

# Tender Document for Providing Security Services at CIPET (CSTS) DEHRADUN



**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

**(Department of Chemicals & Petrochemicals,**

**Ministry of Chemicals & Fertilizers, Govt. of India)**

**Haridwar Road, Post-Bhaniyawala, Doiwala**

**Dehradun – 248140 (Uttarakhand)**

**Phone: 0135-2695075, 9437043410;**

**Email: [cipetdehradun@gmail.com](mailto:cipetdehradun@gmail.com)**

Newspaper advertisement published in Amar Ujala & Hindustan,  
Dehradun Edition on 30.06.2019.

Tender Document Fee Rs.2000/-

This Tender Document contain 13 Pages

Page 1 of 13



**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**  
**(Department of Chemicals & Petrochemicals,**  
**Ministry of Chemicals & Fertilizers, Govt. of India)**  
**Haridwar Road, Post-Bhaniyawala, Doiwala**  
**Dehradun – 248140 (Uttarakhand)**  
**Phone: 0135-2695075, 9437043410;**  
**Email: cipetdehradun@gmail.com**

Ref No: CIPET/DDN/ADMN/2019-20/01

Date: 28/06/2019

**Detailed Notice inviting Tender for Providing Security services**

CIPET: CSTS, Dehradun invites sealed tenders from registered and authorized contractors in “two bid system” for Security Services for its Office building located at Haridwar Road, Post-Bhaniyawala, Doiwala Dehradun – 248140 (Uttarakhand). The scope of work along with Technical and Commercial bid details are narrated below.

The sealed bidding documents (Technical bid, EMD and Commercial bid) duly filled in as per the instructions of the Tender document addressed to the Incharge (Project), CIPET: CSTS, Dehradun and reach latest by 17.00 hrs on 09.07.2019. Tender documents and detail may be obtained from CIPET Office on payment of Tender Cost of Rs. 2000/- by payment of cash or through Demand draft in favour of CIPET: CSTS, Dehradun from Monday to Friday (working days) between 09.30am to 5.30pm.

The bidders who wish to download the tender documents from the office website ([www.cipet.gov.in](http://www.cipet.gov.in)) should furnish the Tender Cost of Rs. 2000/- through Demand draft in the name of CIPET, Dehradun payable at Dehradun, along with the bidding documents.

IMPORTANT DETAILS

SRN	DESCRIPTION	DATE	TIME
1.	Start date/ time of sale of tender document	01.07.2019	09.00 hrs
2.	Last date/time of submission of offline bid	09.07.2019	17.00 hrs
3.	Date & Time of opening technical bid	12.07.2019	11.00 hrs
4.	Date & Time of opening Financial bid	12.07.2019	16.00 hrs

## NOTICE INVITING TENDER

1	CIPET: Centre For Skilling and Technical Support (CSTS) –Dehradun invites tenders under Two Bid Systems (Part-I: Technical Bid and Part-II: Commercial Bid) Security agency with annual turnover of <b>Rs. 25 Lacs</b> and more only for security work, holding valid license under Contract labor (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having service tax registration and successfully carried out at least three Security Contracts of 06 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last three years in Govt./Semi-Govt./Central Autonomous bodies and have its own local Office & client in "Dehradun".
2	The tender is to be submitted in two parts comprising Part-I: Technical Bid & Part-II: Commercial Bid. The Part-I (technical bid) should contain the EMD of Rs. 15,000/- and statement showing compliance with the criteria/ detailed technical specifications as per above. The part-II (Commercial bid) should contain only the price offered as per attached 'Rate Schedule format. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes superscribed TECHNICAL BID and COMMERCIAL BID should again be sealed in a third bigger envelope superscribing ' <b>Tender for providing Security Services</b> '. The Part-I (Technical Bid) will be opened in presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Commercial bid) of the successful qualified agencies would be opened after technical evaluation based on grading system. CIPET reserve the right to select for the better services offered or performed by the agency in the history records.
3	Tenders received after due date/time and without EMD shall be rejected.
4	CIPET: CSTS, Dehradun reserves the right to accept or reject any or all the offers at any stage without assigning any reason.
5	Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
6	Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
7	Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.
8	The bidder is expected to examine all the instruction, forms terms and specifications in the bidding documents. Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
9	The "Security Agency shall indemnify CIPET: CSTS, Dehradun for all losses/damages, whatsoever and shall be solely responsible for consequences of any untoward, uncalled for and unforeseen circumstances including accidents, if any.
10	CIPET does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

## SCOPE OF WORK:

1. The Security agency shall be responsible for 24 hours vigilance round the clock on all days to safeguard the properties and other belongings of the institute from thefts and other pilferage, fire etc, safety of manpower, students in Institute and in Hostel guiding visitors to the concerned officials, regulating entry of unwanted visitors/salesmen and maintenance of visitor register. To prevent entry of stray animals like dogs etc. round the clock patrolling of the campuses. Checking of gate passes and allowing the exit of material accordingly to regulate the entry and exit of vehicles.
2. To maintain the record of incoming and outgoing of all staff members including regular & contractual persons, visitors, trainees, materials or items.
3. To perform the duties of a time keeper for maintaining the record of attendance and to attend the telephones after the office hours.
4. To watch habitual offenders and mischief-makers (inside/outside) 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 prepare 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, Car etc.) are parked properly & secured inside and outside the Institute premises at the proper place.
7. To check the movement of all items at main entry point and thoroughly check or search the incoming and outgoing of materials or items carried by staff, other contractors, visitors etc. as per valid documents and maintain the record of it.
8. To seize goods not found in order or suspected to be stolen and hand over to CIPET with report in the premises.
9. To bring to the knowledge of the management immediately in writing for any untoward occurrence in the premises.
10. The security agency shall be responsible for switch on / off lights, water supply as required.
11. The Security agency shall be responsible for opening and closing of class room and rooms of all departments/ 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 will be responsible to apprehend immediately trespassers 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 deals with them as per law under intimation to the institute.
13. To extend all courtesy to Visitor, Customers 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 instructions of the Institute.
14. The Security Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week 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. During the night hours, the security agency shall make frequent and surprise checks to ensure that security personnel are remain alert and carry out their duties properly. A separate record to be maintained for such visit for verification.
16. The Security Agency shall vigilant to avoid ragging in the Institute / Hostel and report and such incident immediately to the Institute.

17. The Security Agency shall not use the CIPET premises for handling their dispute between the Security personnel and agency. They shall resolve dispute in their office only.
18. The Security Agency shall be responsible for hoisting and paying respect to the National Flag as per Govt. of India directions.
19. The Security Agency shall take utmost care and interest to draw new systems and procedures and introduce it in consultation with the Institute. He shall find new means and methods to strength the security and be vigilant in watch and ward of the Institute.
20. Any other duties required by the institute in the line.
21. The Security Agency shall provide mobile phone facility to the Security Guards for communication in the event of any emergency.
22. The Security Guards shall be capable of handling EPABX system and must be familiar with transfer of P&T lines.

#### **TERMS AND CONDITIONS:**

1. Period of Contract: The contract period will be initially for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.
2. Latest **Minimum wages as notified by State Government (Uttarakhand).revised** from time to time shall be paid
3. Bidder register under Micro & Small enterprises (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will also submit bid but they shall deposit the tender fee & EMD for initial process. **NSIC Certificate will not be considered for relaxation of EMD & Tender fees.**
4. **Agencies preferably have its own local Office in "Dehradun" & in this office there minimum 4-5 staff who can handle the problem related to Security.**
5. The Security agency shall provide trained literate and well-disciplined security personnel for 24 hours vigilance round the clock on all 07 days of a week to safeguard the properties and other belongings of the institute from thefts and other pilferage.
6. The Security agency shall provide trained and experienced Security Supervisor in the general shift to control the team of Security personnel and to look after the administrative work of the security office of CIPET. He shall also perform the functions of Security personnel in case of exigency. The Security Supervisor shall be responsible to monitor the duties / functions of Security personnel in other shift and report to the management for any lapse immediately.
7. All the Security personnel have to wear proper and unique uniforms on duty. For discharging their duties at CIPET, they should be provided with proper uniforms, raincoat, shoes, Socks and torches etc. by the security agency at his own cost.
8. The security guards and supervisor should be active with good moral character. The residential address, the permanent address, antecedents, identity photo, character and conduct of the manpower deployed on duty at CIPET: CSTS, Dehradun should be checked and verified before deployment and records/details should be provided to CIPET. CIPET may call police verifications from the Security agency for the security personnel so deployed in CIPET: CSTS, Dehradun.
9. The Security guards shall be trained in the all facets of security work including operation of fire-fighting equipment's. A proof to such training or an undertaking that necessary training will be received by them within 30 days of their deployment has to be submitted to CIPET.

10. In the event of leave or absence of security personnel, the security agency shall make suitable alternate arrangements to fill up the gap and ensure that the total strength of security personnel is always maintained.
11. The security personnel so deployed should not be changed frequently without the consent of CIPET Management. No extra hours duties will be permitted.
12. If at any time additional security force is required on temporary basis, the security agency shall arrange the required security personnel. The additional security personnel shall be paid on the prescribed rates on pro rata basis.
13. The security agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
14. **The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 50,000/- (Rs. Fifty Thousand only) in the next working day after the acceptance of the tender.** Earnest Money Deposit amount of Rs. 50,000/- shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 7 days. The DD/Banker's Cheque shall be drawn in favour of CIPET Dehradun payable at Dehradun only.
15. The received bids will be evaluated by the Committee of CIPET on the basis of requisite documents if found suitable and meeting the requirements of CIPET as indicated in these terms & conditions the price bid will be open for technically qualified bidder.
16. CIPET reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
17. Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.
18. Latest Minimum wages as notified by State Government (Uttarakhand) revised from time to time shall be paid.
19. NSIC Certificate will not be considered for relaxation of EMD & Tender fees.
20. CIPET: CSTS, Dehradun reserves the right to cancel the tender without assigning any reason at any stage of the tender process.
21. The period of contract shall be initially for one year, & can be terminated by the Incharge (Project) by giving one month notice to the agency.
22. The bill shall be submitted by the Security Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
23. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
24. The tenderer shall have to execute an agreement with CIPET: CSTS, Dehradun on a Non Judicial stamp paper of Rs.500/- after issue of work order.
25. The Agency shall have to provide Telephone numbers for 24 hours contact.
26. The agency should abide by rules laid down by any statutory authority relevant to the deployment of security guards.
27. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

28. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
29. The agency should get it registered the Security Guards/Supervisors in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Guards.
30. If a New Guard is taken, the agency should provide ESI and P.F. member to the name of the New Guard from the date of appointment of Guard.
31. The Contractor shall solely be liable for payment of wages and other dues to the Security personnel deployed in CIPET.
32. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.
33. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
34. CIPET: CSTS, Dehradun is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
35. The Security personnel provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
36. TDS as applicable shall be deducted from the monthly bill of the agency.
37. In case of any theft, pilferage or any other loss caused to the Tools / Equipment provided by the Institute during the period of contract is in operation, the agency shall make good the loss to the institute and apart from that, the CIPET will be free to impose penalty/compensation to be paid for deliration, negligence, disobedience and violation act. CIPET shall have the right to deduct appropriate amount from the contract bill to make good such loss besides imposition of penalty. In such cases, the decision of the competent authority of CIPET will be final and binding on the agency.
38. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
39. The payment of Bill shall normally be paid within Ten days from the date of submission.
40. The services of the contractor can be terminated without assigning any reason by giving 30 days notice on either side.
41. In case of non-compliance with the contract, the CIPET reserve its right to :-
  - a. Cancel/revoke the order; and
  - b. Impose penalty up to 5% of the total value of the contract.
42. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the security agency. The decision of the Incharge (Project) with respect to calculate the losses will be final and binding.
43. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
44. Any canvassing in this regard shall lead to cancellation of the tender.
45. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of management shall be final and binding in all cases.

46. All legal matter will be under Dehradun Judiciary only.
47. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
48. Each page of the Tender documents is required to be signed by the tenderer. The Tender documents must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
49. Any misconduct/misbehavior/indiscipline of Supervisor/ Guards supplied by the contractor will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserve the right to take all appropriate actions under such circumstances.
50. The Contractor shall solely be liable for payment of wages and other dues to Supervisor/ Guards supplied by the contractor deployed in CIPET. The payment of wages should be disbursed on or before 10<sup>th</sup> of every month and register should be maintained in this regard
51. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
52. Copy of service satisfaction certificate of existing clients served/serving must be attached.
53. The Technical bid will be evaluated and merit list will be prepare on the following basis:-

<b>Sl. No.</b>	<b>Technical Parameters</b>	<b>Maximum Marks</b>
<b>(i)</b>	<b>Financial Turnover</b>	<b>10 Marks</b>
	(a) Between 25 Lakh & 50 Lakh	05 Marks
	(b) Between 50 Lakh & 01 Crore	07 Marks
	(c) Above 01 Crore	10 Marks
<b>(ii)</b>	<b>Number of clients having value more than Rs.05 lakh from a single client – Banks/ FIs/ PSUs each year</b>	<b>10 Marks</b>
	(a) Between 2 & 3 clients	05 Marks
	(b) Between 4 & 5 clients	07 Marks
	(c) Above 5 clients	10 Marks
<b>(iii)</b>	<b>Organizational set-up of Agency</b>	<b>10 Marks</b>
	(a) Having Office in Dehradun	07 Marks
	<b>Number of offices other than Dehradun</b>	
	(b) Between 1 & 3 Offices other than Dehradun	03 Marks
	(c) Above 3 Offices other than Dehradun	05 Marks
<b>(iv)</b>	<b>Staff strength</b>	<b>10 Marks</b>
	(a) Upto 05 staff	05 Marks
	(b) Between 5 & 10 Staff	07 Marks
	(c) Above 10 Staff	10 Marks
<b>(v)</b>	<b>Handled as clients Government/ PSU/ Educational Institutions during last 5 years</b>	<b>10 Marks</b>



(a) Upto 5 Clients	05 Marks
(b) Between 6 & 10 Clients	07 Marks
(c) Above 10 Clients	10 Marks
<b>Total</b>	<b>50</b>

**54. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**

Only those bid which qualified for the Technical part will be considered for examination in the financial part. Thirty five (35) points out of Fifty (50) is necessary to qualify for the financial bid. The evaluation and comparison of responsive bids shall be on the rate for the services offered. If there is a tie, the bid scrutiny committee decides the awarding the contract depending their service in earlier organization. The decision of Incharge (Project) shall be final in this regard.

**55. CONVASSING AND OTHER OUTSIDE INFFUENCE**

- a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decisión shall result in the rejection of the bid.
- c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.

**56. SUMMARY REJECTION OF BIDS**

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

- a. Any bid, received late without conclusive proof that it was dropped in the box before the specified closing time.
- b. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security.
- c. Quotation from the bidder, without letter of authority from the principal.
- d. Any bid received unsealed.
- e. Any conditional bid.
- f. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
- g. Any bid received not signed by duly authorized signatory at all appropriate places.

57. All legal matter will be under Dehradun Judiciary only.

I/we hereby agree to the above terms and conditions.

**Signature of the Contractor  
With date and seal**

CIPET: CENTER FOR SKILLING AND TECNOLOGY SUPPORT (CSTS)  
DEHRADUN 248140.

TENDER APPLICATION FROM FOR SECURITY CONTRACT  
**To be submitted in Part-I (Technical-Bid)**

**TO BE FILLED UP BY THE CONTRACTOR**

Ref. No: CIPET/DDN/ADMN/2018-19/01

Date: 28/06/2019

1. Name of the Company: .....
2. Name of the Proprietor: .....
3. Address : .....  
.....  
.....
4. License No. issued by Office  
of the Labour Commissioner : .....
5. Registration Details  
(Shop & Establishment) : .....
6. Telephone No/ Mobile No.....  
E-mail: .....
7. Banker's details (enclose copy): .....
8. No. of years in this area (Exp): .....
9. List of Clients/Customers (Enclose copy) : .....
10. List of Security Supervisor & Guards: .....  
(Enclose copy)
11. Latest LOI/ Work Order from 3 clients (Enclose copy): .....  
(Govt. work order has given extra preference)
12. Total number of firm on hand and their: .....  
Address, contact person, Telephone  
Number etc.
13. Copies of Financial Turnover: .....  
**(Rs. 25 Lacs)** for last 3 years balance  
Sheet duly signed & stamped by Chartered Accountant

- 14. Performance certificates (Enclose copy): .....
- 15. PAN No. (Enclose copy): .....
- 16. GST No. (Enclose copy): .....
- 17. Provident Fund No. (Enclose copy): .....
- 18. ESIC No. (Enclose copy): .....
- 19. No Court Case Declaration: .....
- 20. D.D No, date and amount of E.M.D: .....
- 21. Credential Documents: .....  
(If any, enclose copies)

**Date:**

**Signature  
Name of the Signatory and  
Designation Office Stamp**

## PROFILE OF SECURITY GUARDS/SUPERVISOR

### Security Guards:

1. Preferred Age Group : 20-45 years
2. Nationality : Indian
3. Min. Educational Qualification : 12<sup>th</sup> pass
4. Language Knowledge : Knowledge of Hindi is essential
5. Physical condition/Health : Should be of good health with Medical fitness
6. Skill and ability : Hard working and able to work under difficult situation and pro-active under any exigencies.
7. Character & Conduct : Should be honest, disciplined and possess good character certificates of 2 renowned Persons.
8. Work Experience : Should have 1-2 years experience in the Security service.

### Supervisor:

1. Preferred Age Group : 25-50 years
2. Nationality : Indian
3. Min. Educational Qualification : Graduate
4. Language Knowledge : Knowledge of Hindi and English
5. Physical condition/Health : Should be of good health with Medical Fitness
6. Skill and ability : Able to control deployed security personnel, handle difficult situations and capable to behave decently with staff, workers, trainees and visitors while enforcing security norms strictly.
7. Character & Conduct : Should be honest, disciplined and possess good character certificates of 2 renowned persons.
8. Work Experience : Should have 2-3 years experience as supervisor in Security Agency

**RATE SCHEDULE**  
**To be submitted in Part-II (Commercial Bid)**

Ref. No: CIPET/DDN/ADMN/2018-19/01

Date: 28/06/2019

Tentative No. of Security Supervisors : 01

Tentative No. of Security Guards : 05

Description	Security Supervisor	Security Guards
Wage per month <b><u>as per Uttarakhand Govt. minimum wages</u></b>		
EPF		
ESI		
TOTAL		
Service Charges (%)		
Grand Total (per person per month)		

Place:

Date:

Signature with Authorization Seal &  
With Address