



**TENDER DOCUMENT FOR**

**Security Services at Advanced Materials and Processes Research  
Institute (AMPRI) Bhopal**

**Tender No: Gen/Contracts Labour/2017**

**Dated: 11.02.2017**

**SCHEDULE OF TENDER**

<b>SALE OF TENDER DOCUMENT</b>	<b>:</b>	<b>13.02.2017 to 27.02.2017 (from 9.00am to 5.00pm)</b>
<b>BID SUBMISSION</b>	<b>:</b>	<b>28.02.2017 (Up to 13:00 Hrs.)</b>
<b>BID OPENING</b>	<b>:</b>	<b>28.02.2017 (At 15:00 Hrs.) at the Saranjamsals AMPRI, Bhopal- 462026</b>
<b>TENDER DOCUMENT PRICE</b>	<b>:</b>	<b>₹. 500/-</b>
<b>EARNEST MONEY</b>	<b>:</b>	<b>₹. 2,00,000/-</b>



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**INDEX**

<b>S. No.</b>	<b>PARTICULARS</b>	<b>PAGE NO.</b>
<b>1</b>	TENDER NOTICE (NIT)	<b>3</b>
<b>2</b>	Eligibility criteria.	<b>4-5</b>
<b>3</b>	Instructions to Service Provider.	<b>6-7</b>
<b>4</b>	General Terms And Conditions (GTC)	<b>8-12</b>
<b>5</b>	Scope of Work (Annexure - 'A')	<b>13-14</b>
<b>6</b>	Manpower requirement. (Annexure – 'B')	<b>15-16</b>
<b>7</b>	Technical Bid Performance (Annexure – 'C')	<b>17-18</b>
<b>8</b>	Strength of Security Staff (Annexure-'D')	<b>19</b>
<b>9</b>	Declaration (Annexure – 'E')	<b>20</b>
<b>10</b>	Financial bid. (Annexure – 'F')	<b>21-22</b>
<b>11</b>	Check List. (Annexure - 'G')	<b>23</b>
<b>12</b>	Undertaking (Annexure -'H')	<b>24</b>



### NIT No. Gen./ Contract Labour/2017

Sealed tenders under two bid system are invited from experienced contractors/registered firms for supply of contract workers for Security & Cleaning services. Details of estimated value of contracts, EMD etc. are as follows:-

Sl. No.	Description of Job	Estimated annual value (₹.)	Cost of the tender documents (₹.)	EMD (₹.)	Last date for Sale of tender	Last date for receipt of tender	Date & Time of opening
1	Security	40 Lakhs	500	2,00,000	27.02.2017	28.02.2017 at 13:00 hrs	28.02.2017 at 15:00 hrs
2	Cleaning	15 Lakhs	500	75,000	-do-	-do-	-do-

Interested contractors may obtain tender documents for each work separately on working days upto 27.02.2017 on payment of cost of the tender document as above through Bank Draft (non-refundable) by submitting an application addressed to Director, AMPRI, Bhopal alongwith documentary evidence of relevant experience and Income Tax Clearance Certificate/latest Income Tax Return filed. The Bank Draft/DD shall be drawn in favour of “Director, AMPRI, Bhopal” payable at Bhopal from any nationalized bank. Tender documents can also be downloaded from our website [www.ampri.res.in](http://www.ampri.res.in). The document can be submitted alongwith payment of ₹.500/- through DD drawn in favour of “Director AMPRI Bhopal” tender cost.

For further details visit our website [www.ampri.res.in](http://www.ampri.res.in).

Sd/-  
Sr. Controller of Administration



## 2. ELIGIBILITY CRITERIA

### 1. GENERAL :-

The CSIR-ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE (CSIR-AMPRI), Bhopal is one of the premier research and development organization under the aegis of Council of Scientific & Industrial Research (Ministry of Science and Technology, GOI). Security is a very sensitive matter for the organization since it deals with critical technologies. The Institute is spread over an area of 80 acres. We are, therefore, looking for a reputed Security Agency who can provide security services of high degree expertise with the latest techniques of security for protection of land & building, fixtures, Machineries, Vehicles, Staff on sensitive installations against theft/terrorism/sabotage etc as under. The present tender is being invited for availing security services under which they shall Provide trained Security Personnel to safeguard AMPRI Bhopal properties i.e. building, equipments, materials and staff. The required number of security personnel are 20 Security Guards 24\*7. The number may vary (decrease/increase) as per actual requirement of institute.

### 2. ELIGIBLE SERVICE PROVIDERS:-

**2.1** The Service Provider should have registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Companies Act 1956, providing similar kind of services **during last ten years (10 years) as on 31.12.2016** (i.e. providing security services through Ex-servicemen/ Civil Guards) in Large R&D Organisations such as CSIR/ICAR etc. Public or Private Sector Companies/ Undertakings, Autonomous Bodies, Universities run by Central Government/State Government Departments, satisfactory.

**2.2** The Service Provider must have an average annual turnover of **Rs. 70.00 Lakhs (Rs. Seventy Lakhs) only** during the last Five Financial Years i.e. starting from 2011-12 to the date of closer of tenure duly certified by the Chartered accountant. Copies of the following documents should be submitted along with the Technical Bid.

- (a) Self attested copy of Balance Sheet or Turnover audited by Chartered Accountant of last five years i.e. starting from 2011-12 to the date of closer of tenure
- (b) Income tax return for last three years.
- (c) Service Tax Registration certificate.
- (d) Self Attested Copy of PAN Card.
- (e) ESIC and EPF registration numbers/certificates.
- (f) Registration certificates under contract Labour (R&A) Act 1970.
- (g) Registration under private Security Agencies (Regulation) Act 2005
- (h) Registration under shops and Establishment Act 1958
- (i) Valid Registration under Security Agencies (Regulation) Act 2005
- (j) Copy of proof of depositing contribution towards EPF, ESI & Service Tax ending last quarter of the year. Tender without these documents shall be summarily rejected.

**3.** The Registered /Branch Office in Bhopal with necessary infrastructure for Security Services is must as quality contract is necessary if the Contract is awarded. The address of the registered company along with name of contact person with cell phone no. will be furnished to the institute within 30 days from the date of issue of **Order**. In case no office is available presently at Bhopal, the same shall be opened within 30 days of award of contract.

Signature of Contractor



4. Service Provider have to submit minimum **five satisfactory completion certificates alongwith the work orders in the Security of last ten years** from the Clients/Employers in support, failing which the information is liable to be treated as invalid.
5. The Service provider have been supplying three running contract in Security with not less than 30 guards at one place/one site each.
6. The Service Provider must have a valid license under the Private Security Agencies (Regulation) Act, 2005. If the validity of license is going to expire during currency period of contract, it is obligatory for the Service Provider to get the validity renewed for such a period which should cover the period of contract including extension period if any.
7. The Service Provider should submit self attested copy of license valid as on date of opening of technical bid under the Contract Labour (R&A) Act 1970 in respect of any employer(s) for whom the Service Provider is currently undertaking the work of providing security services through contract labour.

Signature of Contractor



### 3. INSTRUCTIONS TO SERVICE PROVIDER

1. Eligible agencies are advised to visit the CSIR-AMPRI Bhopal to get the on site assessment of the work on any working day between **10:00 am to 5:00 pm** after taking permission from the Director, CSIR-AMPRI, Bhopal.
2. The Tenders are to be submitted under two bid system i.e. - **Technical Bid and Financial Bid.** The technical bid should contain the papers to fulfill all the eligibility criteria, certificate of experience, satisfactory performance certificate, undertakings as per instructions. Financial Bid should contain the rates quoted for the services to be provided as per instructions given in the tender document. Both the bids should be submitted in two separate sealed envelopes super scribed as "Technical Bid for "Security Services" and Financial Bid for "Security Services". Both sealed envelopes should be put in a third sealed envelope and should be super scribed "**Tender for Security Services at CSIR-AMPRI Bhopal.** Sealed tenders be addressed to the Director, AMPRI, Bhopal. The completely filled Tender should be dropped in the Tender Box Kept in the office of the **Sr. Controller of Administration** by the stipulated date and time. No tender submitted or received after the closing date and time will be considered.
3. The declaration in the prescribed proforma (**Annexure -E**) should be submitted along with the Technical Bid.
4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of **Rs.2.00 Lacs. (Rs. two Lacs) Only** in the form of Demand Draft from any **scheduled/nationalized** Bank drawn in favour of Director AMPRI Bhopal payable at Bhopal. In the absence of EMD, the tender shall be summarily rejected. The earnest money shall be refunded to the unsuccessful Service Provider after finalization of the contract. It shall be refunded to the successful Service Provider on receipt of the performance security deposit. No interest is payable on the EMD.
5. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorised signatory.
6. The bid shall be valid for **180 days** from the date of opening.
7. Tender incomplete in any form will be rejected outright. Conditional Tenders will be rejected outright
8. The closing date and time for receipt of tenders will be **28.02.2017 at 13:00 hours.**
9. The tender shall be opened on **28.02.2017 at 15:00 hours** in Saranjamsala CSIR-AMPRI Bhopal, in the presence of the authorized representative of the Service Provider, who wish to be present at that time. All the Technical Bid will be scrutinized, by the evaluation committee constituted by the Director to check all relevant documents for their authenticity and the Service Provider whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.
10. No Service Provider will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand Forfeited.

**Signature of Contractor**



11. In case the successful Service Provider declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
12. A formal contract shall be entered into with the successful Service Provider within a period of 15 days in this contract; the successful tenderer shall be defined as Service Provider.
13. The successful Service Provider will have to deposit a Performance Security Deposit of 10% of total estimated annual cost of the contract (i.e. ₹.4.00 lakh) in the form of Bank draft /Fixed Deposit Receipt/ Bank Guarantee of scheduled bank in favour of Director CSIR- AMPRI Bhopal payable at Bhopal valid for 60 days beyond the expiry period of contract. The limit /period of performance security deposit will be enhanced/renewed as may be warranted under the prevailing circumstances during the currency of contract or as the case may be.
14. The successful Service Provider will have to deposit the Performance Security of ₹.4.00 lakhs within seven days from award of the contract failing which the order will be automatically cancelled and the work will be awarded to the next selected party/firm. Any request for extension of period for deposit of Security Deposit will not be accepted in any circumstances.
15. Each page of the tender documents and papers submitted should be **numbered signed and stamped** by the authorized signatory in acceptance of the terms and conditions laid down therein.
16. The Director CSIR- AMPRI Bhopal reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.
17. The competent authority of CSIR-AMPRI Bhopal reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.

**Signature of Contractor**



#### **4. GENERAL TERMS AND CONDITIONS (GTC)**

1. The security personnel provided shall be the employees of the Service Provider and all statutory liabilities will be paid by the Service Provider such as ESI, PF, etc. The list of staff going to be deployed shall be made available to the Institution and if any change is required on behalf of Institution fresh list of staff shall be made available by the Service Provider after each and every change. The Service Provider should issue an appointment order to their security personals.
2. The Service Provider shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Private Security Agencies (Regulation) Act, 2005 and Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970. EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the Service Provider for the CSIR-AMPRI Bhopal.
3. The antecedents of security staff deployed shall be got verified by the Service Provider from local police authorities and an undertaking in this regard to be submitted to the Sr. Controller of Administration.
4. The Service Provider will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the CSIR- AMPRI, Bhopal.
5. All liabilities arising out of accident or death while on duty shall be borne by the Service Provider.
6. Adequate supervision and check to be carried out/will be provided to ensure correct & effective performance/alertness of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/suspicious objects/person in the buildings/premises of Institution. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places. Trolley mirrors will be used for the inspection of four wheelers/other vehicles.
7. Service Provider and its security staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the CSIR- AMPRI premises.
8. The Service Provider shall have his own Establishment/Set up/Mechanism to provide training to guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
9. The Service Provider shall be responsible to protect all properties and equipments of the CSIR-AMPRI entrusted to it. In the event of any loss on his negligence to the properties/equipments/buildings of CSIR- AMPRI Bhopal, such loss will be made good from the amount payable to the Service Provider. The decision of the Director CSIR-AMPRI Bhopal in this regard will be final and binding on the Service Provider.
- 10 The Service Provider shall do and perform all such Security services, acts, matters and things connected with the administration, Security Officer in-charge or any other officer / committee nominated for this work will conduct the surprise check to ensure that the arrangements made by the Service Provider is found in accordance to such directions, instructions issued from time to time which have been mutually agreed between to the parties

**Signature of Contractor**





11. The CSIR- AMPRI Bhopal shall have the right, to have any person removed who is considered to be undesirable or otherwise.
12. The personnel engaged by the Service Provider shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which **it will invite a penalty of ₹.300/- on each occasion**. The penalty on this account shall be deducted from the Service Provider's bills. This is applicable if the guard found sleeping when checked by CSIR-AMPRI authority.
13. The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the Staff.
14. The eight hours shift will normally commence from 6:00AM to 2:00 PM, 2:00 PM to 10:00AM, 10:00AM to 6:00AM. But the timings of the shift are changeable and can be fixed by the AMPRI Bhopal from time to time depending upon the requirements.
15. The security personnel deployed by the Service Provider shall work under overall supervision & direction of the CSIR-AMPRI Security Officer. The CSIR-AMPRI Security Officer or any delegated officer shall specify the services of guards to be obtained in each shift.
16. The reimbursement of wages paid would be made on monthly basis for all shifts deployed by the Service Provider based on the attendance sheets duly verified by the concerned In-charge of the Institute. No other claim on whatever account shall be entertained by the CSIR-AMPRI Bhopal. The Service Provider will ensure that personnel's engaged by him are paid their wages in time. To ensure this requirement, the following procedure will be adopted:-
- a) Service Provider shall pay monthly wages by 7<sup>th</sup> of each ensuing month. Disbursement of monthly wages shall not be linked to the payment of reimbursement bill.
- b) In order to ensure that entitled wages are disbursed by 7<sup>th</sup> of the ensuing month, the following schedule will be adhered to:
- i) Monthly bill cycle will be from 1<sup>st</sup> day of the previous month to last day of the month.
- ii) Monthly bill as per above cycle, will be submitted by the service provider in the first week of next month.
- c) The service provider must ensure that entitled wages of the workers are disbursed latest by 7<sup>th</sup> of the ensuing month,. Service provider will not be given any relaxation in this matter. Undue delay in payment of wages will attract penalty.
17. (a) In case any of Service Provider's personnel(s) deployed under the contract is (are) absent, a penalty equal to (double) the wages of number of guards/supervisors absent on that particular day shall be levied by the Institution and the same shall be deducted from the Service Provider's bills.
- (b) In case any of Service Provider's personnel deployed under the contract fails to report in time and Service Provider is unable to provide suitable substitute in time for the same it will be treated as absence and **penalty of Rs. 200/- per vacant point per shift** be deducted from the Service Providers bill.
18. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Service Provider, the Security Deposit of the Service Provider shall stand forfeited.
19. Any liability arising out of any litigation (including those in consumer courts) due to any act of Service Provider's personnel shall be directly borne by the Service Provider including all expenses/fines. The concerned Service Provider's personnel shall attend the court as and when required.



20. If the Service Provider is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the CSIR-AMPRI for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the CSIR-AMPRI Bhopal.
21. During the course of contract, if any Service Provider's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Institution, the Director CSIR-AMPRI Bhopal shall be entitled to terminate the contract forthwith duly forfeiting the Service Provider's Performance Guarantee (Security Deposit).
22. The Service Provider shall not engage any such sub-Service Provider or transfer the contract to any other person in any manner.
23. The Service Provider shall indemnify and hold the Institution harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the Service Provider.
24. The Service Provider shall employ person above the age of 18 yrs. and below the age of 50 years. Manpower so engaged should be trained for providing security services and fire fighting services.
25. The Service Provider shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Institution will be at liberty to get anybody re-examined in case of any doubt. Only physically fit personnel shall be deployed for duty.
26. Security staff engaged by the Service Provider shall not take part in any staff union and association activities.
27. The Service Provider shall bear all the expenses incurred on the following items i.e. Uniform, Shoes Provision of torches and cells, lathi and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements
28. The CSIR- AMPRI Bhopal shall not be responsible for providing residential accommodation to any of the employee of the Service Provider.
29. The CSIR- AMPRI does not recognize any employee-employer relationship with any of the workers of the Service Provider.
30. If as a result of post payment audit any overpayment is detected in respect of any work done by the Service Provider or alleged to have been done by the Service Provider under the tender, it shall be recovered by the Institution from the Service Provider

**Signature of Contractor**



31. The Service Provider shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the CSIR- AMPRI etc.
32. The Service Provider along with reimbursement claim bill will submit self attested copy of ECR of EPF, ESI, & service tax have to the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
33. The Service Provider should have their own supervisory and quick response team in Bhopal to deal with any emergency situations.
34. The Service Provider has to deploy fulltime supervisor at his own cost to supervise the contract.
35. The Service Provider shall provide emergency medical treatment to its Contract Worker through hospital etc, in case of need, failing which any cost incurred by the AMPRI, Bhopal towards the treatment shall be recovered/adjusted from the payment due/security deposit of the Contractor.
36. The Service Provider is expected to examine all Instructions, Terms and Conditions in the Tender Documents, failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the Service Provider's risk and may result in rejection of his bid.
37. The tender shall not make or cause to be made any alteration, ensure or obliteration to the text of the Tender documents.

**38. Duration of Contract:-**

The period of the contract will be one year (initially with a trial period of six months) which would be extendable for a further period as may be mutually agreed by both the parties on the same T&C as stipulated in the tender document. However, the contract would be terminable on serving one months notice by either side.

**39. FORCE MAJEURE**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or fifteen days, whichever is more, either party may at its option terminate the contract.

**40. Right to accept any Bid or reject any or all Bids :-**

**40.1** The Director CSIR- AMPRI Bhopal is not bound to accept the lowest or any bid and may at any time terminate the tendering process without assigning any reason

**40.2** The Director CSIR- AMPRI Bhopal may terminate the contract if it is found that the Service Provider is black listed during last 5 years by the any of the Govt. Departments/Institutions/ Autonomous bodies/Local Bodies/Municipalities/Public Sector Undertakings, etc.

**40.3** The Director CSIR- AMPRI Bhopal may terminate the contract in the event the successful Service Provider fails to furnish the Security Deposit/Performance Security or fails to execute the agreement within a week from issue of the work order.

**Signature of Contractor**



#### **41 Award of Contract:-**

**41.1** The Director CSIR- AMPRI Bhopal will award the contract to the successful evaluated Service Provider whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

**41.2** In case the rates quoted in financial bid by the service provider are found same the L-1 will be decided by the Competent Authority. Before commencement of lottery process all Service Provider present at the time shall give an undertaking that the outcome of the lottery system will be fully honored and binding on them.

**41.3** The successful Service Provider by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted (hereinafter and in the condition of contract called the “Letter of Award”)

**41.4** The successful Service Provider will be required to execute a agreement within in 7 days from the date of issue of Letter of Award.

**42.** The offers/bids which are not in consonance of Minimum Wages Act and any other Labour laws will be treated as invalid.

#### **43. OBLIGATION OF THE SERVICE PROVIDER:**

The Service Provider shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Service Provider shall submit copies of acknowledgments evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the Service Provider in respect thereof, which may arise. The Service Provider shall also comply with all applicable statutory liabilities such as labour laws etc.

#### **44 Dispute Resolution**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to DG, CSIR or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The Arbitrator may give interim award(s) and/or directions, as may be required.
4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

#### **45. JURISDICTION OF COURT**

The courts at BHOPAL shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Signature of Contractor**



**5. SCOPE OF WORK OF THE SERVICE PROVIDER**

The CSIR- ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE (CSIR), Bhopal is one of the premier research and development organization under the Council of Scientific & Industrial Research (Department of Science and Technology). Security is a very sensitive matter for the organization since it deals with critical technologies. The Laboratory is spread over an area of 80 acres and security is required on places such as Administrative Building, Laboratory Building, Guest House, Main Gate, Bank Gate, Saket Nagar Gate. We are, therefore, looking for a Security Agency on job contract basis, which can provide security of high degree with expertise in the latest techniques of security of sensitive installations against terrorism/sabotage etc. The Security Guards /Security Supervisors are to be deployed for 8 hrs in three shifts in such a manner that continuity at all time and on all days is maintained.

1. Unarmed security services are required 24 hours per day, 7 days per week throughout the entire year.
2. Security Guards assigned to perform work under this CONTRACT shall wear uniforms at all times. These uniforms must clearly identify the name of the security CONTRACTOR and the name of the individual security guard. The Security Guards Be able to communicate effectively in both written and oral Hindi.
3. The contractor should assume complete responsibility for the security of the property, stock and premises of the laboratory. Every aspect of the security including Laboratory protection. Personal security, prevention of theft, prevention of unauthorized movement of laboratory goods. Protecting the Building/fixtures/fitting/materials from theft, fire and rescue operation.
4. He shall be liable to make good of the loss theft, pilferage etc. on any other account due to negligence of the personnel provided by him.
5. All the security point viz. Administrative Building, Laboratory Building, Guest House, Main Gate, Bank Gate, Saket Nagar Gate and surrounding areas should be managed in a such fashion under the supervision of his own supervisor so that security guards are available/deployed in all the three shifts of 8 hours round the clock on all the days of week including off days and holidays. One additional security guard is to be posted at main gate in general shifts.

**6. CHARTER OF DUTIES :**

- Post wise deployment must be made by the Service Provider and the guard briefed daily on his charter of duties and confirmed in writing by duty post orders. This Duty Chart s to be made fortnightly or monthly basis duly signed by the authorized Manager of the Service provider keeping all the guards in rotation.
- Proper Handing / Taking Over of duties, of the duty post. Each and every guard must be conversant with his duties and the areas of responsibility. Briefing will be carried outgoing and incoming incumbents, fifteen minutes before commencement of duties in the presence of the Supervisor and records maintained in writing.
- If the guard is absent to take over the duty, suitable replacement to be arranged to relieve the guard.
- Each and every guard must be made responsible and accountable for duties at Post.
- An adequate number of security Guards (Relievers 6:1 Ratio) are required to meet the schedule described above. Submission of reports within 24 hours for security related incidents to the contractor for onward intimation to CSIR- AMPRI
- Control public access to the CSIR- AMPRI premises. Carry out the duties of Access Control at all Entry and Exit points and verification of identity cards and passes. At Main Gate recording the movements of employees as AND WHEN DIRECTED BY THE COMPETENT AUTHORITY.
- Material /equipment movement control. Screening and recording of all incoming and outgoing men and materials.





- Manner of patrolling (as opposed to loitering around) , discreet surveillance and reporting procedures in the vicinity of site.
- Communications skills on telephone and walkie-talkie.
- Conversant with clients / list of emergency telephone Nos. and salient aspects of all local rules and regulations.
- Report writing and investigation of petty crimes and knowledge of local traffic rules.
- Keys management.(Key Issue & Receipt)
- Fire drills, building evacuation plans, fire and life safety policies, bomb threats and terrorist acts.
- Sound public relations and customer friendly behavior.
- All guards will be in possession of a pocket notebook and pen at all times. Cost to be borne by the Service Provider.
- All kinds of training, including on job training, on communications such as walkie-talkie etc. specialized training on fire safety will be arranged at Service Provider cost.
- Guards should carry Lathi (Baton), Whistle and torch while proceeding for duty.(Torch is during dusk to dawn)
- Daily Flag hoisting and lowering of National Flag
- Guard parade during National Festivals 26<sup>th</sup> January and 15<sup>th</sup> August.
- Securities light switch on during dusk and switch off during dawn.
- Preventing entry of stray animal in to the campus.
- Should be always alert at duty post and not to sleep.
- Recording the number of Vehicles and personal at Andhra bank Gate.

**Signature of Contractor**



6.(A) MAN POWER REQUIREMENT: as per the following

Annexure-B

S. No.	Manpower description	Nos.
1	Security Guards in 3 shift	20

Sl No	*Existing Security points	No. of Security Guards (without Gun)/supervisors (without Gun)
1	Main Gate	3+1*(office shift)
2	Reception	3
3	*Sub-station (near Andhra bank)	3
4	Proto type	3
5	Saket Nagar	3
6	Guest House	3
7	Night Patrolling	1

\* Security supervisors to be deployed for all three shifts. The number of security personnel/points may change as per requirement.

**It is the responsibility of Service Provider to provide minimum nos. of manpower as per the schedule all the Security staff posted by the Service Provider shall be verified of their police records and other information's prior to posting at CSIR- AMPRI. The posted Security Staff shall not be having any relatives working in CSIR- AMPRI.**

**Penalties: The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:**

S.N.	Description of Irregularities	Penalty
1	If the required workers are less than the minimum required.	@ Rs. 200/- per worker /day
2	Staff not in Uniform/ without I-Card.	@ Rs. 200/- per worker /day

**Signature of Contractor**



**6(B)**

The Service Provider will have to provide two sets of uniforms mentioned below at his cost and other accessories as mentioned below. as per approved color code each year including I Cards, Shoes , Cap, Belts whistle to all the workers & gum boots, rain coat (to whom required as per work allocation) of good quality, colour code, will be approved by the competent authority of CSIR-AMPRI, the dress includes full trousers, & shirt with full sleeves.

**A. SUMMER DRESS:**

S. No.	Items	Quantity
1.	Shirt	02 Nos.
2.	Trouser	02 Nos.
3.	Shoe	1 pair
4.	Shocks	2 pair
5.	Pea Cap (For designated ASO Only)	1 No.
6.	Barret (For Guard and Supervisor)	1 for each
7.	Belt Leather	1 for each
8.	Line yard	1 for each
9.	Whistle	1 for each
10.	Shoulder Badge/Manogram of the Security agency	1 for each
11.	Stars (For designated ASO)	3 pair
12.	Stars (for Security Supervisor)	2 pair for each Supervisor

**B. WINTER :**

Jersey Woolen - 1 for each

S. No.	Items	Quantity
1.	Gum Boot	1 pair for each
2.	Rain Coat	1 for each post-wise.

**D.** In addition to above sufficient number of cane stick and Torch to be provided to each Security Post.

**Signature of Contractor**





7. **TECHNICAL BID FOR SECURITY SERVICES (Envelope-I)**

**A. DETAILS OF SERVICE PROVIDER:**

1	<b>NAME OF TENDERING COMPANY/FIRM SERVICE PROVIDER</b>	
2	<b>NAME OF OWNER /DIRECTOR</b>	
3	<b>FULL PARTICULARS OF OFFICE</b>	
	(a) Address	
	(b) Telephone No.	
	(c) Mobile No. (Contact Person)	
	(d) Fax No.	
	(e) E-Mail Address	
4	<b>FULL PARTICULAR OF THE BANKERS OF COMPANY/FIRM/</b>	
	(a) Name of the Bank	
	(b) Address of the Bank	
	(c) Telephone No.	
	(d) Fax No.	
	(e) E-Mail Address	
	(f) RTGS/NEFT Code.	
5	<b>REGISTRATION DETAILS (Attach self Attested Copies)</b>	
	(a) PAN No.	
	(b) Services Tax Registration No.	
	(c) E.P.F Registration No.	
	(d) E.S.I Registration No.	
	(e) Registration No. [Under Private Security Agencies (Regulation) Act. 2005]	No. Valid up to
	(g) Registration Certificate Under Contract Labour (R&A) Act 1970	No. Valid up to
6	<b>DETAILS OF EARNEST MONEY DEPOSIT (non-interest bearing)</b>	
	(a) Amount (Rs.)	
	(b) D.D. No & Date	
	(c) Drawn on Bank	
	(d) Valid up to	
7	<b>AVERAGE ANNUAL TURNOVER RS. 70.00 Lakhs (Self attested copy of audited account by CA)</b>	
	(a) 2011-12	Rs.
	(b) 2012-13	Rs.
	(c) 2013-14	Rs.
	(b) 2014-15	Rs.
	(c) 2015-16	Rs.

Signature of Contractor



Sl.No.	Name and address of the Organization, with whom contract exists	No. of manpower deployed	Value of contract (Rs)	Duration of contract	
				From	To
				dd/mm/yy	dd/mm/yy
1	2	3	4	5	6
1					
2					
3					
4					
5					
Additional information, in any					

**Signature of Authorized Signatory**

**Date:**

**Name:**

**Place:**

**Seal:**



**ANNEXURE-D**

**8. (i) STRENGTH OF SECURITY STAFF AVAILABLE WITH SERVICE PROVIDER AS ON THE DATE OF SUBMISSION OF BID**

S. No	Designation	No. of Person
1	2	3
1	Security Supervisor	
2	Security Guard with Arms	
3	Security Guard without Arms	

**(ii) Details of Other Security Staff (if) available with Service Provider**

S. No	Designation	No. of Person

**(iii) Total No of Security Personnel's.....No.**

**iv) No. of running contract in Security**

S. No	Name of the Office	Period		No. of Person
		To	From	

**Signature of Authorized Signatory**

**Date:**

**Name:**

**Place:**

**Seal:**



9. **DECLARATION**

1. I, ..... Son / Daughter  
of Shri ..... Proprietor / Partner / Director /  
Authorized Signatory of ..... am competent to  
sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby  
convey my acceptance of the same.

3. The information / documents furnished along with the above applicable are true and authentic  
to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any  
false information / fabricated document would lead to rejection of my tender at any stage liabilities  
towards prosecution under appropriate law.

**Signature of Authorized Signatory**

Date : Full Name:

Place : Company's Seal:

**N.B: The above declaration, duly signed and sealed by the authorized signatory of the service  
provider, should be enclosed with Technical Tender.**

**Signature of Contractor**



10.

**Financial Bid for Security Services**  
**(In sealed cover-II superscribed Security Services)**  
**Tentative Requirement**

S. No	Description	No.
1	Security Guards	20

Presently	Security Personnel Without GUN (as per Deputy Chief Labor Commissioner (Central), Ministry of Labour, Govt of India, Jabalpur notification)
Wage	₹.353/- per day
EPF-Employers Shares-13.61%	₹.48.04/-
ESI- Employers Shares-4.75%	₹.16.76/-
Bonus 8.33% (as per eligibility)	₹.29.40/-

**(To be filled in by Service Provider)**

**Bid of Service Charge (in %) \_\_\_\_\_ In words \_\_\_\_\_ percent.**  
**Service tax will be extra as applicable.**

**Signature of Authorized Signatory**

**Important Note: -**

- 1) As per provision contained in Ministry of Finance Deptt. of Expenditure. Office Memorandum No. 29(1)/2014-PPD Dated 28.01.2014 Service Charge below 0% (Nil) will be treated as unresponsive and summarily rejected.
- 2) Service Charge will be applicable only on Gross wage payment excluding service Tax.
- 3) Quoted amount shall be inclusive of all taxes excluding Service Tax. Service Tax shall be paid if applicable.
- 4) Month: - Means calendar month as per Gregorian calendar i.e. 12 months, 365/366 days in a year.
- 5) There will be no increase in percentage rate of service charges during the entire contract.

**Signature of Contractor**



- period (including extension if any) except provisions made under T&C of the Tender Document.
- 6) The number of Security Personnel can be decreased / increased depending upon actual requirement.
  - 7) The Service Provider will have to provide two sets of uniforms and other accessories at his cost. as per approved color code each year including I Cards, Shoes , Cap, Belts whistle to all the workers & gum boots, rain coat (to whom required as per work allocation) of good quality. Color code, will be approved by the competent authority of CSIR- AMPRI. The dress includes full trousers, & shirt with full sleeves.
  - 8) The Service Provider has to ensure payment on the basis of current minimum wages rates applicable in Bhopal, circle as per Central Govt. Rules to the security personnels deployed at CSIR- AMPRI. The Service Provider will make payment through cheque in bank account of each security personnels deployed for CSIR-AMPRI, Bhopal and will forward a copy of the monthly bank statement to the institute after deposit of cheques. Further, the copy of ESI cards, EPF No. issued to the workers should also be submitted to institute.

### **Declaration**

I/we declare that, I/we will abide by all the T&C of tender document if contract is awarded. I/we also understand that the Director, CSIR-AMPRI, Bhopal reserves all right to cancel our offer in part or full without assigning any reason, what so ever, I/we will have no right to challenge such rejection in any court of law.

I understand that the number of Security Personnel can be decreased/increased depending upon actual requirement.

I understand that I need to supply uniforms as obligations at 6 (3) at my own expenses and also deploy a supervisor for the above purpose and I shall not request for reimbursement from AMPRI on this course I undertake to disburse wages on the seventh of subsequent month and also deposit EPF and ESIC Contributions and submit the Challans alongwith the copy of ECR

**Signature of Authorized Signatory**

**Date:**  
**Place:**

**Full Name:**  
**Company's Seal**



ANNEXURE - 'G'

11. **CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

Confirm the enclosure of all the below documents without which Service Provider may not be eligible to participate in the tender.

S.N	Items	Confirm
1	Cost of Tender Form (₹.500/-)	
2	EMD (₹.2 lakh)	
3	Tender form with complete technical bid and Financial Bid, with all pages serially numbered, signed and stamped on each page.	
4	Audited Balance Sheet or Turnover certificate by Chartered Accountant of last five years i.e. 2011-12, 2012-13, 2013-14, 2014-15 & 2015-16.	
5	Income Tax statement of last three years.	
6	Self Attested Photo Copy of PAN Card	
7	EPF Registration Certificate Copy, with last payment details	
8	ESI Registration Certificate Copy, with last payment details	
9	Service Tax Registration Certificate, with details of the last payment.	
10	Registration certificates under contract labour (R&A) Act 1970. Copy of valid labour license.	
11	Documents in support of contract fulfilled in last 10 year along with their values in support of the experience and Financial credibility.	
12	Satisfactory completion of contract certificate from previous organization (Minimum Five) and completion certificate.	
13	License for providing Security Services.	
14	Undertaking as per Annexure E.	
15	Financial Bid (Separate envelope) Annexure F	
16	An undertaking Annexure H	

Signature of Authorized Signatory

Date :

Full Name:

Place :

Company's Seal: .....

Signature of Contractor



12. **(TO BE TYPED ON A LETTER HEAD OF THE SERVICE PROVIDER)**

**UNDERTAKING**

To,

**Director  
Advanced Material & Processes Research Institute  
Hoshangabad Road ,Bhopal – 462026**

**Subject :- TENDER for providing security services**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Private Security Agencies (Regulation) Act 2005, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide security services through Ex-Servicemen, Civil Security Guards & Security Supervisors.
5. I/We do hereby undertake that complete security of the Administrative Building, Laboratory Building, Guest House, Main Gate, Bank Gate, Saket Nagar Gate, Narayan Nagar Gate at AMPRI Bhopal and located in city area of Bhopal shall be ensured by our Service Provider, as well as any other assignment considered by the AMPRI Administration.

**Signature of the Service Provider**

**(Name and Address of the Service Provider)**

**Telephone No.....**

**Signature of Contractor**