



**Centre for Nano Soft Matter Sciences**

**Jalahalli , Bengaluru-560 013**

**TENDER FOR PROVIDING  
SECURITY SERVICES ON CONTRACT**

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## **INTRODUCTION**

**The Centre for Nano and Soft Matter Sciences (CENS)** is an autonomous research Centre under Ministry of Science and Technology and wholly funded by the Department of Science and Technology, Government of India. The CeNS invites sealed tenders for providing Security Services in the premises of the Centre Jalalahalli, Arkavathi Campus and its Hostel facility for the year 2020-21.

Tender forms/document can be downloaded from the — Centre's website <https://www.cens.res.in/en/tenders>

The Director, CENS reserves the right to accept all the tenders /or to reject any tender wholly or partly without assigning any reason.

## **SCHEDULE OF EVENTS**

### **Schedule A**

Tender No.	CeNS/ Dated: February, 2020
Validity of bid	90 days
Earnest Money Deposit	Amount of ₹5,00,000/- (Five lakh only) should be drawn in favour of Administration and Finance Officer, CENS, payable at Bengaluru. NSIC/MSME Registered Vendors would get EMD exemption subject to submitting the relevant documents.
<b><u>Important Dates:</u></b>	
Tender queries	Up to 10.03.2020 (1600 hrs) By email only admin@cens.res.in
Pre-bid meeting	13.03.2020 at 1500 hrs. At CENS, Jalahalli, Bengaluru-560 013
Last date for receipt of tender	20.03.2020 (1300 hrs)
Opening of Technical Bid	24.03.2020 (1500 hrs)
Opening of Commercial Bid	<b>To be intimated later on Web site</b>
Place of Pre bid meeting and opening of Technical Bid	CENS, Jalahalli, Bengaluru 560 013
Contract Commencement Date:	Within one month from date of award of contract

Contract Duration:	Tenable up to 3 years on the agreed terms and conditions (renewable after each year based on review and on satisfactory performance)
Security Deposit (only for the successful bidder)	The successful bidder should deposit 10% of the annual contract value in the form of Bank Guarantee (nationalized bank/any other banks approved by RBI) valid for 60 days after the expiry of contract period.
Annual Turn-over of the Bidding Agency	Minimum of ₹1,00,00,000 (One crores) per annum during the last three financial years.
Validity of Commercial Bid	90 days from the date of its opening

## **I. Important instructions:**

1. Tenders are invited under **Two Cover Bid** i.e. Technical Bid and Commercial Bid in separate covers from reputed, experienced and financially sound Companies /Firms / Agencies/Contractors for providing Security Services as per the specifications indicated in **Annexure III and IV**.
2. The sealed covers should be superscribed as Technical Bid and Commercial Bid and two separate covers needs to submitted.
3. The tender document may be downloaded from Centre's website <https://www.cens.res.in/en/tenders>
4. You should be registered with the appropriate Statutory Registration Authority under Employees Provident Fund Act and Employees State Insurance Act, concerned tax authorities etc.,
5. You should have very good reputation in providing Security services with at least **three years** experience in providing similar services to Public Sector Companies / Banks / Government Departments / Research Organizations / Reputed Private Sector Companies.
6. You should have your own Bank Account in the name of Agency, operational continuously for the last three years. (A certificate from the Bank to be enclosed)
7. You should have a minimum annual turnover of Rupees One Crore per annum during the last three years as specified in Schedule A and attach a certificate from Auditor to this effect.
8. The Technical Bid should conform to the format as per **Annexure III** and supporting documents should be attached.
9. The Commercial Bid should conform to the format as specified in the tender document (**Annexure IV**).
10. The bids with rates lower than the notified minimum wages prevailing at the time of submission of Commercial Bids will be rejected.
11. The rates quoted in the commercial bid should remain valid for a period of 90 days from the date of its opening.

12. The bidders are required to submit the photo copies of the documents along with Technical Bid as listed in **Annexure III**. The tender will be disqualified if any of the documents listed in **Annexure III** are not submitted.
13. Conditional offers, over writing/use of whitener/ without seal and signature & the bids not meeting any other the minimum eligibility criteria/, Technical Bid not meeting the stipulated terms & conditions in the tender document are liable to be rejected.
14. There should not be any variation or change in the general information provided in Technical Bid and Commercial Bid with regard to details provided by the bidders.
15. The Agency should have a registered office in Bengaluru.
16. The bidders will be prequalified based on number of Security contracts executed /being engaged in reputed establishments for the last 5 years and the turnover of the tendering company.
17. The bidders who are applying for this tender should have on its roll minimum of 50 employees exclusively in Security services, as on the date of bidding. **As a proof of the number of employees engaged, ESI, PF payment schedule copy may be enclosed.**
18. A certificate from the organizations where service is being provided should be supported.
19. The bidder should not have any disputes or court cases pending against them.  
A self certificate to this extent should be enclosed to Technical Bid.
20. Copies of the Income Tax returns for the last three years to be enclosed.
21. The contractor is liable to pay the monthly wages on or before 7<sup>th</sup> of succeeding month to the personnel deployed.

22. The fee for tender form ₹.2,000/- + GST ( Two Thousand Only + GST ) shall be remitted by way of Demand Draft drawn in favour of 'Centre for Nano and Soft Matter Sciences' and placed in the sealed cover along with the tender

Or it may directly deposited in to CeNS Account by using following link :-

<https://www.onlinesbi.com/sbicollect/payment/listinstitution.htm>

(a) Log in to SBI Collect online

- i. Select State as 'Karnataka' and Institution as 'Govt. Department' from the drop down list
- ii. Select 'Centre for Nano and Soft Matter Sciences' in the Dept. Name drop down list
- iii. Select 'Misc. Fees' in the Payment Category drop down list
- iv. Select 'Earnest Money Deposit EMD' and fill the amount only as 2,50,000
- v. **Repeat steps (i) to (iv) above** to remit Tender Application Fee separately
- vi. Select 'Tender Application Fee' and fill the amount only as 1,180

(b) Please fill in all the relevant details in the SBI Collect facility without fail, so as to enable the Centre to confirm receipt of the mandatory fees before opening of the Tender Bids.

## **II. Selection Process:**

1. A Committee duly constituted by the Director, CeNS will evaluate all the Technical/ Commercial bids.
2. The technical evaluation will include checking the financial turn-over, registration certificates, legal, statutory, taxation and other associated compliance of existing contracts. The Committee would also evaluate/verify the performance of the agency with the existing clients, which may include obtaining references and/or visiting the work site, and ascertaining the quality of the service provided and manpower deployed by them.
3. Commercial bids of only the technically qualified (meeting all the requisite criteria) agencies shall be opened on a specified date & place (to be notified later).
4. The Centre reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
5. The Centre is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the vendors.
6. The Centre reserves the right to grade the bidders based on the technical capabilities and professional approach.
7. Registration with PASARA (Pvt. Security Regulation Act) is mandatory.

### **III. About EMD and Security Deposit:**

1. (a) If the tenderer does not meet any of the requirements as per tender specifications, the EMD will be returned without any interest.  
  
(b) The EMD in respect of the agencies which qualify for the Technical Bid and does not **qualify** for opening the Commercial Bid shall be returned without any interest.  
  
(c) The Centre may accept bids without EMD from those bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC)/Micro, Small and Medium Enterprises (MSME). To claim the exemption, the bidder must be providing relevant services. Exemption will not be granted in case the bidder is acting as an agent for some other vendor.
2. The selected agency shall have to deposit in a nationalized bank/any other banks approved by RBI a Security Deposit equivalent to 10% of the annual contract value, within 15 days of the receipt of the formal contract award letter and produce the proof. The Security Deposit can also be in the form of Bank Guarantee.
3. The Earnest Money Deposit (EMD) (refundable without interest), should be paid through Demand Draft drawn in favour of Centre For Nano and Soft Matter Sciences, payable at Bengaluru at the time of submission of tender, which will be forfeited if the bidder rescinds from the offer.

OR

Earnest Money Deposit may be directly deposited in to CeNS Account by using following link :- <https://www.onlinesbi.com/sbicollect/payment/listinstitution.htm>  
See page 7/8 for procedure.

4. On satisfactory completion of the Contract period of one year or on premature termination of the contract, the Security Deposit (in the form of Bank Guarantee) collected from the Service Provider will be discharged after 60 days of the expiry of the Contract without any interest, after deducting dues, if any. In case, the services are extended, the validity of Bank Guarantee shall also be extended accordingly.

## **TERMS AND CONDITIONS OF THE CONTRACT**

### **For the Selected Agency**

#### **I. About the Contract:**

1. The contract is for the duration specified in Schedule A. The performance will be reviewed annually, and the term will be extended or curtailed based on the review.
2. If the agency fails to deploy manpower against the initial requirement within the stipulated time from date of commencement of the contract as per the contract award letter, the EMD shall stand forfeited without giving any notice and the contract will be terminated.
3. The contract may be terminated before the contract period owing to deficiency in service or substandard quality of the service. CeNS reserves the right to terminate the contract at any time after giving one months notice.
4. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of CeNS.
5. The Agency will be bound by the details furnished to CENS while submitting the bid or at subsequent stage. In case, any documents/information furnished by the agency is found to be false at any stage, it would be deemed to be a breach of the terms of contract, leading to legal action, besides termination of contract.
6. Payment of bills will be made to the agency on a monthly basis as per actual services. The agency has to submit invoices/bills along with certified attendance sheet, ESI/EPF paid challans, in the first week of the subsequent month for the services rendered in the preceding month.
7. For all intents and purposes, the agency shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and deployed at CENS, for contractual services.

8. In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the CeNS shall have the right to claim the damages from the Agency.
9. No party shall be allowed to be represented by the lawyer during any investigation enquiry, dispute
10. The Agency/Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him and keep CeNS indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Agency/Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above mentioned rules and regulations and CeNS or his authorized representative shall be entitled to inspect all such records at any time.
11. **The agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government.** The bidder will maintain proper records as required under the Law / Acts. The agency should cover its staff under ESI, PF and other mandatory statutory benefits.
12. The agency shall also be liable for depositing all taxes, levies, Cess etc. on account of this contract and remit the income tax to concerned Authorities from time to time as per existing rules and regulations.
13. The Income Tax and other statutory deductions shall be deducted at source as per the provisions of the relevant statute, as amended from time to time and a certificate to this effect shall be provided to the agency by CeNS.
14. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result of which CeNS is put to any loss / obligation, monetary or otherwise, CeNS will be entitled to get itself compensated. Such amount shall be adjusted from the outstanding bills or the Security Deposit of the Agency, to the extent of the loss or obligation.
15. The agency will indemnify CeNS for all legal, financial, statutory, taxation, and associated liabilities incurred during the contract period.
16. In case of breach of any terms and conditions of the contract, the Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.

- 17 The duty hours should not exceed **eight hours** at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties/shifts if required due to exigencies should be provided at short notice. The manpower employed by the agency shall be required to work in any of the 3 shifts of 8 hours duration on all seven days with staggered weekly off.
- 18 In addition to the weekly off, the security personnel deployed at the Centre is eligible for 8 paid holidays (Sankranti (15 January), Republic day (Jan 26), Ugadi (25 March), Good Friday ( 10 April), Janmashtami (11 August), Independence day (15 August ), Gandhi Jayanthi (Oct 02) Dussehra (26 October), Deepawali (16 November) and Christmas (25 December). The security personnel who have performed shift duty on these days are entitled for an additional shift wages. This can be over and above the 26 days performed by the security personnel in the respective month.
- 19 The agency shall arrange to safeguard men, materials and the properties of the CeNS by posting its personnel in such manner and at such points and at time to assure that Centre's interest are fully and wholly safe guarded. This includes assisting in first-aid, fire safety, transport operations and movement of men and materials during or after duty hours that may be assigned to them from time to time.
- 20 The agency shall ensure good behavior, conduct, application and discharge of duty of personnel engaged. The personnel of the Security Agency shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Centre from time to time.
- 21 The Contractor shall immediately remove and replace any security personnel, on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming of a security personnel and shall take such other action as may be required under the circumstances and any violation of this condition any result into cancellation of agreement.
- 22 No person who has been convicted by the competent court or who has been dismissed or removed on ground of misconduct or moral turpitude while serving in any of the armed forces of the Central or State Government shall be deployed.
- 23 In the event of theft, pilferage or damage to the Centre's property, after necessary investigations, if proved beyond doubt that the agency/their personnel are responsible due to their negligence, the agency shall compensate for all such losses /damage.

- 24 If the successful agency merges with any other similar organization after award of the contract, such merger legal document should be submitted for the Centre's approval for change in the management.
- 25 It is the prerogative of the CeNS to retain any or all existing security personnel to continue on the rolls of the new agency. It is binding on the agency to retain those security personnel at CeNS and provide replacement for the rejected guards/supervisors.
- 26 CENS reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the President of CENS, in this regard shall be final and binding on all.
- 27 At least 10% of Security Personnel deployed at the Centre should be trained in Fire Fighting Operations and a certificate to this effect should be produced at the time of screening before deployment.
- 28 The Centre administration has decided/proposed to prescribe a minimum percentage of administrative charges to the agencies for providing service. The minimum prescribed percentage will be kept in a sealed cover and will be opened just before the opening of the commercial bids. The commercial quotes below the prescribed minimum administrative charges will be declared as not qualified and their commercial bid will be rejected.
- 29 The agency shall immediately provide a substitute in the event of any person not being available for work for more than one day. **The delay by the agency in providing a substitute beyond two working days shall attract liquidated damages @ Rs.500 per day (per case) besides deduction in payment on pro-rata basis and payment will not be made for absentees.**
- 30 It will be the responsibility of the agency to meet transportation, food, medical and any other requirement of manpower for carrying out the contract works. The CENS will have no liability in this regard at any stage.
- 31 The person deployed shall be required to report for work as specified by the Supervisor at the work spot deputed. The personnel deployed shall be required to report for work at specified shift hours and remain in the designated post till the end of the shift.

- 32 The workers employed by the Contractor shall be his sole employees and CeNS shall not have any relation whatsoever with employees of the Contractor. He will be fully responsible for their acts, conduct and any other liability.
- 33 The agency should have sufficient money to cater 2-3 month wages and other statutory payments. Bill will be paid after submitting of proof of payment of salaries, EPF, ESI, Bonus and any other reimbursement.
- 34 The Centre reserves the right to remove the security personnel from duty who is considered to be undesirable.
- 35 The security personnel should be of (a) age group between 25-55 years, who have good health, physically fit and have good conduct records. (b) Should have the ability to check Identity cards, Gate passes. (c) Should possess knowledge of at least two of the three languages Kannada /Hindi/English (d) The security supervisors should have at least three years experience as guard and SSLC passed, besides being physically fit and able to read & write in English.
- 36 The agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. CENS, shall in no way, be responsible for settlement of such issues whatsoever. CENS shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by the service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 37 The services of the Agency are availed on contract. The personnel deployed by the agency for the contract **shall not be** entitled for pay, perks and other facilities which may be admissible to casual, ad-hoc regular employees of CENS, during the contract period or after expiry of the contract. In case of termination of the contract, the persons so deployed by the contractor shall not be entitled for any claim for absorption either to a regular / temporary position at CENS. The personnel of the Security agency shall not further become members of the CENS Employees Association/union and shall not take part directly or indirectly in any of the activities of the Association/union and shall assist the Centre to maintain strict security measures any or at all time, including during agitation, staged by the Association/union.

- 38 The agency shall furnish the following documents in respect of each security personnel deployed at CENS, before the commencement of contract :
- (I) List of trained security personnel identified/selected by agency for deployment at CENS, with Bio data i.e. Date of birth, age, qualification, address etc.
  - (II) Certificate of verification of antecedents of persons either by the Agency/ local police authority.
- 39 The selected agency shall designate/deploy a field officer who would regularly interact with officers of the Centre, for better co-ordination, services and utilization of optimal manpower deployment
- 40 The authorized Officer of the Centre will screen all the security personnel before deployment at the Centre.
- 41 The agency should provide good quality uniforms to all personnel deployed by them along with security related equipment, headgears, rain coats, jackets, shoes, jerseys, torches etc.,
- 42 The guards shall wear proper uniform while on duty and will be equipped with lathi, whistle, torch (5 watt LED rechargeable emergency light) and other required items to enable them to effectively discharge their duties and nothing extra shall be paid on this account.
- 43 In case, the person deployed by the Agency commit any act of omission/ commission that amounts to misconduct /indiscipline/ incompetence / security risks, the successful bidder will be liable for appropriate disciplinary action against such persons, including their evictions from the campus, immediately after being brought to the notice, failing which it would be presumed to a breach of contract which lead to automatic cancellation of contract.
- 44 The agency shall provide the photo ID cards to all the personnel deployed containing personal information such as name, address, date of birth, age, blood group and identification mark, contact details and references etc.
- 45 The agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters of CENS are not divulged or disclosed to any other person by their personnel deployed in our campus.

46 **Termination of the Contract:-**

i. The contract may be terminated in any of the following contingencies:

i) On the expiry of the contract period, without any notice;

**OR**

ii) On giving two month's notice at any time during the period of Contract, in case the services rendered by the Agency are found not satisfactory and in conformity with the terms and conditions of the contract.

**OR**

iii) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, by giving two months notice.

**OR**

iv) On Agency being declared insolvent by the competent Court of Law without any notice;

**OR**

v) In case the Agency desires not to continue the contract subject to the terms and conditions that the Agency has agreed upon, shall give minimum **two months notice**. If the Agency does not give the requisite notice as mentioned before, then one month's bill amount shall be forfeited and Bank Guarantee shall be invoked.

ii. "Provided that during the notice period for termination of the contract, in any situation arising as stated above, the Agency shall continue to provide services as before till the expiry of the notice period".

iii. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Administrative Officer, CENS may further deem fit in public interest or revoke the contract, namely:

b. Legal heirs, in case of sole proprietor

c. Next partners, in the case of company of firm

d. Otherwise the President or his nominee, Centre shall reserve the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.

i. No party shall be allowed to be represented by the lawyer during any investigation/ enquiry, dispute or appeal.

ii. The Courts at Bengaluru only shall have the jurisdiction for the purpose of this agreement.

iii. In the event of any dispute or breach of terms and conditions of the Contract the same shall be referred to the sole arbitration of the President, CENS or his nominee.

**General scope of the contract**

The Centre desires to engage the “Security Services” on contract to safeguard men, materials and the assets of the CENS, assisting in providing first-aid, fire safety, transport operations and movement of men and materials, during or after duty hours and any other work assigned to them from time to time including:

- a) Surveillance /patrolling of the surroundings
- b) Regulation of traffic in the Campus
- c) Parking/safety of the Office and Staff vehicles
- d) Monitoring of surveillance system
- e) Investigation of theft
- f) Deployment of trained QRT( Quick Response Teams) to deal with any disaster

**Manpower requirements of CENS**

<b>Sl. No.</b>	<b>Category</b>	<b>Required*</b>
1.	SECURITY SUPERVISORS (HIGHLY SKILLED)  Should have at least 3 years experience as Guard	2
2.	SECURITY GUARDS (SKILLED)	14

**Note:**

- 1. \* These figures may vary according to the needs from time to time.**
- 2. Please note that the contributions for EPF are payable on maximum wage ceiling of Rs.15,000/- p.m. irrespective of payment of higher wages as per the latest GOI notifications under EPF Act.**
- 3. The wage limit for ESI coverage is Rs.21,000/- p.m. as per latest GOI Circular.**

**TECHNICAL BID**

1. Name of Tendering Company/ Firm / Agency : \_\_\_\_\_  
(Attach certificate of registration)
2. Name of proprietor / Director : \_\_\_\_\_  
of Company/Firm/agency
3. No. of years in providing Security services: \_\_\_\_\_
4. Full Address of Reg. Office with Regn no. \_\_\_\_\_
5. Telephone No. : \_\_\_\_\_
6. Fax. No. \_\_\_\_\_
7. E-Mail Address: \_\_\_\_\_
8. Full details of Bengaluru office,  
if the registered office is different \_\_\_\_\_
  - a) Telephone No. : \_\_\_\_\_
  - b) Fax. No: ` \_\_\_\_\_
  - c) E-Mail Address: \_\_\_\_\_
9. PAN /TIN No. (Attach Attested Copy): \_\_\_\_\_
10. Labour Regn. No. (Attach Attested Copy): \_\_\_\_\_
11. E.P.F. Regn. No. (Attach Attested Copy): \_\_\_\_\_
12. E.S.I. Regn. No. (Attach Attested Copy): \_\_\_\_\_
13. PSARA Regn. No. (if any): \_\_\_\_\_
14. GST Regn. No. (Attach Attested Copy): \_\_\_\_\_

15. Details like number of security personnel presently on rolls deployed in different organizations/ firms/companies etc, be furnished along with copies of up-to-date ESI, PF remittance statement.

<b>Name of the organizations/ firms/ companies</b>	<b>No. of security persons</b>	<b>Categories of Security personnel</b>	<b>Period of contract From.... To.....</b>

16. Financial turnover of the tendering **Company / Firm / Agency** for the last 3 financial Years: **(Enclose Auditors report)**

<b>Financial Year</b>	<b>Amount (Rs. In Lakhs)</b>	<b>Remarks, if any</b>
2016-17		
2017-18		
2018-19		

17. Total number of manpower (**only in Security**) as on the date of participating in the tender
18. Give details of the Three major Security contracts( with at least deployment of 25 and above personnel in single unit/establishment) executed by the tendering Company/ Firm /Agency at any PSUs /Research Organization /Government Departments/MNC during the last three years in the following format.

<b>Sl. No</b>	<b>Details of the client along with details of contact person ,name/telephone/F AX No.</b>	<b>Amount of Contract (Rs.in Lakhs)/month</b>	<b>Duration of Contract</b>		<b>No of security guards provided</b>
			From	To	
1					
2					
3					

**Note:**

- a. It is mandatory to obtain a certificate from the organizations where presently security service is being provided.
- b. If the space provided is insufficient, a separate sheet may be attached)

19. Details of Earnest Money Deposit : \_\_\_\_\_  
(Amount, DD No. & Date, Name of the Bank etc.,)

20. Additional information, if any \_\_\_\_\_  
(Attach separate sheet, if required)

**Note: The bidders are required to submit copies of the documents wherever applicable. The tender will be disqualified if any of the above documents are not attached along with the Technical Bid.**

<b>CERTIFICATE OF ETHICAL PRACTICES</b>	
I.	I / We assure the Centre that neither I / We nor any of my / our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.
II.	Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Centre.
III.	I / We will have no conflict of interest in any of our works / contracts at the Centre.
DATE: PLACE:	
SIGNATURE OF THE TENDERER	

## ANNEXURE IV

### COMMERCIAL BID

1. Name of tendering Company / Firm / Agency: \_\_\_\_\_
2. Rates are to be quoted per person per month in accordance with the prevailing rates of the Minimum Wages Act of Central Government and other bye-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.) for the manpower.

Sl. No.	Particulars	Supervisors Highly Skilled	Security Guards/ Skilled
01	Wages (Basic +VDA)	Rs. X 26 days	Rs. X 26 days
02	Reliever Charges		
03	P F @ 13%		
04	E S I @ 4.75%		
05	Other Statutory payments		
06	Cost of Uniform (26 days )		
07	Monthly Service/ Administrative Charges (to be quoted in percentage for Sl. No.1		
	<b>GRAND TOTAL</b>		

**Note:**

1. Tenderer should quote for all the items, based on which the Centre would arrive at the lowest tenderer. The tenderer will be disqualified if the rates are not quoted even for any one of the item. This is made to bring all the tenderers on equal platform to avoid any ambiguity and to arrive at L1.

2. The minimum wages indicated at Sl. No.1 is as applicable on 1<sup>st</sup> Oct 2019 as per Ministry of Labour & Employment, Office of Chief Labour Commission © New Delhi. The specified minimum wages (Basic + VDA) per shift for:
3. The Centre administration has decided/proposed to prescribe a minimum percentage of administrative charges to the agencies for providing service. The minimum prescribed percentage will be kept in a sealed cover and will be opened just before the opening of the commercial bids. The commercial quotes below the prescribed minimum administrative charges will be declared as not qualified and their commercial bid will be rejected “
4. In the event of more than one security Agency quoting same prescribed minimum percentage of Administrative charges, then the Committee will select an agency having better administrative infrastructure, clientele, financial turnover and number of security personnel on their role. The decision of the Director CENS is final and binding pertaining to this tender for security services.

Date:

Place:

**Signature of Tenderer**

## **SCHEDULE – B**

### **TERMS OF PAYMENTS**

The charges for security services shall be paid on monthly basis latest by 15<sup>th</sup> of the succeeding month provided; the bills are submitted well within time. Minimum wages as per Central Minimum Wages Act is applicable.

Security Supervisor	Minimum Wages X No. of shifts
Security Guard	Minimum Wages X No. of shifts
Reliever Charges	
Uniform Allowances	Rs.200/- 26days
ESI	@ 4.75% of wages
EPF	@ 13 % Maximum for Rs 15,000/-
Administrative Charges	In percentage for column No. 1
GST	As per Govt of India rates

**ANNEXURE V****Check-List**

<b>PARTICULARS</b>	<b>Compliance (Yes/NO)</b>
Technical bid, sealed in a separate envelope superscribed as “TECHNICAL BID” is submitted	
Commercial bid, sealed in a separate envelope superscribed as “COMMERCIAL BID” is submitted	
Earnest Money Deposited (DD No. and banker name, date and amount)	
Proof of FINANCIAL Turn-over for previous years enclosed	
Copy of Registration certificate with Labour Department enclosed	
Copy of PAN Card enclosed	
Copy of PSARA registration certificate enclosed	
Copy of the IT return filed for the last Financial year enclosed	
Copies of EPF and ESI registration certificates enclosed	
Copy of GST Certificate	
Copy of KST/CST/VAT/TIN enclosed	
Number of Security persons presently on roll along with copies of up-to-date ESI, EPF remittance statements are enclosed	
Clientele list (reputed organizations only) (List of firms where services provided and details including e-mails of contact person(s) and a certificate from the organizations obtained) are enclosed	