



सिपेट CIPET

**“GEM-TENDER DOCUMENT” FOR
SECURITY SERVICES**

AT

CIPET:CSTS-HALDIA

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY:
CENTRE FOR SKILLING & TECHNICAL SUPPORT (CIPET:CSTS)
(Ministry of Chemicals & Fertilizers, Govt. of India)
City Centre, P.O.- Debhog, Haldia,
Dist – Purba Medinipur, West Bengal
Email: haldia@cipet.gov.in

TENDER NO: CIPET: CSTS/Hal/SS/24-25/01 dated 10.07.2024

Last Date & Time for Closing of Tender: 02/08/2024 at 05:00 P.M.

PRICE OF THE TENDER DOCUMENT Rs.590/-inclusive of Tax (NON-REFUNDABLE)

CIPET: CSTS- Haldia
TENDER NO: CIPET:CSTS/Hal/SS/24-25/01 dated 10.07.2024

1. IMPORTANT INFORMATION

Sl.No	Description	Details
1.	Purchaser	CIPET:CSTS-Haldia
2.	Tender No	GEM-Tender No: CIPET:CSTS/Hal/SS/24-25/01 dated 10.07.2024
3.	Online Tender submission of bid	On GEM Portal only.
4.	Online Tender information available at	GeM Portal & www.cipet.gov.in
5.	Service to be offered	Contract for Security Services
6.	Estimated cost of tender	Rs.35,00,000/- per annum Approx.
7.	Date of GEM-Tender Publication	10.07.2024
8.	Date and Time of Issue or download Tender	As per GEM
9.	Last date & time for sale of Tender document	As per GEM
10.	Last date & time for submission of duly filled Tender document	As per GEM
11.	Date & Time of Opening of Technical Bids	As per GEM
12.	Date & Time of Opening of Financial Bids	Intimation will be given to the Technically qualified bidders only.
13.	Venue for Opening of Technical & Financial Bids	CIPET:CSTS-Haldia City Centre, P.O- Debhog , Haldia Dist- Purba Medinipur, West Bengal 721657
14.	Tender Fee	590/- Inclusive Tax
15.	EMD	Rs. 50,000.00 (Rupees Fifty Thousand only)
16.	Performance Security Deposit	Rs. 3,00,000.00 (Rupees Three Lakhs only)

2. NOTICE FOR INVITING GEM-TENDER

CIPET: CSTS – Haldia invites online GEM tender in two bid system (Technical Bid and Financial Bid) “Contract for Security Services at CIPET:CSTS-Haldia ”. The tender Documents duly completed in all respects have to be submitted online on GEM portal along with all necessary documents. Last date of submission of duly filled in Tender document will be as per GEM.

Principal Director & Head, CIPET – Haldia reserves rights to accept or reject any / all tenders without assigning any reasons.

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3. ABOUT THE INSTITUTE

OVERVIEW

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as 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 this specialized institute was to develop manpower indifferent 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 Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of Plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

A PREMIER GOVT. OF INDIA INSTITUTE FOR HIGHER & TECHNICAL EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY

Post-independence, it became a matter of concern that Plastic Engineering & Technology was a growing science and yet there was not enough human resource to meet the demand. Imperative need was felt to establish CIPET –the unique institute of its kind in the country and even today the institute holds a premier position. The primary objective of CIPET has been contributing towards the growth of the plastics industry through a combined program of education and research. The Institute has evolved through the years, creating closer ties with industries with the intent to create innovative plastic based solutions which are resource efficient and marketable. This has led to an exponential growth with activities and programs focusing on: Skill Training Technology Support Academics Research.

4. SCOPE OF WORK

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS) –Haldia invites Tender in two bid system for providing security personnel for Security services work at campus & hostel premises located at CIPET:CSTS-Haldia.

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 & maintain all guidelines /directives.
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, and 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.

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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:CSTS-Haldia 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.

5. ELIGIBILITY CONDITIONS

BASIC ELIGIBILITY

- (a) The applicant should be in Security services for a minimum period of 03 years as on 31.12.2023
- (b) Experience of having successfully run the Security services during the last three years ending 31.12.2023 as per following:
- ❖ 3 similar completed work orders each having not less than Rs.30 lakhs Per Annum.

CONTRACTOR SHOULD MEET ANY ONE OF THE ABOVE CRITERIA FOR ELIGIBILITY PURPOSE.

***Similar nature of work means the Security services in Institutions/Autonomous/Organization /MNC / State & Central Government Colleges and offices.**

(c) Financial Turn-Over (Gross)

The bidder's average annual financial turnover (gross) in Security Services during the last three financial years, i.e., 2020-21, 2021-22 and 2022-23 duly certified by Chartered Accountant should not be less than **30 Lakhs per year.**

(d) Performance Security Deposit / EMD Deposit

1. The Successful bidder has to submit Security Deposit of Rs. 3,00,000.00 (Three Lakhs only) on award of contract. The same shall be returned interest free on completion of the contract.
2. The EMD Deposit will be Rs.50, 000.00 (Fifty Thousand Only).
3. The EMD and Performance Deposit are to be submitted through online mode. The Bank detail is as follows :-

1. **Bank Name** : **Canara Bank**
2. **Branch** : **Haldia branch**
3. **Account Name** : **CIPET CSTS Haldia Holding Account**
4. **Account Number** : **120028046760**
5. **IFSC Code** : **CNRB0002938**

The scan copy of the transaction of the Tender Fees and EMD is to be uploaded in Technical Bid.

(e) Performance Certification

The bidders' performance, for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization on their letter head with sign and stamp.

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(f) Other Terms & Conditions

- The Tenderer should be registered with the Competent Authority. The tenderer shall have well established **OFFICE AT WEST BENGAL. ONLY THOSE FIRMS WILL BE CONSIDERED WHO ARE HAVING ESTABLISHED OFFICE IN THE LOCATION WEST BENGAL SINCE LAST 01 YEAR. ADDRESS PROOF SHOULD BE ISSUED BY GOVERNMENT OF WEST BENGAL.**
- The Tenderer should not have been **blacklisted** by any Govt. Deptt. / Semi-Govt. Deptt. or any other organization and submit the undertaking for the same on letter head.
- The Tenderer should be registered with the Competent Authority and should have PAN number, GST and the employees should be registered with PF & ESI department.
- Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
- Tender is liable to be rejected without EMD.
- 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.

(g) Tenders received of incomplete nature or without proper documents will be rejected.

6. NO OF REQUIRED SECURITYS STAFF

Total No of Security Staffs:- Male= 12 Nos

(*Above no's of Security Staff may increase or decrease according to the scope of work of security services).

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7. TERMS AND CONDITIONS (GENERAL):-

1. 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: CSTS – Haldia , 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. Such decision by the authority shall be final.
2. The Principal Director & Head, CIPET:CSTS - Haldia, 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.
3. The agency / Contractor shall be responsible for the compliance of all legal Provisions connected with the employment of the Security Services posted at CIPET Premises and for due payments of any statutory dues payable (if any).
4. The contract will be awarded to the technically and financially qualified bidder initially for 12 months. Based on performance / satisfactory services, the contract shall be extended for another two years.
5. The contract can be terminated by giving one month notice period by either side.
6. The number of security personnel can be increased /decreased as per requirement.
7. Agency must have its own Local Office in "West Bengal".
8. CIPET: CSTS – Haldia reserves the right to consider / reject all or any tenders without assigning any reason / notice. The Management decision in this regard shall be final in all respect and shall be binding on the tenderer.
9. The received bids will be evaluated by the committee of CIPET: CSTS – Haldia on the basis of requisite documents. If two or more parties stands L-1 / quote same rate in financial bid opening in this case, the decision of Tender Committee & Principal Director & Head, CIPET: CSTS – Haldia shall be the final. CIPET reserves its right to terminate the contract at any time giving one month's without assigning any reason.

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- 10.** In the case of any difference of opinion in the interpretation of any condition or dispute, the decision of the Principal Director of CIPET: CSTS –Haldia shall be final and binding on both the parties.
- 11.** All statutory Rules / Regulations /Applications applicable to his Establishment should be the responsibility of the contractor. CIPET:CSTS-Haldia will be not having any responsibility in this regard.
- 12.** Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal arbitration under Haldia court jurisdiction only.
- 13.** Each page of the tender document is required to be signed by the tenderer. The tender document must be filled in English or Hindi and all the entries must be handwritten in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
- 14.** The successful tenderer has to furnish a performance security deposit and execute an agreement on the non-judicial stamp paper of Rs.100/- within 15 days of the receipt of the offer letter. Failure to furnish the security deposit with in prescribed period will lead to termination of contract.
- 15.** The selected agency shall have to pay the contract manpower salary through bank account and wages is to be credited every month.
- 16.** CIPET:CSTS-Haldia management decision shall be final and binding in all cases to the contractor.
- 17.** All legal matter will be under Haldia Judiciary only.
- 18.** 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.
- 19.** Successful bidder has to submit the Bio-data, Aadhar-Card, Police verification report, before engaging personnel for Security services.
- 20.** The agency selected should follow the instructions given by the management of CIPET: CSTS-Haldia from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
- 21.** 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.
- 22.** Any canvassing in this regard shall lead to cancellation of the tender.
- 23.** Start of work as per mentioned date from issue of Work Order. CIPET reserve the right to cancel any or all items without assigning any reasons.
- 24.** Number of the personnel for security services on contract varies as per requirement.
- 25.** Any misconduct /misbehavior /indiscipline of manpower supplied by the contractor

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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:CSTS-Haldia Management reserves the right to take all appropriate actions under such circumstances.

26. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this regard.
27. TDS as applicable shall be deducted from the monthly bill of the agency. An agreement will be required to be entered for a period/periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
28. GST shall be paid extra by CIPET: CSTS – Haldia at prevailing rate as per Government of India.
29. All applicable taxes shall be deducted as per prevailing rate from the monthly bill.
30. The EPF & ESIC shall be paid as per Government of India norms.
31. The Contractor shall solely be liable for payment of wages and other dues to the manpower personnel deployed in CIPET:CSTS-Haldia.
32. The payment of contractor shall be paid on monthly basis as per the attendance of the workers along with following documents:
 - a. Wages sheet
 - b. Bank payment confirmation of wages of Security personnel.
 - c. PF Challan copy
 - d. ESIC Challan copy
 - e. PF payment confirmation sheet
 - f. ESIC payment confirmation sheet
33. In case of any theft, pilferage or any other loss caused to the Tools / Equipment's 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:CSTS-Haldia 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:CSTS-Haldia will be final and binding on the agency.
34. In case of non-compliance with the contract, CIPET:CSTS-Haldia reserves its right to:-
 - a. Cancel/revoke the order; and
 - b. Impose penalty upto 5% of the total value of the contract.

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35. During the period of operation of the contract, CIPET:CSTS-Haldia 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 Principal Director & Head with respect to calculate the losses will be final and binding.
36. The CIPET:CSTS-Haldia will not be responsible financially or otherwise for any causality/disablement / death caused to any staff of the Agency, while providing the services under this agreement. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury / disablement / death at work site and carryout complete obligations under the said Act/ Rule and furnish all information to The Principal Director & Head, CIPET:CSTS-Haldia and shall indemnify CIPET:CSTS-Haldia against any such penalties /claims out of default on its part.
37. The contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of the Principal Director & Head, CIPET:CSTS-Haldia will be final and acceptable to the contractor in this context.
38. There will a continuous supervision by the institute staff if it is not found satisfaction as per terms and conditions, the same will be cancelled by giving notice of one month.
39. CIPET: CSTS Haldia reserve the right to deduct wages of security personnel from the contractor's bill for not executing any work as per the terms and conditions mentioned in this document. Any order passed to this effect by the Principal Director & Head, CIPET:CSTS-Haldia or his authorized official will be final and binding on the contractor.
40. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the security personnel.
41. 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.
42. **NSIC Certificate will not be considered for relaxation of EMD & Tender fees.**
43. The period of contract shall be initially for one year & can be terminated by the management by giving 01 month notice.
44. The rates and prices towards 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.
45. The agency should abide by rules laid down by any statutory authority relevant to the deployment of Security Staff.
46. The persons deputed shall not be below age of 18 years.

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Profile of Security (Male)

1. Nationality : Indian
2. Min. Educational Qualification : 8th Pass
3. Language Knowledge : Knowledge of Hindi is essential
4. Physical condition/Health : Should be of good health with Medical Fitness
5. Skill and ability : Hardworking and able to work under difficult Situation and proactive under any exigencies.
6. Character & Conduct : Should be honest, disciplined and posses good Character certificates of two renowned Persons.
7. Work Experience : Should have 0-3 years' experience in Security services

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ANNEXURE-I**TECHNICAL BID-SECURITY SERVICES**For **SECURITY SERVICES** to CIPET: CSTS-Haldia.

Please submit attested copies of the following documents

Sr.No	Particulars	Remarks
1	Name of company and address.	
2	Name of Proprietor/Director	
3	Address & Mobile No of the Bidder	
4	Nature of Business with Shop & Establishment certificate	
5	Bank Details	
6	Registration no and PSARA CERTIFICATE under(Private Security Agencies (Regulation) Act, 2005	
7	PAN NO(Enclosed Copy)	
8	INCOME TAX Return of Last Three Years (Enclose copy)	
9	Audited Profit & Loss Statement for Last 3 years (Enclosed Copy)	
10	Audited Balance Sheet for Last 3 Years(Enclosed Copy)	
11	Turnover Certificate from CA for last 3 years (Enclosed copy)	
12	GST(Enclose copy)	
13	Provident Fund No (Enclosed Copy)	
14	ESIC Registration Copy	
15	No court Case Declaration	
16	Tender Fee	
17	EMD Details	
18	Other Information/Credentials	

Date:

Seal & Signature of the Tenderer

(Please enclose the above document as a part of technical Bid uploaded on GeM Portal).

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ANNEXURE-II

FINANCIAL BID-SECURITY SERVICES

1) SERVICE CHARGES

Sl.No	Particulars	Total Service Charges (%)
1	For Security Services at CIPET:CSTS- Haldia	

Signature of the Contractor

.....X.....