifts	Total Nos. of Guards in a day of 03 shifts
1.	Civilian Guards	I	02	06 (SIX)
2.	Civilian Guards	II	02	
3.	Civilian Guards	III	02	

Points/Area to be covered for Security purposes are given below:

S.N.	Security Posts to be Manned	Number and Type of personnel	Area / Points to be Covered under surveillance
1.	Campus entrance Gate	Civilian Guard	To maintain complete record (Incoming and Outgoing) of movements through gate, guarding movement of material and persons entering/exiting, supervise & guide parking of general & modified vehicles in & around campus, operating tube-well and its equipment. Upkeep of AEBAS attendance device.
2.	Main Building	Civilian Guard	Guarding & entering in register movement of persons entering the building premises guide the visitors and physically assist divyangjan to locate and reach the place. Upkeep of AEBAS attendance device.

Two security guards (Civilian) should be deployed in each shift that consisting of 08 hours per shift round the clock and shall take care of security arrangements in the above points /areas covering the Centre's campus.

18. Financial liability will be attached to the Contractor for any loss incurred by the Centre when such loss is attributed to the negligence and/or collusion of the Contractor' security guards employed at the Centre, which is to be determined by a joint enquiry comprising of representatives of the Centre and the Contractor. If the negligence is proved on the part of the

security force of the contractor, then the contractor shall reimburse the loss to the extent of its value as assessed by the Centre subject to a minimum of Rs.2000/- on each occasion.

19. The Contractor shall indemnify the Centre against consequences on account of legal proceedings, the costs/damages/fines/losses, if any, complying with the relevant labour/statutory legislations/Acts by him which are in vogue and for which the Centre will not directly be held responsible.
20. The amount payable to the contractor under the proposed agreement will be based on the rates prescribed under the Minimum Wages Act of Central Government, EP.F. Act, E.S.I. Act, GST Act. from time to time along with the Service charges / contractor profit / Commission for the Contractor.
21. **The contractors must quote the rate of wages as prescribed under Minimum Wages Act of Central Government, Ministry of Labour & Employment under respective classification of region / city.**
22. **Service charges / contractor profit must be quoted in terms of percentage (%) on wages, excluding EP.F., E.S.I. & G.S.T. etc.**
23. The Contractor will not be entitled for increase in the agency charges (percentage) on the ground of revision of wages as per the Minimum Wages Act of Central Government. In other words, the percentage (%) of service charges of the Contractor will remain the same during the currency of contract which will be accepted at the time of the contract. Therefore, the competitiveness of the offer will be confined only to the agency charges (Service charges / contractor profit) and the proven successful track record of the firm.
24. **The rate(s) must be quoted in round figure, wherever asked in schedule A. The amount should be adjusted to the nearer value of rupees.**
25. **If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.**
26. **In case of tie, the preference will be given to the local firm having 1). Higher turnover and 2). More work experience, as reflected in the documentary evidences submitted along with tender.**
27. Income Tax at source at prevailing statutory rate and 10% security deposit shall be deducted from each running bill of the Contractor. The security deposit so deducted of a month shall be refunded (non-interest bearing) after 06 months regularly, subject to satisfactory compliance of the terms and conditions of the agreement including remittance of the statutory dues viz. E.P.F., E.S.I. and GST etc. at a given time, there should be an amount as security deposit equivalent to 03 months deduction after completion of 06 months. Such balance of security deposit will be refunded to the contractor after the contract is over subject to satisfactory compliance of the terms and conditions.
28. The successful tenderer shall produce a certificate from the State Police Department regarding verification of character antecedents of the security guards deployed for duty at the Centre.
29. An agreement will be executed for a period of one year with the provision to extend the same for a further period of one year on the same rates, terms and conditions, which include the trial period of three months provided the performance of work is satisfactory and at the sole discretion of the Officer-In-Charge, CRC, Bhopal.
30. Bills shall be produced by the contractor every month before 3rd working day of the month along with copies of the challans of statutory remittances made by the contractor in the preceding month. In case, the contractor fails to produce satisfactory compliance document regarding the remittance of the statutory dues of previous month viz., E. P.F., E.S.I. and G.S.T., along with the current bill, the contractor will not be paid the bill and that he will be

responsible to ensure payment of wages to the labour before 10th day of respective month, without plea of not receiving the payment of the current bill. The contractor shall be liable to arrange payment of wages to their security guards through Bank before the 10th day of each completed month in their bank accounts only and a copy of the acquaintance roll shall be made available to the Centre immediately on disbursement of wages to establish that the wages paid shall not be less than minimum wages and all statutory deductions have been effected.

31. After salary received by the security guards in their bank account (preferably on the next working day after receiving salary) a joint statement to be submitted by security guards and contractor's authorized person 'physically' to the officer of CRC Bhopal every month stating that 'the salary has been disbursed without any dispute and no issues are due'.
32. The jurisdiction of the contract shall be the Bhopal City only with the provision of Arbitration clause.
33. In the event of the contractor's failure to comply with all or any of the provisions or breach of the contract, the Centre shall have the right to proceed against the Contractor for damages which not only forfeiture of deposit and imposition of penalties but also termination of contract.
34. Validity of the tender is for 03 Months from the date of financial bid opening.

DECLARATION

I hereby declare that after having carefully studied the above terms and conditions of the tender and having very well understood the implications thereof, I have accepted the same and offered my quotation as per schedule.

SIGNATURE OF THE CONTRACTOR / FIRM
WITH SEAL

SCHEDULE-A

Name of work: **SECURITY SERVICES**

Description of work: To maintain complete record (Incoming and Outgoing) of movements through main gate, guiding beneficiaries, helping in registration, disbursement of public information brochures / pamphlets, guarding movement of material and persons entering/exiting, supervise & guide parking of general & modified vehicles in & around campus, operating tube-well and its equipment, upkeep of AEBAS attendance device, physically assist divyangjan to locate and reach the place. Rendering security services in the Composite Regional Centre for Persons with Disabilities, Bhopal spread over an approximate area of four acres consisting of boundry wall, main building, guard hut, parking and store sheds, material and logistics kept in the open space and inside rooms, play ground, gardens, nurseries, street lighting, generator and water pump set operations, first aid, fire fighting assistance etc. as per the scope and specifications and to carry out any other instructions whether written or oral given by the representative of the Centre from time to time.

S. N.	Item	Civilian Guards Wages (Per Month)	
		Per head	for 6 heads
A	WAGES:		
	i) Basic Wages for group 'B' cities as per central govt.		
	ii) Wages for weekly off as applicable		
	iii) Wages for public holiday as applicable		
	Total monthly Wages (i + ii + iii)		
B	STATUTORY CHARGES:		
	i) E.P.F on Basic Wages @ 13% on applicable wages		
	ii) E.P.F on weekly off wages		
	iii) E.P.F for holiday wages		
	iv) ESI on Basic Wages @ 4.75% on applicable wages		
	v) ESI on weekly off wages		
	vi) ESI for holiday wages		
	Total Statutory Charges (i+ii+iii+iv+v+vi)		
C	TOTAL CHARGES (A + B)		
D	Contractor profit / Service charges (Must be quoted in percentage (%) on wages, excluding EP.F., E.S.I and rounded off to the nearest value of rupees)	Percentage _____ % Amount in Rupees (Round figure)	_____ % Rs. _____
E	GRAND TOTAL		

SIGNATURE OF THE CONTRACTOR/FIRM WITH SEAL