

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)-HAJIPUR



E-TENDER FOR PROVIDING SECURITY AT

**CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR
(Ministry of Chemicals & Fertilizers, Govt. of India)**

Office:Industrial Area,Hajipur-844102

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E-Tender NO:CIPET/E-tender/HJP/Security Services/2020-21/02

Dated30.04.2020

Notice Inviting E-Tender

E-Tender NO:CIPET/E-tender/HJP/Security Services/2020-21/02

Dated :30.04.2020

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

S. No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value(Rs)	EMD in (Rs.)	Tender Fees (Rs.)	Last Date & Time of
1	CIPET/E-tender/HJP/Security Services/2020-21/02 Dated 30-04-2020	Security services at CIPET HAJIPUR	40,00,000/-	150,000/- (Rupees One Lacs & Fifty Thousand Only)	2625/-	25.05.2020 14.00 Hrs

Interested and eligible bidders may view and download detail Tender documents from CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. However, Bidders are also requested to submit hard copy of the online uploaded Technical Bid duly signed by the Authorized person with seal on all pages of the tender documents and the documents attached thereto in support of their claim, packed in an Envelope to Director & Head,CIPET:CSTS-Hajipur, Industrial Area, Hajipur on or before **25.05.2020 by 1400hrs.**

The Tender Fees & EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank in favour of "CIPET Hajipur" payable at Hajipur and shall be submitted at CIPET,Industrial Area, Hajipur-844102 on or before 25.05.2020 up to 14.00 Hrs. **in a separate sealed cover written on top of the envelope as "DD related to Fee of Tender Document and EMD"**, failing which bids will be summarily rejected. However, soft copy of the Tender Fees & EMD shall also be uploaded on-line along with the Technical Bid.

Silent information about the E-Tender:

1. Mode of submission: ONLINE. No offline Tenders will be accepted. However, Bidders are required to submit the hard copy of the online uploaded Technical Bid duly signed by the Authorized person with seal on all pages of the tender documents & the documents attached thereto and DD of the Tender Fee & EMD in two separate envelopes clearly mentioning on the top of the envelope as "Technical Bid" and "DD for Tender Fee & EMD" respectively, to Director & Head, CIPET:CSTS-Hajipur, Industrial Area, Hajipur
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender: The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.
4. How to register by a vendor:
 - (a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Rs. 1,500/- + Service Tax (As Applicable) to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.
 - (b) Tender Documents Fees of Rs. 2625/- (Inc. GST) is Payable to CIPET, Hajipur in the form of Demand Draft from any Nationalized/schedule Bank. Not drawn before the Date of Releasing of NIT.
 - (c) Processing Fees is Rs. 4720/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.
5. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Hajipur)	Mobile: 7763816416 Email: twhelpdesk370@gmail.com	Vendor registration or any other issue regarding e-Tender Process, please contact
KEONICS's Helpdesk:	Email: cipethelpdesk@gmail.com	KEONIS as the details given in the previous Columns.

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

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

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

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

11. Last date of online submission of Tender bid is **25.05.2020 up to 14.00 Hrs.**

12. **Tender Fees & EMD must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 25.05.2020 up to 14.00 hrs. at CIPET, Industrial Area, Hajipur-844102. CIPET will not responsible for Postal/transit delay. Non-receipt of the same will liable for rejection of the tender.**

13. Date & Time of Technical Bid Opening: **25.05.2020 at 15.00 Hrs.**

14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.

15. **Venue for Opening Bids: CIPET:CSTS, Industrial Area, Hajipur. Ph: 06224-277424,273515.**

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

Director & Head– CIPET, HAJIPUR

TENDER NOTICE

Subject: E-TENDER FOR SECURITY SERVICES AT CIPET:CSTS Hajipur.

CIPET:CSTS Hajipur invites E-Tenders in two bid system from registered and authorized agencies for security services for its office campus buildings & hostel premises located at and nearby Industrial Area, Hajipur – 844102(Bihar), The job specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of start of online bidding	05.05.2020	10:00 Hrs.
2.	Last date/time of submission of Online bid	25.05.2020	14.00 Hrs.
3.	Date & Time of opening technical bid	25.05.2020	15.00 Hrs.

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

Tender Fees-Rs.2625/- (should be submitted along with Technical bid)

EMD – Rs. 1,50,000/- (should be submitted along with Technical bid)

ABOUT US

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-Hajipur is a training institute in the field of Plastics and its allied materials. It has Head Office at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals governed under the Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker section of the SC/ST/BC and Minority students and others including Industrialists courses for benefit of Unemployed and Underprivileged youths of Bihar.

TENDER DOCUMENT

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT invites open online tender in two bid system for obtaining the Security Services Work at CIPET:CSTS-Hajipur.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document as a mark of acceptance of the Terms & Condition of the Tender.
4. The tenderer shall submit a copy of the Online filled/uploaded Technical Bid along with the supporting documents at CIPET:CSTS-Hajipur on or before **25.05.2020** at 14:00 Hrs by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TECHNICAL BID FOR PROVIDING MANPOWER SERVICES AT CIPET HAJIPUR" on the top of the cover.
5. Tender documents without Tender Fees & EMD and received after the due date will be summarily rejected.
6. The tenderer should deposit the **Tender Fees @ Rs.2625/- & EMD amount of Rs. 1,50,000/- (Rupees One Lacs & Fifty Thousand Only)** in the form of Demand Draft (D.D) drawn in favour of "CIPET Hajipur" payable at Hajipur and should be deposited at CIPET:CSTS-Hajipur on or before **25.05.2020** till 1400hrs. Soft copy of the same will also be uploaded while filling of the online Tender. Non-receipt of the Tender Fee & EMD will lead to rejection of the Tender.
7. 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.

The Service Charge quoted by the tenderer should be practical and should not be zero or impracticable. Mere quoting the lowest rate does not entitle a Bidder for award of the Contract. If, there are two or more contractors with same rate, the award of contract shall be done according to the highest qualification marks in technical evaluation and it must be acceptable to the contractors. The decision of the Director& Head

CIPET:CSTS-Hajipur will be final and acceptable to the contractor in this context.

The Director & Head, CIPET Hajipur, 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

9. The successful tenderer has to furnish a Performance security deposit of Rs. 4,00,000/- (Rs. Four Lakhs only) and execute an agreement on the non-judicial stamp paper of Rs. 1000/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
10. Small Scale Industry, MSME registered with NSIC, Local Startups as per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order 2012 issued vide Gazette Notification dated 23.03.2012 by MoMSME of Govt of India & subsequent amendment thereafter, are exempted from payment of EMD and Tender Fee. MSEs must be registered with any of the agency as mentioned in the said Gazette Notification. However, they will be required to pay the Registration Charges and Processing Fee to the M/s Keonics Ltd .
11. Incomplete tender form without all relevant documents, without having signature on the terms & condition of the Tender and efforts to conceal information will lead to rejection of the Bid.
12. Security agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET premises and for due payments of any statutory dues payable if any e.g. contribution under E.S.I. scheme, P.F., Service Tax, minimum wages act etc. All such liabilities if any, shall be discharged by agency and if CIPET is made to pay under the written orders of any authority under laws, the amount shall be reimbursed by agency to the extent of such payments provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist agency by giving agency such information and inspection of such document as it has with it in such connection.
13. CIPET:CSTS Hajipur shall pay agency contract amount as per the rate quoted in Tender for Security Supervisor and/or Security Guard and the said contract amount shall be paid on or before 15th of every subsequent

month. If CIPETs required posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET shall pay for the additional staff at such rate as may be mutually agreed upon between the parties or as quoted in tender. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and Service Tax other statutory requirements stipulated by Government shall rest with the agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.

14. The number of Security personnel can be increased/ decreased as per requirement of CIPET Hajipur. There will not be any guarantee for the minimum number of Security person for deployment.

EXPERIENCE

Agency should have minimum 02 years of experience for providing manpower in Govt./Semi Govt./PSU/Banks/Autonomous Body/Co-operative society or any other Govt. entity etc. as on the date of Floating of the Tender.

TURNOVER OF THE FIRM

Minimum turnover of the Firm should not be less than 75 Lakhs per annum in the preceding three years i.e. 2017-18, 2018-19 & 2019-20 for that they should enclose the Audited copy of the Balance Sheet duly signed by Chartered Accountant.

15. The CIPET :CSTS- Hajipur will deduct income tax on bills. Request for advance payment or payment against the Performa Invoice/Provisional Bill will not be entertained. Payment regarding reimbursement of the Bill for the monthly salary released to the staff deployed in CIPET shall only be made to the Agency within a period of 15 days on receipt of the in-order Bills enclosed with the requisite documents like:

1. Numbered Bills to be produced.
2. Proof of payment through Bank (NEFT detail) to each worker through a scheduled bank.
3. Copy of the ECR for submission of EPF&ESIC for the staff so deployed in CIPET.

4. Salary Slip to be provided to the workers so deployed.
5. Copy of the deposited GST Challan for the previous month.
16. The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on performance/satisfactory services, the contract period shall be extended for another period of 1 Year on receipt of the written request from the Agency.
17. The personnel deployed by the Agency will be the employees of the Agency for all purpose. The CIPET will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET, Hajipur in this respect.
18. The Agency shall ensure the payment of monthly wages to the staff through Bank only.
19. The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on the performance/satisfactory services, the same can be extended twice each time for a period of one (01) year with the consent of both the parties.
20. The contract can be terminated by giving one month notice period from either side.
21. It is mandatory for the tenderer to deposit the valid PSARA License issued by the state Authority to run the Security Services in accordance to the Private Security Agencies (Regulation) Act, 2005 and subsequent amendment thereto.
22. The Agency shall be responsible to register itself and obtain a valid licenses under the contract Labour (Regulation and Abolition) Act, 1970 and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Director General, CIPET as may be required by the Act / Rules and shall indemnify CIPET against any penalties / claims arising out of any event, accident or of any default on its part. A copy of the certificate of registration and Licenses of the agency to be verified by CIPET with Originals.
23. The CIPET:CSTS-Hajipur 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 carry out complete obligations under the said Act/ Rules and furnish all information to Director & Head, CIPET:CSTS-Hajipur and shall indemnify CIPET-CSTS-Hajipur against any such penalties / claims out of default on its part.

24. Agency shall be responsible for the safety of the man and material, plant, machinery, infrastructure, building establishment etc situated within the campus area. Losses occurred on account of theft/burglary/fire etc due to negligence of the Security Personal will be compensated by the contractor to the CIPET. In the case of refusal/non-compliance same will be adjusted from the security deposit and the due Bills received for payment/reimbursement.
25. Latest Minimum wages as notified by Labour department of State Government of Bihar from time to time shall be paid.
26. Taxes shall be paid extra by CIPET:CSTS-hajipur at prevailing rate as per Government of India.
27. TDS shall be deducted as per prevailing rate from the monthly bill.
28. All the statutory provision such as Professional Tax, EPF & ESIC. GST etc. shall be complied by the Agency as per Government of India norms during the currency of the Agreement.
29. The Tenderer should attach copy of audited balance sheet for last three years.
30. The Agency shall have to provide facility for inspection of its office, Works and documents to the inspecting team of CIPET:CSTS-Hajipur and shall cooperate / assist in providing any other details if necessary.
31. The Agency shall provide the Identity Card to each employee. It should also arrange to provide the ESIC card with the name of the ESI associated Hospital to the deployed staff so that at the time of requirement/exigency one can avail the medical facility.

32. If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, CIPET:CSTS Hajipur reserves the right to forfeit the earnest money / security deposits so deposited and terminate the contract. 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 Director & Head, CIPET:CSTS Hajipur will be final and acceptable to the contractor in this context. In the case of any dispute court of law will be within the jurisdiction of Patna/Hajipur.
33. The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
34. The DD for earnest money, Tender Fees, copy of Registration Certificate of Labour License Certificate, EPF and ESIC code no., GST registration and Documentary evidence regarding experience must be submitted with the tender. Service rendered at Govt./Semi Govt./ Private organizations with number of personnel provided and duration of services may be mentioned separately. This will be the part of the Technical Bid.
35. Tenderer are required to submit an Affidavit on a Non-judicial Stamp paper of Rs. 100/- that “Neither his/her agency has been Blacklisted by any Govt/Semi Govt/PSU/Co-operative Body/Banks/Pvt. Institution nor the firm has been issued with any Notice for Non-compliance of the statutory provision during the currency of the present Contract Period”.

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

36. The earnest money deposited by the tenderer will be forfeited if,
- (a) after opening the E-Tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
 - (b) The tenderer does not commence the work within the period as provided in the letter of intent / contract.
37. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.

38.EMD of successful tenderer will be converted into Security Deposit. However, successful tenderer is required to be deposit an additional amount of **Rs. 2.5 Lakhs** in the form of DD to make the **Security Deposit of Rs. 04.00Lakhs**.

Or

Successful tenderer exempted from depositing the EMD is required to submit Security Deposit of **Rs. 04.00 Lakhs** in the form of DD drawn in favour of “CIPET Hajipur” payable at Hajipur.

39.Security Deposit will be taken from the successful tenderer before the commencement of work.

40. Security Deposit will not carry any interest and it will be returned to the tenderer on successful completion of the contract period. Non-compliance of the Statutory provision such as EPF/ESI etc and non-payment of full or part amount to the deployed staff may lead to forfeiture of the Security Deposit to make the deficit.

41.Service charges should not be zero or impracticable. While quoting the Commercial/Price Bid tenderer are required to submit the brief description regarding “How the agency is going to meet with their regular expenses i.e. expense on account of running the office, TDS, & others **from the quoted Service Charge**”.

42.The Director & Head, CIPET:CSTS Hajipur reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET:CSTS-Hajipur.

43.The number of workers can be increased/ decreased as per requirement and same will be provided by the agency within a period of 24hours on receipt of information through Dak/E-mail or Telephonically.

44.CIPET:CSTS Hajipur 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.

45.Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of **Hajipur** courts only.

SCOPE OF WORK

SCHEDULE OF WORKS/ REQUIREMENTS

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

1. GENERAL INSTRUCTIONS

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

1.2.1 CODE OF CONDUCT

The Contractor shall ensure that their security personnel

- (i) Are always smartly turned out and vigilant.
- (ii) Are punctual and arrive at least 15 minutes before start of their shift.
- (iii) Take charges of their duties properly and thoroughly.
- (iv) Perform their duties with honesty and sincerity.
- (v) Read and understand their Post and site instructions and follow the same.
- (vi) Extend respect to all the Officers and staff of the office.
- (vii) Shall not drink on duty, or come drunk and report for duty.
- (viii) Will not gossip or chit chat while on duty.
- (ix) Will not leave the post unless their reliever comes.
- (x) Will never sleep while on duty post.
- (xi) Will not read newspaper or magazine while on duty.
- (xii) Will immediately report if any untoward incident / misconduct or misbehavior occurs, to the Contractor and the Client.
- (xiii) When in doubt, approach concerned person immediately.
- (xiv) Will take periodic rounds around the premises.
- (xv) Security should not leave the post without the knowledge of the shift – Incharge. If necessary the needful arrangement will be made by the Supervisor.
- (xvi) Security personnel should get themselves checked whenever they go out by the other shift security.

(xvii) Are extremely courteous with very pleasant mannerism.

1.2.2 CONFIDENTIALITY

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

1.2.3 PERSONAL MOVEMENTS

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

1.2.4 MATERIAL MOVEMENTS

- (i) Incoming material- Check the documents carefully and receive the items with the due entry and forward it to the concerned person.
- (ii) Outgoing – Before sending the material, have a proper check as per Challans. Do not send out any material without seal and sign of the authorized person.
- (iii) Returnable and non- returnable record has to be maintained. A periodic status report, i.e. weekly report will be generated by security

and submitted to Admn. Department for follow up action on items that have not returned on due date.

- (iv) All material coming in and going out to be recorded correctly as per Challans.
- (v) Materials coming in to the premises must be accompanied by a proper Challans.
- (vi) No item will be taken out without written permission of the authorized person.
- (vii) Documents for material incoming and outgoing should be implemented with a list of authorized signatories.

1.2.5 MAIL AND COURIER MOVEMENTS

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

1.2.6 TELEPHONE HANDLING

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

1.2.7 PATROLLING PROCEDURES

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

1.2.8 FRISKING / CHECKING PROCEDURES

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

1.2.9 CHANGING OVER AND TAKING OVER

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

1.2.10 CLEAN DESK POLICY

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

1.2.11 NOTE FOR THE CLIENT

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

1.2.12 FIRE CONTROL

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

1.2.13 EMERGENCY PROCEDURES

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

EMERGENCY PROCEDURES

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

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

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

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

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

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

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

15. Any other work assigned by the management.

TECHNICAL BID

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

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

- Provident Fund No (enclose copy):
- Copy of Inspection report of EPF(Not older than 2 years):
- No Court Case Declaration:
- ESIC No (enclose copy):
- Copy of Inspection report of ESIC(Not older than 2 years) :
- D.D. No, Date and amount of E.M.D & Tender Fees (enclose copy):
- Valid PSARA CERTIFICATE:
- Aaffidavit for Non-blacklisting of the Agency
- Undertaking in the prescribed formate (at Annexure-II)
- Credential Documents:
(If any, enclose copies)
- Other information, if any:

Date:

Seal & Signature of the Tenderer

Annexure II

UNDERTAKING

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET:CSTS, Hajipur. I / We shall also intimate the name of the person(s),who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET:CSTS-Hajipur. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

("Near Relative means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal & signature of Bidder

Date.....

Name:.....

Address:.....

.....
.
.....

FINANCIAL BID

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

* The number of workers can be increased/ decreased as per requirement.

* Latest Minimum wages as notified by State Government from time to time shall be paid.

Date:

Name:

Address:

Seal & Signature of the
Tenderer
