



CIPET: IPT, AHMEDABAD

TENDER FOR “SECURITY SERVICES”

TENDER NO – CIPET/IPT/AHD/SS/2019/01

LAST DATE OF BID SUBMISSION – 11.03.2019

**CIPET: INSTITUTE OF PLASTICS TECHNOLOGY, AHMEDABAD
Department of Chemicals & Petrochemicals
(Ministry of Chemicals & Fertilizers, Govt. of India)
Plot No. 630, Phase-IV, G.I.D.C. Vatva, Ahmedabad-382 445
Phone: (079) 40103903/10/32
Email: cipetahmd@gmail.com, Websites: www.cipet.gov.in**

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of sale of Tender Document	27.02.2019	09:00 Hrs
2.	Last date/time of sale of Tender Document	11.03.2019	11:00 Hrs
3.	Last date/time of submission of offline bid	11.03.2019	13:00 Hrs
4.	Date & Time of opening of Technical bid	11.03.2019	15:00 Hrs
Date of financial bid opening shall be intimated to the technically successful bidders only.			

Tender Fee – Rs.5,000/-

EMD – Rs. 1,50,000/-

NOTE:

- 1. CIPET: IPT, Ahmedabad will pay Minimum Wages as notified by Government of Gujarat from time to time.**
- 2. The successful agency has to make the payment to the Security Supervisor & Guards through Bank Transfer only. The NEFT/RTGS receipts will be required on monthly basis for processing of the bills.**

ABOUT CIPET

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates from various locations spread across the country catering to the needs of Polymer and allied industries.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Agartala, Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur, Chennai, Dehradun, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Raipur, Ranchi, Valsad and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

CIPET renders Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, caliber and skill sets to meet the emerging and evolving needs of the industries.

CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been very well received by the industry.

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed registered firms/ contractors, for providing Security Services for the year 2019 - 2020 and 2020 - 2021. The firm eligible to quote the tender shall have minimum five year experience in similar type of work and annual turnover of not less than Rs. 50,00,000/- during last 3 years. Firms must be registered with PF, ESIC, Labour license authorities in Ahmedabad and should have office in Ahmedabad city.

The Contractor shall provide experienced person's as per requirement & approval of the Centre Head or Administrative Head during contract period. All persons engaged shall be paid at the rates as per minimum wages as notified by Govt. of Gujarat and as per approval of Centre In-Charge or Administrative Head.

Tenderer shall quote service charge in rupees per month. The tender form can be purchased at the cost of Rs. 5,000/-(non-refundable) from the office of CIPET: IPT, Ahmedabad from 27/02/2019 to 11.03.2019. Tenders shall be submitted by 1 pm on 11/03/2019, which shall be opened on the same day at 03:00 pm in the conference room of Administrative building of CIPET: IPT, Ahmedabad.

Firms/ contractors applying for tender shall enclose company profile, PAN No, TIN No, ESIC, PF registrations, GST No, work experience and list of works in hand with the certificate from client for satisfactory execution of work. Tenders can also be downloaded from Institute web site www.cipet.gov.in or www.eprocure.gov.in; Such tenders shall accompany the D.D. drawn from any commercial bank of Rs. 5,000/- towards cost of tender. EMD of Rs. 1,50,000/-(one Lakh, Fifty Thousand rupees) in form of D.D. in favour of CIPET payable at Ahmedabad.

GENERAL GUIDELINES OF THE TENDER

Sealed tender are invited under two Bid system (as enclosed **Part-I: Technical Bid** and **Part-II, Financial Bid**) along with General Guidelines for Security Agency with annual turnover of Rs.50 lakhs and more for Security Services and having license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having GST registration and successfully carried security contracts of 50 or more security guards in one single order: consisting of ex-servicemen properly trained civilian /security personnel and security during the last 5 years in Govt./ Semi Govt./ Central Autonomous bodies and institutes.

The general instructions are as under:-

- a. Sealed tenders in prescribed form (Part-I & Part-II) duly filled in shall at the Administrative Building, CIPET: IPT, Ahmedabad, up to 1PM - 11.03.2019.
- b. Tenders will be opened at 03:00 PM on 11.03.2019 in the conference room of Administrative building, CIPET: IPT, Ahmedabad under the presence of authorized committee constituted for this purpose in the presence of tenders and /or their representative who may like to be present on given date and time.
1. The tenders form must be clearly filled in ink legible or typed. The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:
 - a) GST No. & Registration certificate.
 - b) EPF Number with copy of registration.
 - c) ESIC Registration No. with copy of Registration.
 - d) PAN allotted by the Income tax Department with copy of the latest income Tax returns indicating turnover of the company for previous financial year.
 - e) EMD Rs. 1,50,000/- by way of Demand Draft drawn through any Commercial Bank in favour of CIPET payable at Ahmedabad

The tender will not be entertained in the absence of any of these documents.

2. List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work / jobs are being executed presently or have been performed by the contractor earlier, must be enclosed in support of credibility of the company.
3. The rate quoted should be inclusive of and in accordance with the provisions of Minimum wages Act of Gujarat State.

(Quoting less, violation of minimum wages act, Contract labour act, Ministry of labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons, No communication will be entertained in this regards).

4. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at CIPET: IPT, Ahmedabad shall be done by the agency through RTGS/Account Payee cheque by giving details of contribution / deduction regarding ESIC, EPF, GST etc.
5. Every paper of the tender should be signed by the Tenderer with seal of Agency / Firm having accepted all the terms & conditions of the tender without any alteration.
6. The following information must be accompanied with the envelope:-
 1. Tender Notification No. and date
 2. Tender for security services
 3. Name of the firm
 4. Last date of the tender
 5. Forwarding letter indicating clearly the list of enclosures.
7. The tenderer should take care that the rates be written in such a way that interpolation is not possible. No blanks should be left blank which would otherwise make the tender liable for rejection.

8. The agency shall have to deposit Rs. 1,50,000/- as earnest money deposit (EMD) by way of Bank Draft drawn from any Nationalized Bank in favour of CIPET payable at Ahmedabad. No cash will be accepted. The amount of EMD should not bear any interest what/so ever, which will be refunded to the un-successful tenderer after award of the work.

9. The successful tender shall have to deposit Rs 5 lacs as security deposit in the form of Bank Draft of a Nationalized Bank in favour of CIPET: IPT, Ahmedabad within 15 days after the offer letter is received by the successful bidder / Agency, otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever. Amount of EMD already deposited by successful tenderer shall be adjusted against Security deposit on award of contract to the successful bidder.

10. The agency must have labour department Registration/ License issued by the office of Central labour commissioner (Central) Khanpur, Ahmedabad. The agency has to obtain the labour license with above mentioned office, with in stipulated time for the compliance of relevant labour law on award of contract.

11. The CIPET: IPT, Ahmedabad shall deduct TDS for income tax, surcharges and Education or other Cess if any at source under section 194-C of the income tax Act. 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of India from time to time.

12. The GST will be levied as per provision of Govt. of India Tax Rules.

13. The CIPET: IPT, Ahmedabad reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the security services, the EMD paid by him shall be forfeited and will also be black listed.

14. The Principal Director & Head, CIPET: IPT, Ahmedabad reserves the right to cancel / reject full or any part of the tender which tenderer do not fulfill the condition stipulated in the matter.

15. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
 1. Any act on the part of the tender to influence anybody in CIPET: IPT, Ahmedabad is liable for rejection of his tender.
16. The tenderer shall abide by the provisions of the Ministry of labour and employment, Govt. Of India order No. 1/7(6)/2008-LSII dated 27.10.2008, Minimum wages act 1948 on the subject, the contract labour (R&A) act.1970, security guards regulation act 1981 and other Labour laws applicable to him from time to time.
17. Quotation must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
18. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
19. Tenders not conforming to these requirements shall be rejected outright and no correspondence thereof be entertained what so ever.
20. **Performance Evaluation** :-
 1. The quality assurance of the security services would be ensured regularly (daily, weekly, fortnightly or monthly depending upon the discretion of the Principal Director & Head, CIPET: IPT, Ahmedabad on the basis of the periodical reports furnished by the officials assigned for this task by the institute).
 2. The Contractor and all his staff deployed for security work will work under the supervision of the officials assigned for this task by CIPET: IPT, Ahmedabad.
21. CIPET: IPT, Ahmedabad reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the institute which will be paramount and in this regard the decision of the Principal Director & Head, CIPET: IPT, Ahmedabad shall be final.
22. The selected party (Security services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed every month and also to submit copy of annual returns giving complete list with all the details of individual EPF contribution with their EPF number.
23. Contract-will-be-valid for a period of one year, which may be extended for further period up to maximum of one year on satisfactory performance report.

PRE-QUALIFICATION

CIPET: IPT, Ahmedabad proposes to engage the registered and reputed Security Service Agency/Firm//contractor for providing Security Services at CIPET: IPT, Ahmedabad.

The registered and reputed firms/contractor/Agency who meets the following requirements are invited to participate in the Security Services Tender along with the required documents.

PRE-QUALIFICATION CRITERIA FOR

CONTRACTOR/AGENCY/FIRM/PROPRIETORSHIP/PARTNESHIP:

- a) Should have valid registration with State and/or Central Government Organization.
- b) Should have minimum 5 years of experience in Security Services.
- c) Should have provided satisfactory services to minimum 3 Government Organization/Higher level Institutions in last 5 years with integrated responsibility and magnitude.
- d) The Minimum average turnover of the firm for the last 3 financial years i.e., 2015-16, 2016-17 & 2017-18 should be above Rs.50 Lakhs and a should be a profit-making organization for the last three years.
- e) Should provide undertaking that firm has not been Black-listed by any of the Government Agency.
- f) Should have Valid Labour Licence issued by the Office of the Labour department, Ahmedabad.
- g) The firm should have minimum 200 numbers of Security Persons on their roll in last 3 years.
- h) Should provide undertaking that there is no litigation pending on account of non-fulfilling the statutory law/liabilities including non-performance of Security Services, on whatsoever reason/s ground with any court of law, labour court, & Government organization etc. against your firm/agency.
- i) Should provide undertaking to abide/agree to terms & conditions of the tendering process of CIPET: IPT, Ahmedabad. At any stage, if non-compliance is/are observed, the decision of the CIPET: IPT, Ahmedabad authority will be final and binding on the contractor.

The last date of submission of the TECHNICAL & PRICE BID is on or before 1.00 PM on 11.03.2019.

The contract will be awarded to technically and financially qualified bidder initially for period of 3 months. Based on performance/satisfactory services the contract shall be extended for period of 9 months.

The Principal Director & Head, CIPET: IPT, Ahmedabad reserves the right to accept/reject bids without assigning any reason.

TECHNICAL BID

1. **Name of the organization:**
2. **Address:**
3. **Year of Establishment:**
4. **Status of the firm:**
(Whether Company/Firm/Proprietary/others)
5. **Name of Directors/Partners/Proprietor:**

Sr. No.	Name
1.	
2.	
3.	
4.	

6. **Whether registered with Government as Security Agency, if so, Mention number and date:**
7. **PAN No:**
8. **GST No:**
9. **E.S.I.C No:**
10. **Provident Fund Registration No:**
11. **Shop Act Reg. No:**
12. **Labour License no:**
13. **Security Services License No., if any:**
14. **Please furnish copies of Audited Balance Sheet and Profit & Loss account (audited) for the last three years:**

Sr. No.	Financial Year	Net Profit (Rs. Lakhs)
1.	2015-2016	
2.	2016-2017	
3.	2017-2018	

14. Please submit the CA certified Turnover certificate on letter head of CA for the last 3 financial years.

Sr. No.	Financial Year	Turnover (Rs. Lakhs)
1.	2015-2016	
2.	2016-2017	
3.	2017-2018	

15. If you are registered in the panel of any State/Central Govt., furnish their names, category and date of registration?

Sr. No.	Name	Category	Date of Registration
1.			
2.			
3.			

16. Which are the other services provided by your organization (On Letter Head)?

Sr. No.	Other Services
1.	
2.	
3.	

17. Certificate of performance from at least three organizations to whom your firm has provided Security Services during the last three financial years?

18. Furnish the names/references of three responsible persons who shall be in a position to certify about your quality as well as past performance of your organization:

Sr. No.	Name & Designation	Address	Profession	Mobile No.
1.				
2.				
3.				

UNDERTAKING
(ON Letter Head)

Date:

I/We hereby give undertaking that our firm/agency has no pending litigation on account of non-fulfilling the statutory law/liabilities including non-performance of security services, on whatsoever reason/s ground with any court of law, labour court, Employees Provident Fund Organization (E.P.F.O), E.S.I.C, GST & Government organization etc. against our firm/agency.

We agree to forfeit our right to participate in tendering process/termination of Security contract in case above information is found to be incorrect.

We also agree to pay the penalty amount as decided by CIPET: IPT, Ahmedabad authorities in case of non-observance of terms & conditions of the tendering process.

PLACE:

SIGNATURE OF AUTHORIZED SIGNATORY

CHECKLIST OF DOCUMENTS TO BE ATTACHED WITH BID

Sr. No.	PARTICULARS	YES	NO
1.	List of firms/institute/organization where the Security Services were provided with its order copies (Last 5 Years).		
2.	List of firms/institute/organization where the Security Services are presently being provided by your agency, with its order copies.		
3.	Copies of Audited Balance Sheet for the last three financial years.		
4.	Copies of Income Tax Returns (ITR) for the last three financial years.		
5.	Copy of labour registration and Shop Act registration		
6.	GST Registration No:		
7.	PAN.		
8.	Labour Licence No		
9.	E.S.I.C & P.F. Reg. No.		
10.	Latest assessment order of Income Tax & GST issued by respective Government of India department.		
11.	Performance Certificates (Minimum 3 No's)		
12.	Security Services License No.		
13.	Turnover certificate issued by Chartered Accountant		
14.	Under taking for litigation		
15.	Undertaking to comply tender process		
16.	H.R. certificate for security guards from existing company/agency.		
17.	Experience certificate (Minimum 5 years)		

The Technical Bid & Price Bid (in separate envelope) must reach in sealed cover super scribing "Security Services" at CIPET: IPT, Ahmedabad, Plot No. 630, Phase IV, G.I.D.C Vatva, Ahmedabad 382445 on or before 11.03.2019 at the following address.

**Principal Director & Head
CIPET: IPT, Ahmedabad
Plot No. 630, Phase IV,
G.I.D.C Vatva, Ahmedabad**

SCOPE OF WORK

1. The security agency shall be responsible for 24 hours vigilance round the clock on all days to safeguard the Institute's properties and other belongings of the Institute from thefts and other pilferage.
2. To maintain the record of incoming and outgoing of all staff members including regular, casual, contractual persons, visitors, trainees & materials/items.
3. To attend the telephone calls after and before the office hours.
4. To watch habitual offenders and mischief-makers and to inform the management immediately, if anything unusual is noticed.
5. To carry out internal investigation or inquiry In cases of theft, fire, pilferage, accident, damage etc. as required by the institute and submit the report in time, In this respect, to make complaints to the Police Station and carry out all liaison duties with the local police as required.
6. To ensure that the vehicles (Cycles, Scooters, and Car etc.) are parked properly inside and outside the Institute's premises at designated locations.
7. To check the movement of all items at main entry points and thoroughly check or search the incoming and outgoing of materials or items carried by staff, casual labour, other contractors, visitors etc. as per valid documents and maintain the record of the same.
8. To seize goods if not found in order or suspected to be stolen and shall hand over to CIPET: IPT, Ahmedabad authority with report in writing.
9. To bring to the Knowledge of the CIPET: IPT, Ahmedabad's management immediately in writing for any untoward occurrence in the premises.
10. The security agency will be responsible for Switch on/off lights and water as required.
11. The security agency shall be responsible for Opening and closing of class room and rooms of all department/ shop floor on the working days as per the time prescribed and on the closed days as required/directed by the section In-charge/Head of the institute.
12. The security agency shall be responsive to apprehend immediately tress passers and persons moving unauthorized and under suspicious circumstances and protect from encroachment of any area within the campus or place left between Institute/Hostel boundaries and front /rear roads and deal with them as per the law and shall provide intimation to the Head of the institute with report in writing.

13. To extend courtesy to visitors, customer and CIPET employees and their families while maintaining integrity, orderliness and discipline. The security agency shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instruction of the Institute.
14. The security agency owner shall visit the CIPET: IPT, Ahmedabad premise once in a week or whenever specially called by the institute and ensure that all the security personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
15. The following records are to be maintained by the security staff:
 - Visitors register - entry and exit pass file.
 - Duty registers of Security, Housekeeping/Garden Staff, Drivers and other casual & contractual staff.
 - Patrolling register.
 - Record of postage and news papers received (including holidays).
 - Gate pass file (Returnable and non-returnable).
 - Material Inward & Outward register.
 - Daily (in each shift) checking of outgoing students & casual/contractual staff.
 - Any other records that shall be required regarding security & other matters.

TERMS & CONDITIONS

1. The number of Security Guards as per CIPET: IPT, Ahmedabad's requirement shall be engaged on duty by the Security Agency for work at the aforesaid premises. If the number is less due to illness, leave, transfer or any other reason whatsoever, security agency shall be bound to provide replacement of the Security Guard in 24 Hours. Failure to do so will attract penalty as decided by CIPET: IPT, Ahmedabad and shall be binding on the contractor.

The qualification for the Security Supervisor is 10th pass.
The age should be between 25-45 years.

The qualification for security guards is as follows: Minimum 10th Standard pass
The age should be between 25-45 years and the same shall be approved by the competent authority of CIPET: IPT, Ahmedabad. Physical fitness of Security Guard is must and priority in selection.

2. Security agency shall be at the liberty to transfer any person engaged to any location of CIPET: IPT, Ahmedabad campus for security reasons.
3. The security guard's shall comply with all directions and instructions which shall be given by CIPET: IPT, Ahmedabad authorities and security agency from time to time.

4. The security agency shall be responsible for compliance of all legal provisions connected with the employment of the security staff posted at CIPET: IPT, Ahmedabad and for all statutory dues payable if any e.g. contribution under E.S.I.C, P.F, GST, Minimum Wages act etc. All such liabilities shall be discharged by security agency only.
5. The contract can be terminated by giving 1 month notice from CIPET: IPT, Ahmedabad and 2 months' notice from the contractor's side.
6. The Security Agency should submit Performance Security Deposit of Rs. 5 Lacs which should be valid for period of 3 years to CIPET: IPT, Ahmedabad within 15 days on award of contract.
7. CIPET: IPT, Ahmedabad shall pay bills on or before 15th of every month on receipt of bills.
8. The monthly service charges shall not be revised for any reason and shall remain valid throughout the duration of the contract.
9. In case, any theft or pilferage is detected and the same is due to negligence/carelessness of security personnel of security agency then the cost of loss thereby shall be fully paid by the security agency to CIPET: IPT, Ahmedabad.
10. Security agency shall take all reasonable precautions against loss or damage to the properties and premises of CIPET: IPT, Ahmedabad during civil commotion, strikes of riots. Decision of Principal Director & Head, CIPET: IPT, Ahmedabad about the extent of such loss and compensation thereof shall be final and binding on security agency and the same shall be adjusted from the monthly bill.
11. The security supervisor and Guards shall be alert, well dressed in full uniform (with shoes, and cap), failing which CIPET: IPT, Ahmedabad has the right to deduct the payment towards the defaulted period. The security guards on duty shall wear Name Plates and Identity Cards and will carry Lathi (wooden stick) and Whistle failing which CIPET: IPT, Ahmedabad will have the right to deduct the payment for the defaulted period.
12. The responsibility of providing uniform, torches and cells, whistles and lathis (wooden stick) shall rest with security. No security guards will perform more than one duty in 24 hours or two consecutive duties at a time under any circumstances whatsoever and if found performing two duties in a stretch of 24 hours or two consecutive duties, CIPET: IPT, Ahmedabad will have the right to deduct the entire payment for such extra duty performed and impose penalty as decided by management of CIPET: IPT, Ahmedabad.
13. CIPET: IPT, Ahmedabad will have the right to deduct the payment if any guard is not found on duty or found smoking or in drunken state or found sleeping or is found chitchatting or is found involved in any kind of misbehavior with the CIPET: IPT, Ahmedabad's staff and/or trainees.

14. The security guards should also be trained to handle fire fighting equipment's and should have undergone first aid training. The security guards shall ensure that all the water tanks in CIPET: IPT, Ahmedabad campus are full with water at all times and shall ensure that there is no overflow of water. They shall be required to operate the related valves and taps. They will also be responsible for operating the lighting switches. They shall also be responsible to operate the doors & shutters of various buildings in CIPET: IPT, Ahmedabad campus. The security guards should have working knowledge of Hindi and preferably of English too and should be polite in their behavior with visitors, students, & CIPET staff and Officers. In each shift at least 3 guards should be senior who shall be able to make necessary security entries and maintain records in legible handwriting.
15. Security agency shall give proper weekly off to the security guards employed in the campus. CIPET: IPT, Ahmedabad will not provide any accommodation to the security guards and will not take any responsibility towards arrangement of their food. The security agency shall maintain the security guard records and shall submit monthly duty statements on 1st of every month along with the bill. The security agency will also have to submit the remittance details of P.F, E.S.I.C & GST of the previous month payment for processing of the bills of the current month.
16. The security guards shall be responsible to keep the furniture and fixtures provided to them in good condition. The security guards shall also see that all the vehicles are parked in the parking shed and not anywhere else in the campus. The security guards shall check the outgoing trainees and staff for security reasons. They shall not allow any staff/students to leave CIPET: IPT, Ahmedabad campus without permission from concerned authority. The security guards shall abide by the directive/instructions of CIPET: IPT, Ahmedabad officials issued from time to time.
17. CIPET: IPT, Ahmedabad reserves the right to review the performance and quality of services provided by security agency at periodical intervals or at monthly intervals and incase the services are not found to be satisfactory, CIPET: IPT, Ahmedabad reserves the right to terminate the contract.
18. The security agency shall not engage or employ in any capacity whatsoever any of CIPET: IPT, Ahmedabad's presents or past contractor's employees or relatives or their friends, for a minimum period of 03 months from the date of termination of contract without consulting CIPET: IPT, Ahmedabad authorities.
19. CIPET: IPT, Ahmedabad reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. In any case, the decision of CIPET: IPT, Ahmedabad's management for accepting or rejecting any tender at any stage of tendering and in awarding contract shall be final.
20. All disputes shall be settled under jurisdiction of Ahmedabad court only. The language of such communication shall be English only.

FINANCIAL BID

Tender for Security Services on contractual basis for round the clock for the year 2019-2020

To be filled properly, legibly and submit in a separate sealed envelope marked as financial bid

Quotation/rates should be filled keeping in mind the Labour Laws

PART A

SECURITY SUPERVISOR – 1 No (General Shift)

Sr. No.	Description	Per Security Supervisor (Rs.)
1.	Basic Rate	
2.	ESIC	
3.	EPF	
4.	TOTAL	
5.	1/6 Relieving Charge (Weekly off National/Other Holidays) (In Rs.)	
6.	Cost Per Head	
7.	Service Charge (In Rs.)	
8.	Grand Total	
9.	GST	
10.	Any other charges (Uniform/Torch/Lathi)	
11.	Grand Total (In Rs.)	
12.	Grand Total (In Words)	

Declaration: I hereby certify that i agree to all the terms & conditions of the contract and Principal Director & Head, CIPET: IPT, Ahmedabad reserves the right to consider/reject my bid during the tender process and the decision of the Principal Director & Head will be final and binding on me in all cases.

SEAL & SIGNATURE OF CONTRACTOR/FIRM

PART B

Quotation/rates should be filled keeping in mind the Labour Laws

SECURITY GUARD – 5 Security Guard’s in Each Shift (Total 3 Shifts of 08 Hours Each)

Sr. No.	Description	Per Security Guard (Rs.)
1.	Basic Rate	
2.	ESIC	
3.	EPF	
4.	TOTAL	
5.	1/6 Relieving Charge (Weekly off National/Other Holidays) (In Rs.)	
6.	Cost Per Head	
7.	Service Charge (In Rs.)	
8.	Grand Total	
9.	GST	
10.	Any other charges (Uniform/Torch/Lathi)	
11.	Grand Total (In Rs.)	
12.	Grand Total (In Words)	

Declaration: I hereby certify that i agree to all the terms & conditions of the contract and Principal Director & Head, CIPET: IPT, Ahmedabad reserves the right to consider/reject my bid during the tender process and the decision of the Principal Director & Head will be final and binding on me in all cases.

SEAL & SIGNATURE OF CONTRACTOR/FIRM