



**CENTRAL INSTITUTE OF PETROCHEMICAL ENGINEERING & TECHNOLOGY**  
(Formerly, CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY)

**CIPET: CSTS - GUWAHATI**

Near NH – 31, Changsari;  
Kamrup Dist.; Assam – 781101

Department of Chemicals & Petrochemicals;  
Ministry of Chemicals & Fertilizers, Govt. of India  
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**E -Tender Document for Providing Round The Clock  
Security Services at CIPET: CSTS – Guwahati**

**E-Tender Document No.**

**CIPET: CSTS/GHY/TENDER\_SECURITY\_SERVICES/2022-23/02**

Dated: 02.06.2022



**CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS), GUWAHATI**  
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)  
Near NH – 31, Changsari; Kamrup Dist.: Assam 781101  
Phone: 9957193628; Email: guwahati@cipet.gov.in

## **NOTICE INVITING E-TENDER FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES AT CIPET: CSTS GUWAHATI**

**E-Tender No: CIPET:CSTS/GHY/TENDER\_SECURITY\_SERVICES/2022-23/02**

**Date: 02.06.2022**

### **Important Dates:**

- Date of Online Sale of E-Tender Document : 02.06.2022 to 23.06.2022
- Last Date for Online Submission of E-Tender : 23.06.2022 (up to 17:00 Hrs.)
- Date of Opening of E-Tender (Technical Bid) : 24.06.2022 (At 10:30 Hrs.)
- Date of Opening of E-Tender (Financial Bid) : Shall be Informed to Technically Qualified Bidders

CIPET: CSTS – Guwahati invites E-Tender in two Bid System (Technical and Financial) from reputed / reliable / authorised Security Service provider (contractor / firm / agency). The details are as given below:

<b>Sl. No.</b>	<b>Tender No. &amp; Date And Tender Description</b>	<b>Estimated Total Value of Work</b>	<b>EMD Rs.</b>	<b>Duration</b>	<b>Tender Fees in Rs.</b>	<b>Last Date &amp; Time of Online Bid submission</b>
01	CIPET:CSTS/GHY/TENDER_SECURITY_SERVICES/2022-23/02  Date 02.06.2022  Providing Round The Clock Security Services at CIPET: CSTS – Guwahati	<b>18,72,000.00</b>	Bid Security Declaration in prescribed format	Initially for a period of 01 Year & expandable up to maximum 3 years on mutual consent	Rs. 1000.00  Non - Refundable  (Applicable for All)	23.06.2022 up to 17:00 Hrs.

Interested and eligible bidders may view and download detailed tender documents from [www.cipet.gov.in](http://www.cipet.gov.in) and [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). Bidders are requested to submit a hard copy of the Technical Bid duly sealed and signed to the **Director & Head, CIPET : CSTS - Guwahati, NH – 31, Changsari; Kamrup Dist.; Assam – 781101** on or before **23.06.2022 @ 17:00 Hrs.**

In light of the provisions contained in Point-4 of the **OFFICE MEMORANDUM No. F.9/4/2020-PPD, GoI, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020 and its extension vide OFFICE MEMORANDUM No. F.9/4/2020-PPD, dated 30.12.2021**; All bidders must submit the **Bid Security Declaration** in the prescribed format in place of EMD.

The Tender Fee & EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring “CIPET Guwahati” payable at Guwahati and shall be submitted at CIPET:CSTS - Guwahati along with the tender documents.

## SALIENT INFORMATION ABOUT THE TENDER:

### 1. Mode of submission: Online

- Date & Time of Technical Bid Opening: **24.06.2022**, Tuesday at 10:30 Hrs.
- Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated about the date and time of financial bid opening.
- **Bid Opening Venue:** CIPET : CSTS – Guwahati; NH – 31, Changsari; Kamrup Dist.; Assam 781101
- **Eligibility Criteria:-**

Age of the Firm	:	03 Years as on 31.03.2022
Annual Turnover	:	50 Lacs & above per Year
Individual Work Order	:	03 Nos. Similar experience/Work Order of running of Security services for providing security personnel reputed Govt. Institute/College/PSU's (At least 02 Nos. of 25 Lacs each or 01 No. of 50 Lacs and above)

### 2. 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/](http://www.tenderwizard.com/) CIPET by Online Payment of Rs. 1,770/- (Inclusive GST) 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 (Non - refundable) of Rs. 1,000/- is Payable to CIPET Guwahati in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.**
- (c) **Processing Fees (As applicable as per norms of Keonics) Payable Online separately to M/S. KEONICS LTD.**

### 3. Is there any device requirement for participation in e-Tender:

Yes, Bidders should have valid Class-III 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).

4. Contact details for e-Tender related issue:

<b>Name of the Service Provider: KEONICS</b>		
<b>Contact Person</b>	<b>Telephone/ E-mail</b>	<b>Remarks:</b>
Abhijit Sinha	i) 9864779970 {between 9:00 am to 6:00 pm}	For Vendor registration/ any other issue regarding E-Tender Process, please contact:
E-mail id	i) cipethelpdesk@gmail.com ii) twhelpdesk696@gmail.com	KEONICS as per the details given in the previous Columns.

5. Bidders are hereby advised that all the documents to be submitted online are kept scanned to PDF & JPEG 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.
6. While uploading/submitted the documents, it should be ensured that the file name should be the name of the document itself.
7. 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.
8. 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.
9. **EMD (if applicable) and Tender Fee** must be in approved mode only and, shall be duly Signed & Sealed in separate cover along with Technical Bid as described above in person / by speed post on or before 23.06.2022 up to 17.00 hrs at CIPET:CSTS Guwahati. Non-receipt of the same is liable for rejection of the Tender.
10. **Date & Time of Financial Bid Opening:** Technically qualified bidders will be intimated about the date & time after technical bid evaluation through the E-Tender portal. Price bid of the tenderers, whose Tender cost, EMD and Technical bid found in order shall only be opened. Director& Head, CIPET: CSTS, Guwahati reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

**Director & Head  
CIPET: CSTS-GUWAHATI**

### Terms & Conditions

CIPET: CSTS Guwahati invites open online tender in two bid system for providing security personnel for Security services work at campus & hostel premises located at Changsari, Guwahati.

1. The tender documents along with an EMD amount (if applicable) shall be paid in the form of Demand Draft (D.D) drawn in favor of “CIPET Guwahati” payable at Guwahati.
2. 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:CSTS Guwahati shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience & inspection report of the committee of CIPET :CSTS Guwahati etc. Such decision by the authority shall be final.
3. The Director & Head, CIPET: CSTS Guwahati, 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.
4. The successful tenderer has to furnish a security deposit of Rs.1,00,000/- (Rs. One Lakh Only) and execute an agreement on the non-judicial stamp paper of Rs. 100/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit as per written request by contractor. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
5. Security agency/Contractor shall be responsible for the compliance of all legal Provisions connected with the employment of the Security Services posted at CIPET Premises and for due payments of any statutory dues payable(if any).
6. The contract period will be initially for a period of One Year extendable on satisfactory performance and mutual consent on same terms and conditions to twice each time for One Year and/or it can be terminated by the Director & Head by giving one month notice to the agency.
7. GST shall be paid extra by CIPET: CSTS Guwahati at prevailing rate as per Government of India.
8. All applicable taxes shall be deducted as per prevailing rate from the monthly bill.
9. The EPF & ESIC shall be paid as per Government of India norms.
10. The number of workers can be increased/ decreased as per requirement.

11. Agency must have its own Local Office in “Guwahati” & in this office, and have sufficient staff to handle the problem/official matter related to Security services. The agencies must have 01 work orders at Guwahati (Assam) for inspection of the site.
12. Bidder register under Micro & Small Enterprises (MSEs) as defined in MSE procurement policy issued by the department of MSE or register with central purchase organization shall also submit a bid and they shall be exempted from tender fee & EMD.
13. CIPET: CSTS Guwahati reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard shall be final in all respect and shall be binding on the tenderer.
14. The agency or its sister concern/relatives providing any services to CIPET- CSTS Guwahati are not eligible to participate in this tender. The tenderer has to declare by giving an undertaking on letter head as per Annexure-I enclosed with the tender for the same.
15. The tenderers whose tender has successfully qualified in the technical bid may be physically verified by the inspection team of CIPET- CSTS Guwahati to verify the site/services at the client end of the tenders. The received bids will be evaluated by the committee of CIPET- CSTS Guwahati on the basis of requisite documents. There after a team of CIPET: CSTS Guwahati may visit for physical inspection of the sites & if found suitable and meeting the requirements of CIPET- CSTS Guwahati as indicated in these terms & conditions.
16. If two or more parties stands L-1/quote same rate in financial bid opening in this case, as per grading and client feedback, the decision of Tender Committee and the Director & Head CIPET: CSTS Guwahati shall be the final. The CIPET reserves its right to terminate the contract at any time giving one month's without assigning any reason. The contractor can also terminates the contract by giving 3 months notice to CIPET.
17. In the case of any difference of opinion in the interpretation of any condition or dispute, the decision of the Director of CIPET: CSTS, Guwahati shall be final and binding on both the parties.
18. All statutory Rules / Regulations / Applications / obligations applicable to this Establishment from time to time should be the responsibility of the contractor. CIPET will not have any responsibility in this regard.
19. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Guwahati courts only.
20. Each page of the tender document is required to be signed by the tenderer. The tender document must be filled in English and all the entries must be hand written in ink / typed. If any of the documents are missing or remains unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.

21. The tenderer whose tenders have been selected have to deposit an interest free Security deposit of Rs. 1,00,000.00 (Rupees One lakh only) within 5 days after the acceptance of the tender.
22. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
23. The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited latest by 5<sup>th</sup> of every month preferably.
24. CIPET management decision shall be final and binding in all cases to the contractor.
25. All legal matter will be under Guwahati Judiciary only.
26. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
27. Due to COVID-19 all the directives to be followed for maintaining sanitization in totality .The health records /details of all concern person to be maintained by the Supervisor appointed by the contractor. No person effected and has history of COVID to be to be employed at premises has to produce medical certificate at Admin. Department.
28. Successful bidder has to submit the Bio-date, Aadhar – Card, Police verification report, Covid-19 vaccination certificate of all security personnels for Security services. List of Security personnels appointed at this office with all details as mentioned above should be submitted after award of the tender.
29. The Validity of the rates quoted in the tender document should be minimum 90 days.

## **IMPORTANT TERMS & CONDITIONS OF THE TENDER**

1. The bidder should compulsorily have fully fledged office in Kamrup Dist. / Guwahati city.
2. The bidder should have office with minimum presence for the past 03 years in Kamrup Dist. / Guwahati city.
3. The bidder should be providing Security services currently in at least 01 place for similar type of Govt. / PSU / Semi Govt. reputed organization with minimum 10 staff per location in Guwahati city.
4. The bidder should meet at least any one of the following criteria
  - \* Latest Single work order having minimum value equivalent to of Rs. 15 Lakhs Per Annum.
  - \* Latest 02 Work order having minimum value equivalent to of Rs. 9.5 Lakhs each Per Annum.
  - \* Latest 03 Work order having minimum value equivalent to of Rs. 7.5 Lakhs each Per Annum.
5. The bidder should have minimum turnover of Rs. 50 Lakhs every year during the last three financial years.
  - a. The bidder should submit copy of labour license of Guwahati city for Security Services.
  - b. The Tenderer should be registered License under contract labor (Regulations & Abolition) Act, 1970 should have PAN. GST, PF & ESI registration.
  - c. The bidder should not quote wages below the Minimum Wages of Government of Assam.

### **Scope of the Work:**

1. The Security agency shall be responsible for 24 hours vigilance round the clock on all days to safeguard the properties and other belongings of the institute from thefts and other pilferage, fire etc, safety of manpower, students in Institute and in Hostel; guiding visitors to the concerned officials; regulating entry of unwanted visitors / salesmen and maintenance of visitor register. To prevent entry of stray animals like dogs etc. round the clock patrolling of the campus. Checking of gate passes and allowing the exit of material accordingly; to regulate the entry and exit of vehicles.
2. To maintain the record of incoming and outgoing of all staff members including regular & contractual persons, visitors, trainees, materials or items & maintain all guidelines / directives as per ongoing COVID-19 protocol issued from time to time by the Local Administration.
3. To watch habitual offenders and mischief-makers (inside / outside) and to inform the management immediately, if anything unusual is noticed.
4. To carry out internal investigation or inquiry in cases of theft, fire, pilferage, accident, damage etc. as required by the institute and submit the report in time. Communication with local police station in this regard and coordination with internal management to resolve the issue at the earliest.
5. To ensure that the vehicles (Cycles, Scooters, Car etc) are parked properly & secured inside and outside the Institute premises at the proper place.



6. To check the movement of all items at main entry point and thoroughly check or search the incoming and outgoing of materials or items carried by staff, other contractors, visitors etc. as per valid documents and maintain the record of it.
7. To seize goods not found in order or suspected to be stolen and hand over to CIPET with report in the premises.
8. To bring to the knowledge of the management immediately in writing for any untoward occurrence in the premises.
9. The security agency shall be responsible for switching on / off lights, powering the water supply as required.
10. The Security agency shall be responsible for opening and closing of class room and rooms of all departments / shop floor on the working days as per the time prescribed and on the closed days as required / directed by the Section In Charge / Head of the Institute.
11. The security agency will be responsible to apprehend immediately trespassers and persons moving unauthorized and under suspicious circumstances and protect from encroachment of any area within the campus or place left between Institute / Hostel boundaries and front / rear roads and deals with them as per law under intimation to the institute.
12. To extend all courtesy to Visitor, Customers and CIPET Employees and their families while maintaining integrity, orderliness and discipline. The Security Agency shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instructions of the Institute.
13. The Security Agency owner/authorized representative shall visit the CIPET Campuses / premises from time to time and whenever specially called by the Institute and ensure that all the security personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
14. During the night hours, the security agency shall make surprise checks to ensure that security personnel remain alert and carry out their duties properly. A separate record is to be maintained for such visit for verification.
15. The Security Agency shall be vigilant to avoid ragging in the Institute / Hostel and report any such incident immediately to the Institute.
16. The Security Agency shall not use the CIPET premises for handling their dispute between the Security personnel and agency. They shall resolve dispute in their office only.

17. The Security Agency shall be responsible for hoisting and paying respect to the National Flag as per Govt. of India directions.
18. The Security Agency shall take utmost care and interest to draw new systems and procedures and introduce it in consultation with the Institute. They shall find new means and methods to strength the security and be vigilant in watch and ward of the Institute.
19. Any other duties required by the institute in the line.
20. The payment of wages should be disbursed on or before 7<sup>th</sup> of every month through account pay only. No cash payments shall be done. Proper pay slip shall be provided individually to all.
21. TDS as applicable shall be deducted from the monthly bill of the agency. An agreement will be required to be entered for a period / periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
22. In case of any theft, pilferage or any other loss caused to the Tools / Equipment's provided by the Institute during the period of contract is in operation, the agency shall make good the loss to the institute and apart from that, the CIPET will be free to impose penalty/compensation to be paid for deliration, negligence, disobedience and violation act. CIPET shall have the right to deduct appropriate amount from the contract bill to make good such loss besides imposition of penalty. In such cases, the decision of the competent authority of CIPET will be final and binding on the agency.
23. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
24. The payment of Bill shall normally be paid within Ten days from the date of submission.
25. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the Security agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.

26. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
27. Any canvassing in this regard shall lead to cancellation of the tender.
28. Latest Minimum wages as notified by State Government (Assam) revised from time to time shall be paid
29. Number of the personnel for security services on contract may vary as per requirement.
30. Any misconduct / misbehavior / indiscipline of manpower supplied by the contractor will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserves the right to take all appropriate actions under such circumstances.
31. The Contractor shall solely be liable for payment of wages and other dues to the manpower personnel deployed in CIPET.
32. The CIPET 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/ Rule and furnish all information to the Director & Head, CIPET Guwahati and shall indemnify CIPET against any such penalties / claims out of default on its part.
33. 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, Guwahati will be final and acceptable to the contractor in this context.
34. There will a continuous supervision by the institute staff if it is not found satisfaction as per terms and conditions, the same will be cancelled by giving notice of one month.

35. CIPET: CSTS Guwahati reserve the right to deduct /wages of workers from the contractor's bill for not executing any work as per the terms and conditions mentioned in this document. Any order passed to this effect by the Director & Head or his authorized official will be final and binding on the contractor.
36. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the security personnel.
37. The payment of contractor shall be paid on monthly basis as per the attendance of the workers along with following documents:
- a. Wages sheet**
  - b. Bank payment confirmation of wages of Security personnel**
  - c. PF Challan copy**
  - d. ESIC Challan copy**
  - e. PF payment confirmation sheet**
  - f. ESIC payment confirmation sheet**

## PROFILE OF SECURITY GUARDS / SUPERVISOR

### **Security Guards:**

1. Preferred Age Group : 25 – 55 years
2. Nationality : Indian
3. Min. Educational Qualification : 10<sup>th</sup> pass
4. Language Knowledge : Knowledge of Assamese & Hindi is essential
5. Physical condition/Health : Should be of good health with Medical fitness;  
Hard working and able to work under difficult  
Situation and pro – active under any exigencies
6. Character & Conduct : Should be honest, disciplined and possess good character  
certificates of 2 renowned Persons.
7. Work Experience : Should have 1-2 years experience in the Security service.

### **Supervisor (Ex-Serviceman in Defense or Paramilitary Force):**

1. Preferred Age Group : 35 – 50 years
2. Nationality : Indian
3. Min. Educational Qualification : 10<sup>th</sup> pass
4. Language Knowledge : Knowledge of Assamese, Hindi and English
5. Physical condition / Health : Should be of good health with Medical Fitness
6. Skill and ability : Able to control deployed security personnel; handle  
difficult situations and to behave decently with staffs,  
workers, trainees and visitors while enforcing security  
norms strictly.
7. Character Conduct : Should be honest, disciplined and possess good  
character. Character certificates of 2 persons in official  
authority should be submitted.
8. Work Experience : Should have at least 2 – 3 years experience as a  
supervisor in Security Agency.

**CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS), GUWAHATI**

**To be submitted in Part – I (Technical-Bid)**

**TO BE FILLED UP BY THE CONTRACTOR**

E-Tender Notice No. CIPET-CSTS/GHY/TENDER\_SECURITY\_SERVICES/2022-23/02

<b>Sl. No</b>	<b>PARTICULARS</b>	
1	Name of the Firm	
2	Postal address of Office (Guwahati city)	
3	Telephone No. with STD code	
4	Name of Contact person / Proprietor	
5	Mobile No. & Email ID	
6	Firm's Registration no. (Certificate copy enclosed)	
7	Years of experience in providing Security Service	
8	PAN (Permanent Account Number) ( enclosed copy)	
9	GST Registration No. (enclosed copy)	
10	Provident Fund No. (enclose copy)	
11	ESIC No. (enclose copy)	
12	Labour License No. for Security Services (Enclose copy)	
13	Self – declaration of Court Cases (if any):	
14	Valid PASARA License for working in ASSAM	
16	Work Experience of last three Financial Years in which at least one work experience of any Govt. / Semi Govt. / Autonomous Bodies / Public Sector Organization (Copy Attached)  (Attach work order & Performance Certificate copies as per applicable criteria mentioned in this Tender)	

17	Copy of Financial Turn over (Minimum Rs.50 Lakh in each year) for last 03 year duly signed by Chartered Accountant.			
18	DD.NO for EMD / MSME Registration certificate			
19	Undertaking as per Annexure I	Enclosed / Not enclosed.		
20	Income Tax Return of the three F.Y. (copy enclosed)	2018-19	2019-20	2020-21
22	Audited Balance Sheet of Last three F.Y.	2018-19	2019-20	2020-21
23	Bankers details			
24	Any other credential documents ( if any )			

Note: Attach extra sheet if required.

**Place:**

**Date:**

**Signature of Firm with seal**

**Office Seal**

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**  
**(TO BE PRESENTED TO THE BID OPENING COMMITTEE)**

To,

The Director & Head  
CIPET: CSTS Guwahati

Shri.....whose specimen signature is given below is hereby authorized to attend the bid of E -Tender Notice No. CIPET - CSTS/GHY/ADMN/ TENDER\_SECURITY/2022-23/02 opening on.....at.....

**Specimen Signature Of the Person  
authorised to attend the Bid Opening**

**Signature Of the Bidder / Proprietor**

**Name:** .....

**Name:** .....

**Designation:** .....

**Name of Firm:** .....

**Date:** .....

**Date:** .....



**UNDERTAKING BY BIDDER**

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET Guwahati. 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. I am / We 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.

I do not have any relation with the present Security / other services agency for providing security services to CIPET: CSTS Guwahati.

I agree that this tender / services can be cancelled / terminated at any stage of the tender process by CIPET: CSTS Guwahati management due to any wrong information provided.

My / Our firm / agency is committed to provide better Security services & follow all statutory requirement & norms (If selected).

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

**Place:** .....

**Date:** .....

**Seal & signature of Bidder / Proprietor**

**Name:** .....

**Address:** .....

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# CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS), GUWAHATI

E-Tender Notice No. CIPET-CSTS/GHY/TENDER\_SECURITY\_SERVICES/2022-23/02

## RATE SCHEDULE

### To be submitted in Part-II (Commercial Bid)

Tentative No. of Security Supervisors at Guwahati : 01

Tentative No. of Security Guards at Offices in Guwahati : 10

Description	Qty	Security Supervisor	Un-Armed Security Guards
Wage per month (As per Assam Govt. latest minimum wage)	01		
EPF (As per Govt. of India Rules)	01		
ESIC (As per Govt. of India Rules)	01		
Service Charges should not be less than 1% (On Basic wages)	01		
Grand Total (Per person / per month)	01		

1. Latest minimum wages applicable as notified by Government of Assam from time to time (copy to be provided with Price Bid).
2. TDS shall be deducted as per prevailing rate from the monthly bill.
3. The EPF, ESIC & GST will be paid as per Govt. Of India norms.
4. Rates of services/Agency charges in percentage (%) (up-to two decimal point only) to be charged on total basic wages excluding ESI, EPF and taxes as applicable from time to time
5. The number of workers can be increased/decreased as per requirement of CIPET: CSTS, Guwahati.

**Place:**

**Signature with Authorization  
Seal & Date with Address**