



e-TENDER
FOR
SECURITY SERVICES

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

(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)
PLOT NO-A, IDCO, BAMAPADA INDUSTRIAL AREA

Phone No.: +91-6782-255112/13/14/15/16

Mobile No.: +91-7566177001/8984001021

Email: apptc.balasore@cipet.gov.in / apptcbbs@gmail.com

Date & Time for Closing of Tender: 18.02.2019 at 03:00 P.M

TENDER NOTICE**Notice Inviting E-Tender**

E-Tender No.: CIPET/CSTS/BLS/SECURITY_SERVICES/2018-19/03

DATED. 28.01.2019

CIPET: CSTS Balasore invites E-Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for Security services for its office campus buildings & hostel premises located at Balasore.

S.No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value(Rs)	EMD in Rs.	Tender Fees in Rs.	Last Date & Time of online
1.	CIPET/BLS/ SECURITY SERVICES/2018-19/03 DATED 28.01.2019	Security Services at CIPET:CSTS, Balasore	30,00,000/-	60,000/- (Rupees Sixty Thousand Only)	2950/- (Rupees Two Thousand Nine Hundred Fifty Only)	18.02.2019 15.00 Hrs

Interested and eligible bidders may view and download from detailed tender documents from CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. **However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Principal Director & Head, CIPET:CSTS, Plot No.A, IDCO, Bampada Indl Area, Balasore – 756056 on 18.02.2019 @ 15.00 Hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favouring "CIPET:CSTS BALASORE" payable at Balasore and shall be submitted at CIPET:CSTS, Plot No.A, IDCO, Bampada Indl. Area, Balasore – 756056. As specified on or before 18.02.2019 up to 15.00 Hrs. in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

Silent information about the E-Tender:

1. Mode of submission: ONLINE Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e- Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in .The registered vendors can download the Bids from these websites.

3. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Bhubaneswar)	Mob. No: +91 7008064095 / 7377708585	For, Vendor registration/DSC/ any other issue regarding e-Tender Process
Mr. Sanjeeb Mohapatra	Email: twhelpdesk404@gmail.com , twhelpdesk887@gmail.com	

4. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

5. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself

6. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

7. Bidders are advised to visit CIPET's E-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e- Tender for which no separate paper advertisement will not be published.

8. Last date of online submission of Tender bid: **18.02.2019 up to 15.00 Hrs.**

9. EMD and Tender Fee must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before **18.02.2019 @ 15.00 Hrs. at CIPET, Balasore.** Non receipt of which the Tenders are liable for rejection.

10. Date & Time of Technical Bid Opening: **19.02.2019 at 15.00 Hrs.** Tender portal.

11. Venue for Opening Bids: **CIPET: CSTS, Balasore, Odisha Phone No.:7566177001
8984001021**

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Sd/-
Principal Director & Head**

TENDER NOTICE

Subject: E-TENDER FOR SECURITY SERVICES AT CIPET Balasore.

CIPET Balasore invites E-Tenders in two bid system from registered and authorized agencies for security services for its office campus buildings & hostel premises located at and nearby Balasore. The job specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of 01 year Based on performance/satisfactory services, the contract shall may be extended for 01 Year.

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of start of online bidding	28.01.2019	16.00 Hrs
2.	Last date/time of submission of Online bid	18.02.2019	15.00 Hrs
3.	Date & Time of opening technical bid	19.02.2019	15.00 Hrs

Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.

Tender Fee – Rs. 2950/- (including GST) (should be submitted along with Technical bid)
EMD – Rs. 60,000/- (should be submitted along with Technical bid)

ABOUT US

Central Institute of Plastics Engineering and Technology (CIPET) Balasore is a training institute in the field of Plastics and its allied materials. It has Head Office at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals governed under the Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker section of the SC/ST/OBC/GEN and Minority students and others including Industrialists courses for benefit of Unemployed and Underprivileged youths of Odisha.

TENDER DOCUMENT

Central Institute of Plastics Engineering & Technology (CIPET) invites open online tender in two bid system for Security Work at CIPET Balasore.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer shall submit one copy of the online tender document on or before **18.02.2019** at 15:00 Hrs. at CIPET Balasore in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TENDER DOCUMENT FOR SECURITY SERVICES AT CIPET BALASORE" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 60,000/- (Rupees Sixty Thousand Only) shall be paid in the form of Demand Draft (D.D) drawn in favour of "CIPET BALASORE " payable at Balasore.
6. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the **Principal Director & Head, CIPET Balasore** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.

The Principal Director & Head, CIPET Balasore, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily

- A The successful tenderer has to furnish a Performance security deposit of Rs. 1,00,000/- (Rs. One Lacs only) and execute an agreement on the non-judicial stamp paper of Rs. 100/- within 10 days of the receipt of the Work order letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.

- B Security agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET 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 agency is made to pay under the written orders of any authority under laws, and amount CIPET shall be reimbursed by 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 shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection,. With it.
- C CIPET shall pay agency contract amount as per the rate quoted in Tender for Security Supervisor and/or Security Guard and the said contract amount shall be paid on or before 15th of every subsequent month. If CIPETs required posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET 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 GST other statutory requirements stipulated by Government shall rest with the agency and CIPET 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.
- D The number of Security personnel can be increased/ decreased as per requirement of CIPET Balasore.
- E The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on performance/satisfactory services, the contract shall may be extended for another 1 Year.
- F The contract can be terminated by giving one month notice period from either side.
- G Tender documents without EMD, tender fee and received after the due date will be summarily rejected.
- H **Latest Minimum wages as notified by State Government from time to time shall be paid.**

- I Taxes shall be paid extra by CIPET at prevailing rate as per Government of India.
- J Taxes shall be deducted as per prevailing rate from the monthly bill.
- K The Professional Tax, EPF & ESIC shall be paid as per Government of India norms.
- L Service charges should be minimum 2 (two) %.
- M The number of workers can be increased/ decreased as per requirement.
- N CIPET Balasore reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard will be final in all respect and shall be binding on the tenderer.
- O Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of **Balasore** courts only.

SCOPE OF WORK

SCHEDULE OF WORKS/ REQUIREMENTS

In this Schedule of Requirements, the details of guarding services to be provided by the Contractor and also other information, instructions of the Client and instructions to the Contractor's employees posted at the Clients' site are and all such other aspect of the Contracts are to be mentioned.

1. GENERAL INSTRUCTIONS

- 1.1 The Contractor shall deploy all security personnel at the Client facility in the manner and as per the instructions of the Client.
- 1.2 The Contractor shall ensure that all security personnel are fully conversant with the premises and with the client's business activities and it's related security requirements. Hence the staff will observe / ensure the following :

1.2.1 CODE OF CONDUCT

The Contractor shall ensure that their security personnel

- (i) Are punctual and arrive at least 15 minutes before start of their shift.
- (ii) Are always smartly turned out and vigilant.
- (iii) Take charges of their duties properly and thoroughly.
- (iv) Perform their duties with honesty and sincerity.
- (v) The security person should be good physical fitness.
- (vi) The security personnel having requisite skill training certificate is preferred or experience in the related field to be submitted.
- (vii) Read and understand their Post and site instructions and follow the same.
- (viii) Extend respect to all the Officers and staff of the office.
- (ix) Shall not drink on duty, or come drunk and report for duty.
- (x) Will not gossip or chit chat while on duty.
- (xi) Will not leave the post unless their reliever comes.
- (xii) Will never sleep while on duty post.
- (xiii) Will not read newspaper or magazine while on duty.
- (xiv) Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to the Contractor and the Client.
- (xv) When in doubt, approach concerned person immediately.
- (xvi) Will take periodic rounds around the premises.
- (xvii) Security should not leave the post without the knowledge of the Admin Department.
- (xviii) Security personnel should get themselves checked whenever they go out by the other shift security.
- (xix) Are extremely courteous with very pleasant mannerism.

- (xx) The selected security agency should submit the police verification report about employability before deployment.

1.2.2 CONFIDENTIALITY

- (i) The phone number and movement plans of the client will not be given to anyone.
- (ii) The following information about the client will not be given to anyone.
 - a. Car make, color and number of higher officials.
 - b. Telephone no. / Any other information.
 - c. Location and movement plans.
 - d. Meetings and conference schedules.
 - e. Site plan of the premises.
 - f. Travel details of the clients.

1.2.3 PERSONAL MOVEMENTS

- (i) Personnel In and Out record to be maintained manually in the register.
- (ii) Security will keep record of the Sundays, holidays and late working employees.
- (iii) **Contract staff / Casual labourers** – Identify the person and ensure that the casual staff is wearing the I.D. cards.
- (iv) Housekeeping movements register to be maintained.
- (v) **Be polite with the visitors and ask them to sit till the concerned staff arrives.**
- (vi) In case of Doubt the security can check the visitors in a proper way, subject to permission of Administration Department.

1.2.4 MATERIAL MOVEMENTS

- (i) Incoming material- Check the documents carefully and receive the items with the due entry and forward it to the concerned person.
- (ii) Outgoing – Before sending the material, have a proper check as per Challans. Do not send out any material without seal and sign of the authorized person.
- (iii) Returnable and non- returnable record has to be maintained. A periodic status report, i.e. weekly report will be generated by security and submitted to Admin. Department for follow up action on items that have not returned on due date.
- (iv) All material coming in and going out to be recorded correctly as per Challans.
- (v) Materials coming in to the premises must be accompanied by a proper Challans.
- (vi) No item will be taken out without written permission of the authorized person.
- (vii) Documents for material incoming and outgoing should be implemented with a list of authorized signatories.

1.2.5 MAIL AND COURIER MOVEMENTS

- (i) All Couriers/ Dak incoming shall be directed to the Receipt and Issue Section of this office.

1.2.6 TELEPHONE HANDLING

- (i) **Securities are instructed very strictly not to misuse the telephones in the facility.**
- (ii) All calls should be handled courteously.
- (iii) He will take the messages correctly and convey to the concerned person immediately.

1.2.7 PATROLLING PROCEDURES

- (i) The guard must ensure that once the office is closed all the unwanted lights and **Air conditioning units** is put off.
- (ii) Security should not switch off the computers, which are left on.
- (iii) Patrolling should be taken on an hourly basis once the office is closed.
- (iv) He will keep a watch on the activities of the casual labourers / contractors.
- (v) If he finds anything unusual / untoward, a written report must be given to the Admin. Head.

1.2.8 FRISKING / CHECKING PROCEDURES

- (i) All contract staff will be thoroughly frisked at the time of their leaving the office premises in the evening. In case of any person resisting, the same will be clearly informed to the concerned authority.
- (ii) All garbage being removed from the premises by the sweepers or anyone else must be thoroughly checked before they are being taken out.
- (iii) If anything untoward is found, it must be reported to Administration head.
- (iv) If frisking / checking of the employee hand bags and also physical checking is not permitted, then the security will not be held responsible for the loss of all pocketable items like calculators, small music systems, any personal belongings of the staff, computer hardware and Laptops that can be taken away easily. However, Security Guards shall be liable in case the physical checking is permitted by the Client.

1.2.9 CHANGING OVER AND TAKING OVER

- (i) He will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- (ii) Both the security guards / Supervisors will check the entire building thoroughly.
- (iii) Reliever guard should check all the documents, which are related to security before taking over charge.
- (iv) They should check all the systems which are in the facility / under security.
- (v) Occurrences report register to be maintained.
- (vi) Reliever guard should check previous shift guard before taking over charge.

1.2.10 CLEAN DESK POLICY

- (i) All the staff should ensure that their desks are clean before they leave for the day i.e. no important items are left on the table top.

1.2.11 NOTE FOR THE CLIENT

- (i) List of authorized signatories to be provided.
- (ii) We request the new employees to be informed to us officially to enable us to maintain security procedures.

1.2.12 FIRE CONTROL

- (i) Security should know where the fire extinguishers are located / installed and be able to operate them immediately in case of any fire accidents.
- (ii) Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, give a written complaint to the Client.
- (iii) In case of fire, prompt action be taken by the security to safeguard the life and property of the client.
- (iv) In the event of any fire, rush to the spot, muster all manpower available and take control of fire fighting operations.
- (v) If necessary, security should call Ambulance team on phone No. 102.
- (vi) Employees to be made aware to respond during emergency.

1.2.13 EMERGENCY PROCEDURES

- (i) The security should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.
- (ii) Security will immediately report if any untoward incident / misconduct or misbehaviour occurs, to the Contractor and Client.
- (iii) Security person should know the entire emergency exits doors and main entry gates, so that he can take suitable action at a short notice.
- (iv) Identify the emergency and its gravity.
- (v) In case of emergency, ring the alarm bell / siren (If available)

EMERGENCY PROCEDURES**(1) IN CASE OF THEFT/BREAK IN****Action by Security Guard**

- a) Detain person/vehicles.....
- b) Investigate the matter/case.....
- c) Inform the Contractor's control room at
Phone Nos.....
- d) Report to the contact person.....
- e) Inform the Patrolling Supervisor.....

(2) IN CASE OF FIRE**Action by Security Guard**

- a) **Try to extinguish fire**
- b) In case of **FIRE** guard can call **FIRE DEPT.** (Ph No. 101)
- c) Inform the Contractor's control room at
Phone Nos.....
- d) Report to the contact person.....
- e) Inform the Patrolling Supervisor.....

(3) IN CASE OF BOMB THREAT CALL**Action by Security Guard**

- a) Inform the Contractor's control room at.....
Phone No.....
- b) Report to the contact person.....
- c) Inform the Patrolling Supervisor.....

14. Uniform with I-card to all Security is must.

15. Any other work assigned by the management.

Eligibility Criteria

Sl. No	Particular	
A.	Should have minimum 2 years' experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 10 lacs, exclusively in Security Services preferably at large institutional or corporate establishments.	Informative and for Strict Compliance
B.	Should have/obtained before commencement of the work the requisite licences, approvals, certificates from all statutory authorities viz. Municipal./Income Tax/Sales Tax/Commercial Tax Depts. valid for the entire duration of the above work.	Informative and for Strict Compliance
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax, GST etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.	Informative and for Strict Compliance
1.	Name of the applicant/ Firm :	
2.	Registered Office :	
3.	Year of establishment :	
4.	Type of Organization : (whether proprietorship, partnership, Private., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5.	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	
6.	Labour License Number	
7.	PAN Card & TIN Number (Tax return of last Financial Year) [Photocopy to be attached]	
8.	Good Service Tax (GST) Regn. No.: [Photocopy to be attached]	
9.	Number of persons employed:	
10.	Whether 24x7 service and support will be available	
11.	The Security providers prefers from Odisha only. Please provide the Address and Telephone No.	

TECHNICAL BID

- Name of the Company:
- Name of the Proprietor:
- Address:

- Telephone No. / Fax No. / E-mail:
- Banker's detail (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers (enclose copy):
- Latest LOI / Work Order from 2 clients (enclose copy):
- Performance certificates (enclose copy):
- PAN No (enclose copy):
- Income Tax Returns for last three years (enclose copy):
- Audited Profit & Loss Statement for Last 3 years (enclose copy):
- Audited Balance Sheet for Last 3 years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 years (enclose copy):
- GST (enclose copy):

18.Provident Fund No (enclose copy):

19.Copy of Inspection report of EPF(Not older than 2 years):

20.No Court Case Declaration:

- Labour Licence No (enclose copy):
- ESIC No (enclose copy):
- Copy of Inspection report of ESIC(Not older than 2 years) :
- D.D. No, Date and amount of E.M.D (enclose copy):
- PSARA CERTIFICATE:
- Credential Documents:
(If any, enclose copies)
- Other information, if any:

Date:

Seal & Signature of the Tenderer

FINANCIAL BID

Sl.No	Particulars	No. of Persons
1.	Security Guard at CIPET, Balasore	20
2.	SERVICE CHARGES	

- * The number of workers can be increased/ decreased as per requirement.
- * Latest Minimum wages as notified by State Government from time to time shall be paid.
- * Tax amount paid extra as per applicable.

Date:

Name:

Address:

Seal & Signature of the Tenderer