



## Central Institute of Plastics Engineering & Technology, Jaipur - 302022

### Notice Inviting Tender for Outsourcing of Security Services.

**Tender Document No: CIPET/CSTS/JAIPUR/2019-20/ S.S /02/**

Sealed Tenders are invited for outsourcing of the Security Services from empanelled engaged with the Govt./Semi-Govt./Autonomous Organizations/ any reputed organization.

#### Important Dates, Time & Cost of Application Form

S.No.	Particulars	Date	Time
1.	Issue of Application document	<b>05.06.2019</b>	<b>09.00 a.m.</b>
2.	Last date & time for purchase	<b>26.06.2019</b>	<b>05.00 p.m.</b>
3.	Last date & time for submission	<b>28.06.2019</b>	<b>05.00 p.m.</b>
4.	Date & Time of opening of Applications	<b>03.07.2019</b>	<b>03.30 p.m.</b>
5.	Cost of Application Document	<b>Rs.2500 / - Inclusive Tax</b>	

## **TENDER NOTICE**

Sealed tenders are invited for the Security Services at CIPET: CSTS - Jaipur Centre. The tenders shall be accepted until at 05.00 p.m. on 28.06.2019 in the Administration Section, CIPET: CSTS Jaipur -302033.

The prescribed Application Form containing the details may be obtained from Admin/Accts. Section up to 26.06.2019 (05.00 pm) on cash or depositing the bank draft Rs. **2500/- Incl.Tax (Non Refundable)** in favour of CIPET Jaipur . The same can also be download from the Institute website: - <http://cipet.gov.in> However, the downloaded application form must be accompanied by a draft of Rs. **2500/- (Non Refundable)** drawn in favour of CIPET Jaipur.

The Tender-bidders have to quote the bid amount for security services. Tenders shall be opened on 03.07.2019 at 03:30 p.m. in the presence of Tender Committee Members & Tender-bidders in Conference Hall. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

Director & Head

## **INTRODUCTION**

Central Institute of Plastics Engineering & Technology,(CIPET) is a premier Govt. of India Institution devoted to Academic, Technology Support & Research (ATR) activities for the growth of Plastics & allied industries in the country. CIPET operates on hub & spokes model with 32 locations spread across the length & breadth of the country. CIPET has Centres at Ahmedabad, Amritsar, Aurangabad, Agartalla, Baddi, Balasore,Bengluru,Bhopal, Bhubaneswar,Chandrapur Chennai, Dehradun, Guwahati, Gurugram, Gwalior,Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Cocchi,Lucknow,Madurai, Murthal,Mysore and,Raipur, Ranchi,Valsad,Vijayvada,

All the CIPET Centres have state of art infrastructural facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality control to cater to the needs of plastics & allied industries in the country.

## SCOPE OF SERVICE

1. Providing the watch and ward services in Institute Premises of the CIPET: CSTS Jaipur as laid down in the tender terms & conditions.
2. The agency shall supply 28 no. of Security Guards and 01 Security Supervisor or as per the requirement time to time.

## ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
  - a. Experience of at least **Five Years** in providing the Security Services.
  - b. Minimum Annual Turnover of Rupees **Twenty Five Lakhs** during the last each three financial years.
2. The Tenderer should be registered with the Competent Authority and should have GST/PAN/TAN number, PF & ESI registration and other statutory requirements.
3. The Tenderer shall have well established office.
  - c. The Tenderer should have **5 years** experience in security services, in Govt. Deptt./Semi-Govt./ Corporate Sector/educational institutions/ any other reputed organization.
4. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. Or any other reputed organization.
6. The Tenderer must submit duly filled Tender form specified in Annexure (as Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Tender is liable to be rejected without EMD.
10. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.

## **SUBMISSION AND OPENING OF TENDER**

1. The details may be filled in the tender documents itself in the space provided against each item. However if required separate sheet may also be enclosed and it is advised to enclose the copies of necessary enclosure in support of License, EPF, ESI, GST, PAN etc. along with the tender document.
2. Tenderers shall enclose Earnest Money Deposit (EMD) of **Rs.50,000/-(Fifty Thousand)** in the form of Demand Draft drawn in favour of CIPET- Jaipur payable at Jaipur Tender Document submitted without prescribed Earnest Money Deposit(EMD) shall be summarily rejected.
3. The E.M.D. of unsuccessful Tenders will be returned after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
4. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as "TENDER FOR PROVIDING SECURITY SERVICES"  
  
Envelope I- Technical Bid, Undertaking & EMD.  
Envelope II – Financial Bid
5. The envelope containing sealed tender shall be addressed to Director & Head, CIPET: CSTS Jaipur.
6. No Tenders shall be accepted after due date and time.
7. This office will not be responsible for any postal delay or wrong delivery.
8. Technical Bid will be opened on **03.07.2019 at 03:30 pm** in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
9. The CIPET: CSTS - Jaipur will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
10. Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.

11. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
  
12. Tenders should be dropped in the box kept in Receptions Cabin of CIPET: CSTS - Jaipur, SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road - 302022, Jaipur between **10:00 am to 05:00 pm** in the working days before the last date **28.06.2019, 5.00 pm**. No tender will be accepted after **05:00 pm on 28.06.2019**.

## TERMS AND CONDITIONS

1. The Security Supervisor and Security Staff shall be Ex- Serviceman in good physique (**Minimum height should be 5'5"**), properly trained and in the age group of **30-50** years and should be able to communicate in Hindi & English.
2. All security personnel shall behave politely with the students/visitors/customers and office staff.
3. The normal duty hour for guards and other shall not be more than 8 hours daily irrespective of any shift.
4. No guards shall leave duty points unless and until next reliever arrives at duty point.
5. No. of security post to be manned and the manner in which (shifts etc.) to be manned shall be the sole discretion of CIPET: CSTS - Jaipur authorities.
6. Agency is responsible to provide round the clock watch and ward of CIPET'S properties and premises to the best of its capacity.
7. The number of security staff as per CIPET: CSTS – Jaipur requirement to be engaged on duty by security agency for work at the aforesaid premises of CIPET'S. If the number is less due to illness, leave, transfer or any other reason whatsoever, security agency shall be bound to provide guard/s to take duties of absent men so as to make up number of security men that have to be on duty at a time at its cost in the best manner security agency can arrange.

Only the security Supervisor (Age: Not more than 50 years) and Guards (Age: Not more than 50 years) approved by the Director & Head, CIPET:CSTS-Jaipur or his authorized Officer shall be posted on duty and for the guards not approved but posted on duty no payment shall be admissible.

8. Duty hours of the security personnel will be as detailed below:

1 <sup>st</sup> Shift	-	06.00 hrs. to 14.00 hrs.
2 <sup>nd</sup> Shift	-	14.00 hrs. to 22.00 hrs.
3 <sup>rd</sup> Shift	-	22.00 hrs. to 06.00 hrs.

(Duty hours may, however be determined by the Administration Department, CIPET: CSTS - Jaipur as per his requirements).

9. The contract period shall be for one year in the first instance and likely to be renewed further subject to mutual consent of either parties.
10. Security agency shall be at liberty to transfer any person engaged by Security agency to work at the premises of CIPET for reasons as Security agency feels fit and the security staff provided by Security agency at CIPET premises shall for all purpose be deemed to be employees of Security agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following condition:
  - a. For proper reason CIPET: CSTS - Jaipur may request Security agency to remove any particular person or persons of Security agency's staff from the premises of CIPET: CSTS - Jaipur and it shall be complied with forthwith.
  - b. The staff of Security agency shall comply with reasonable directions and instructions which are given by CIPET: CSTS - Jaipur to Security agency from time to time.
11. Security agency shall be responsible for the monthly wages and other statutory compliance of all legal provisions connected with the employment of the security staff posted at CIPET:CSTS – Jaipur premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F., GST, minimum wages act etc. All such liabilities if any, shall be discharged by security agency is made to pay under the written orders of any authority under laws, and amount CIPET:CSTS – Jaipur shall be reimbursed by security agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET:CSTS – Jaipur shall reasonably assist security agency by giving security agency such information and inspection of such document as it has, in such connection, with it.
12. The agency shall supply the Security guards as per the requirement of its various locations.
13. The contract can be terminated by one month notice. In the event of non-compliance or breach of any terms of the contract or unsatisfactory or providing insecure service. CIPET: CSTS – Jaipur has all the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.

14. The Successful bidder shall deposit the amount of Rs. **50,000.00 (Rupees Fifty Thousand Only.)** by way of **security deposit** in the nationalized Bank. The fixed deposit receipt should be in favour of CIPET: CSTS – Jaipur, for the period of 11 months.
15. The qualified & successful bidder has to enter into an agreement with CIPET: CSTS – Jaipur on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Security agency.
16. In addition to above, 2 % will be retained from every monthly bill and it will be refunded on completion of satisfactory contract period.
17. CIPET: CSTS – Jaipur shall pay security agency contract amount as per the rate quoted in Tender for security guards and/or security supervisor and the said contract amount shall be paid on or before 15<sup>th</sup> of every subsequent month. If CIPET: CSTS – Jaipur required posting any security staff in excess of the minimum stated as above or doing overtime work, then CIPET: CSTS – Jaipur shall pay for the additional staff at such rate as may be mutually agreed upon between the parties or as quoted in tender. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and Service Tax other statutory requirements stipulated by Government shall rest with the security agency and CIPET: CSTS – Jaipur shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
18. The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.
19. **In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of security personnel of security agency then the cost of loss thereby will be fully made good by security agency to CIPET: CSTS – Jaipur.**
20. Since security agency will be responsible for providing security and protection of premises and properties of CIPET, **security agency will be responsible for loss or damage caused to the properties and premises of CIPET: CSTS –**



**Jaipur as a result of security lapses and security agency will compensate value of the loss or damage to CIPET: CSTS – Jaipur** Security agency shall take all reasonable precautions against loss or damage to the properties and premises of CIPET during civil commotion, Natural calamities or Acts of God, Strikes of riots.

21. Security agency will be responsible for any loss or damage caused to the property of its employees in CIPET: CSTS – Jaipur premises and will compensate its employees towards the actual cost of the loss or damage. Decision of the Director & Head, CIPET: CSTS – Jaipur about the extent of such loss and compensation thereof shall be final and binding on security agency. Security supervisor and Guards shall be alert, well dressed in full uniform (with shoes and cap), failing which CIPET: CSTS – Jaipur shall have 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 and Whistles failing which CIPET: CSTS – Jaipur shall have the right to deduct the payment for the defaulted period.
22. The responsibility of providing torches and cells, whistles and lathis shall rest with security agency and no payment shall be made by CIPET: CSTS – Jaipur to the security agency on this account. 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: CSTS – Jaipur shall have the right to deduct the entire payment for such extra duty performed.
23. CIPET: CSTS – Jaipur shall also have the right to deduct the payment if any guard is either 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: CSTS – Jaipur staff and/or trainees are found involved in similar other matters.
24. 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: CSTS – Jaipur campus are full of water all the time and there is no overflow of water. They will 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: CSTS – Jaipur campus. The security guards should have working knowledge of Hindi and preferably of English too and should be polite in their behavior with visitors and CIPET: CSTS – Jaipur staff. In each shift, at least one guard should be senior who should be able to make necessary security entries and maintain records in legible handwriting.

25. Security agency shall give proper weekly off to the security guards employed in the campus. CIPET: CSTS – Jaipur shall not provide any accommodation to the security guards and shall not take any responsibility towards arrangement of their food. The security agency shall maintain the security records and will submit monthly duty statements before 3<sup>rd</sup> working day of every month. The following records are to be maintained by the security staff.

1. Visitors Register and Exit pass file.
2. Duty Register of security, Housekeeping/Garden Staff and other casual & contractual staff.
3. Patrolling register.
4. Record of postage and news papers received (including holidays).
5. Gate pass file (Returnable and non-returnable)
6. Material Inward & Outward register.
7. Daily (in each shift) checking of Incoming & outgoing students & casual/contractual staff.
8. Any other records that may be required regarding Security & others.

26. The security guards shall be responsible to keep the furniture and fixtures provided to them in good shape. The security guards shall neither allow any other security staff posted at other points of CIPET: CSTS – Jaipur campus or other people or outsiders to enter the main check post nor stand in groups in CIPET: CSTS – Jaipur campus. 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. They shall not allow any staff/students to leave CIPET: CSTS – Jaipur campus without proper authority. The security guards shall abide by the directive/instructions of CIPET: CSTS – Jaipur officials issued from time to time.

27. CIPET: CSTS – Jaipur reserves the right to review the performance and quality of service provided by security agency at periodical intervals or monthly intervals and incase the services are not found satisfactory CIPET:

CSTS – Jaipur reserves the right to terminate the agreement without giving notice of one clear calendar month.

28. Security agency shall not engage or employ in any capacity whatsoever any of CIPET: CSTS – Jaipur presents or past contractors employees or relatives or their friends, for a minimum period of six months of termination of contract without consulting CIPET.
29. Security agency shall not engage or employ in any capacity whatsoever any of CIPET: CSTS – Jaipur presents or past contractors employees or relatives or their friends, for a minimum period of six months of termination of contract without consulting CIPET.
30. CIPET: CSTS – Jaipur will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
31. Tenderer should not delete, put-up/add any condition/s.
32. Decision of CIPET: CSTS – Jaipur Management in awarding contract shall be final.
33. All disputes under jurisdiction of Jaipur.

**Tender Document No: CIPET/CSTS/JAIPUR/2019-20/ S.S /02/**

**TECHNICAL BID**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

Sl. No.	Details of Information/Data	
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No.  b. Fax No.  c. Mobile No.  d. E-mail ID.	
5	Proof of Incorporation/ Inception of the Firm	
6	Proof of Registration with the labour commissioner	
7	Registration for Manpower Supply/ License to Act as Pvt. Security Agency	
8	EPF Registration no. & Date	

9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	EMD Details(Please submit details of draft enclosed)	
13	No. of Employees in the Firm.	
14	Annual Turnover Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years)	
15	List of Existing Clients at Jaipur (Please use Separate Sheet if required)	
16	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	

I/We do hereby certify that the information furnished above is correct and true to the best of my/our knowledge. We understand that in the event of information being found false at any stage the Agreement will stand terminated and the Security Deposit shall be forfeited.

Seal & Signature of the Bidder

**Undertaking**

I/We, Mr. Ms ..... Son/ Daughter/Wife of  
..... (Address) .....  
.....  
on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI,EPF, Licence Fee, Bonus, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition)Act,1970,etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. We agree that an amount equivalent to @ 2% of the total monthly bill value shall be deducted as Security Deposit from the bill submitted by us every month and the Security Deposit amount shall be interest free deposit with CIPET. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, Service Tax, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition)Act,1970,etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Date: Signature & seal.....

Name.....

Place: Business Address.....

**Tender Document No: CIPET/CSTS/JAIPUR/2019-20/ S.S /02/**

**FINANCIAL BID**

(Shall be submitted by the bidder on official letter head)  
Please fill rates in appropriate columns in Indian Rupees)

**I) Security Services**

Sl. No.	Details of Monthly Wages	Ex-Service Man Security Supervisor (1 nos.) (Rate per person per month) (Rs.)	Ex-Service Man Security Guard (28 nos.) (Rate per person per month) (Rs.)
1	Monthly Wage _____		
2	Add: EPF @ ___ % on Rs _____		
3	Add: ESI @ ___ % on Rs _____		
4	Sub: Total (1+2+3)		
5	Agency Charges @ ___ % on Rs. _____		
	Total		

Signature of the Bidder \_\_\_\_\_

Date:

Name of the Bidder \_\_\_\_\_

Place:

Business Address \_\_\_\_\_

Seal

**NOTES:**

1. The quoted rates/amount are for complete items in all respect. It will be deemed to include all incidental charges, supervision, uniforms, transport, contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract.
2. The Tenderers quoted rates/amount are inclusive of all taxes, statutory contributions etc. except Service Tax which will be paid by CIPET : CSTS - Jaipur on actual against documentary proof on tax invoices raised by the tenderer.
3. Income Tax and other statutory deductions as applicable will be deducted from every bill.
4. In Case of disputes the Director & Head CIPET: CSTS-Jaipur will be arbitrator.

Signature of the Bidder \_\_\_\_\_

Date: Name of the Bidder \_\_\_\_\_

Place: Business Address \_\_\_\_\_

Seal