

केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट) कोरबा

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, (CIPET)

सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट(सी.एस.टी.एस)

CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

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Tender for Procurement of

Hiring of Security Services Providing Agencies

आवश्यक दस्तावेज़/Important Document

अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में बोलीअस्वीकार की जा सकती है।
Bid is liable to be rejected in case of non-eligibility or non-submission of the requisite documents

नोट: सभी आवश्यक दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किए जाने हैं।

Note: All the essential documents are to be uploaded in PDF format only.

IMPORTANT INFORMATION AND DATES

S.N	Description	Details
1	Purchaser	Central Institute of Petrochemicals Engineering and Technology, Korba
2	Tender No	CIPET/Korba/GeM/HMSPA/2022-23/
3	Online Tender submission of bid	www.gem.gov.in
4	Online Tender information available at	www.cipet.gov.in
5	Security Deposit (in Rs.)	10% of the Tender Value
6	Date of E-Tender Publication	As scheduled in GeM Portal
7	Last Date and Time for Submission of Tender	As scheduled in GeM Portal
8	Date, Time of opening of Technical bid	As scheduled in GeM Portal
9	Date and Time of opening of Financial bid	As scheduled in GeM Portal
10	CIPET KORBA - Online Bank Details	CIPET KORBA A/C No : 38014099322 Branch Code: 07454 IFSC Code: SBIN0007454 MICR: 495002311

DOCUMENT

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

1. The tenderer shall quote his Name, Address, Telephone / email etc. in the prescribed format.
2. Agency should have executed minimum 3 work orders having minimum 1 year of engagement in each work orders for providing security services in which it should have atleast 1 work order for providing more than 20 security Guards in Central / State Government /PSU /Autonomous Bodies with a total value of Work Order more than Rs 30 Lakhs. Experience in Central / State Government / PSU / Autonomous Bodies will be given preference.
3. The agency should have experience of executing the orders in 3 continuous years.
4. Agency should have minimum 80 lakhs Average turnover in last three financial years.
5. The minimum service charge may be 3.85% as per OM no. F.6/1/2023-PPD Dated 06.01.2023.
6. The tenderer should give his bank details in the enclosed technical bid.
7. The tenderer should put seal and signature on all the pages of the tender document.
8. 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 **Director& Head, CIPET Korba** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, turnover and length of experience etc. Such decision by the authority shall be final.

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

- a. The successful tenderer has to furnish a security deposit of 10% of total contract value within 10 days of the receipt of the offer letter. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
- b. Security agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET Korba premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F., GST, minimum wages act etc. All such liabilities if any, shall be discharged by agency is made to pay under the written orders of any authority under laws, and amount CIPET, Korba shall be reimbursed by agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET, Korba shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection, with it.

- c. CIPET, Korba shall pay agency contract amount as per the rate quoted in Tender for Security Supervisor and/or Security Guard and the said contract amount shall be paid within 15 days of submission of bill. If CIPET Korba requires posting of any staff in excess of the minimum number as above or doing overtime work, then CIPET, Korba shall pay for the additional staff at such rate as may be mutually agreed upon between the parties or as quoted in tender. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other head/name. The responsibility towards complying with the minimum wages act, PF, ESI and Service Tax other statutory requirements stipulated by Government shall rest with the agency and CIPET, Korba shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
- d. The number of Security personnel can be increased/ decreased as per requirement of CIPET Korba.
- e. Latest Minimum wages as notified by Central Government from time to time shall be paid.
- f. Taxes shall be paid extra by CIPET, Korba at prevailing rate as per Government of India.
- g. Taxes shall be deducted as per prevailing rate from the monthly bill.
- h. The Professional Tax, EPF & ESIC shall be paid as per Government of India norms.
- i. Agency who have MSME Certificate will be given preference.
- j. The agency/bidder must have their office in Chhattisgarh.
- k. The agency/bidder must have PF & ESIC registration in Chhattisgarh.
- l. The agency/bidder must have valid PSARA Certificate valid for atleast one year from the date of publishing of tender.
- m. The education qualification of Security Supervisor and Security Guard at CIPET, Korba.
 - 1. **Security Supervisor:** Graduation Pass and have sound knowledge of security services and maintenance of various registers and records under the control of security supervisor. Preferably Ex-Serviceman from Armed Forces/ Paramilitary Services.
 - 2. **Security Guards:** 10th Pass and Above
- n. CIPET, Korba reserves the right to consider/reject all or any tenders without Assigning any reason/notice. The Management decision in this regard will be final in all Respect and shall be binding on the tenderer.
- o. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Korba only.

TECHNICAL BID

1. Name of the Firm/Company:
2. Name of the Proprietor/Director:
3. Address:
4. Mobile No. / E-mail:
5. Banker's detail (enclose copy):
6. Agency Registration No. /Certificate of the Agency (MSME, NSIC) (enclose copy):
7. Agency should have latest LOI / Work Order from 3 clients in which atleast 1 from Central/State Government/PSU/Autonomous Bodies for more than 20 guards (enclose copy)
8. Turnover certificate from Chartered Accountant for last 3 years (2019-20,2020-21,2021-22)
(Average Not less than 2 crore in last three years (enclose copy):
9. Labour Registration Certificate (Registration in Chhattisgarh-enclose copy):
10. PAN No (enclose copy):
11. GST (enclose copy):
12. Provident Fund No (Registration in Chhattisgarh -enclose copy):
13. Minimum 200 Employee EPF deposit should have done in the previous month of publishing of this tender, which will be verified by EPF portal by TRRN number.
14. No Court Case Declaration:
15. No Blacklisting Declaration:
16. ESIC No (Registration in Chhattisgarh-enclose copy):
17. Bid security Declaration in prescribed format:
18. PSARA CERTIFICATE (Valid for at least 1 year from the date of publishing of advt of tender)
19. Bidder must have Head Office/Brach office/ in Korba division (sambhag) valid registration from last 18 months before publishing of tender notice.
20. If the agency has worked / working in any CIPET centers, they shall submit their performance certificate.

Date:

Seal & Signature of the Tenderer

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On letterhead of Bidder)

I / We, _____ the authorized signatory of..... Participating in the subject Bid No..... for the item / job of....., do hereby declare:

That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender **as per the**

That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of CIPET Korba for a period of one year from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory:

Company Name: