



TENDER NOTICE

FOR

SECURITY AND HOUSEKEEPING SERVICES

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY: CSTS
(formerly known as Central Institute of Plastics Engineering & Technology (CIPET))
(Ministry of Chemicals & Fertilizers, Govt. of India)
P.O Rayon & Silk Mills, Amritsar-143105 (Punjab)
Phone No.: +91-0183-2258938
Mobile No.: +91- 6206707928/ 8284989297
Email: cipetamritsar@gmail.com

Last Date & Time for Closing of Tender: 09.03.2021 at 4:30 P.M

PRICE OF THE TENDER DOCUMENT Rs. 500/- (Inclusive GST) PER SET (NON-REFUNDABLE)

Tender Notification No : **CIPET:CSTS/ADMIN/SECURITY&HOUSEKEEPING/20-21/05**

Tender Notification Date : 10.02.2021

Nature of work : **SECURITY AND HOUSEKEEPING SERVICES**

EMD Deposit : Rs.50,000/- (Rupee Fifty Thousand only)

Last Date of submission of Tender : 09.03.2021, 04.30 P.M

Date of Opening of Technical Bids : 10.03.2021 , 10.00 A.M

Date of Opening of Commercial Bids : 10.03.2021 , 11.00 A.M

Address for the submission : The Director & Head
CIPET,P.O Rayon & Silk Mills, Amritsar -143105 (Punjab)

About Us :

Central Institute of Petrochemicals Engineering & Technology (CIPET) (*formerly known as Central Institute of Plastics Engineering & Technology (CIPET)*) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

ABOUT CIPET: CSTS - AMRITSAR

This Centre was established in 1989 to cater the need of Plastic and allied industries in the region of Punjab. The centre is having state of the art technology and world class technical services. Also recognized and certified with the ISO/IEC 17025:2005, BIS and NABL Accreditation.

Central Institute of Petrochemicals Engineering & Technology (CIPET) invites open tender in two bid system for Security & Housekeeping services at CIPET : CSTS, Amritsar.

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.
4. The tenderer shall submit the prescribed tender document on or before 09.03.2021 at 16:30 Hrs. at CIPET: CSTS, Amritsar in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscripted "TENDER DOCUMENT FOR SECURITY & HOUSE KEEPING SERVICES AT CIPET: CSTS, AMRITSAR" on the top of the cover.
5. The tender documents along with an EMD amount of Rs. 50,000/- (Rupees fifty Thousand Only) shall be paid in the form of Demand Draft (D.D) drawn in favor of "CIPET, AMRITSAR".
6. 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, Director & Head, CIPET : CSTS, Amritsar 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 etc. Such decision by the authority shall be final.
7. The Director & Head, CIPET : CSTS ,Amritsar 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.
8. 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. 1000/- 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.
9. Security & Housekeeping agency shall be responsible for the compliance of all legal provisions connected with the employment of the Guards / staff posted at CIPET:CSTS, Amritsar premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I.C scheme, P.F., Service Tax/ 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, Amritsar 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, in such connection,. With it.

10. CIPET shall pay to agency a contract amount as per the rate quoted in Tender for Security & Housekeeping Staffs and the said contract amount shall be paid on or before 10th of every subsequent month. If CIPET, Amritsar required posting of any additional staff or doing overtime work, then CIPET Amritsar shall pay for the additional staff at such rate as may be mutually agreed upon between the parties or as quoted in tender. 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.

- A The number of Security Guards /Housekeeping staff can be increased/ decreased as per requirement of CIPET : CSTS, Amritsar.
- B The contract will be awarded to the technically and financially qualified bidder initially for 01 year. Based on performance/satisfactory services, the contract shall be extended for 6 months to 1 year.
- C The contract can be terminated by giving one month notice period from either side.
- D Tender documents without EMD, tender fee and received after the due date will be summarily rejected.
- E **Latest Minimum wages as notified by State Government as applicable to our institute from time to time shall be paid.**
- F GST shall be paid extra by CIPET at prevailing rate as per Government of India.
- G TDS 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 The number of workers can be increased/ decreased as per requirement.
- J CIPET: CSTS, Amritsar 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.
- K Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Amritsar courts only.

- L The sealed tender document shall be addressed to the DIRECTOR & HEAD CIPET: CSTS, P.O Rayon & Silk Mills, Amritsar-143104.**

SCOPE OF WORK FOR SECURITY WORK

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at CIPET:CSTS,AMRITSAR as per following duty point and requirement on shift basis.
2. Post Supervisor (Ex – service man not below the rank of JCO, without arms)
3. Post Male Security Guard (Ex – service man, without arms)
4. The security Agency must engage ex-service man as security supervisor and security guard. The security supervisor and security guard should be literate (supervisor with at least 10+2 certificate and Guards with at least 10th Certificate), able to read, write and understands, Hindi, English & local languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.
5. The security supervisor and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately.
6. The security personnel assigned duties at the CIPET:CSTS, Amritsar should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person.
7. The security agency shall verify character of security personnel before deployment in CIPET:CSTS,Amritsar Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the Administration Department of CIPET: CSTS, Amritsar. CIPET:CSTS, Amritsar reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
8. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
9. CIPET: CSTS, Amritsar will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
- 10 . The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.

11. It would be the responsibility of the Security Agency to maintain and ensure full proof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.

12. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that CIPET:CSTS, Amritsar property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.

13. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.

14. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the NIFT is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of CIPET: CSTS, Amritsar. Secondly, female security guards should do the frisking of female students/staff.

15. CIPET: CSTS, Amritsar Officer may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances CIPET:CSTS, Amritsar reserves the right to cancel the security contract or impose a penalty of Rs. 1000/- per such occurrence.

16. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Director & Head and/or other officers. List of Residential phones or Mobile phone numbers of CIPET:CSTS, Amritsar officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the CIPET: CSTS, officers immediately.

17. All the records related to materials, person and security should be maintained by security supervisor.

SCOPE OF WORK FOR HOUSEKEEPING WORK

1. Cleaning of Administration block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and every area in CIPET : CSTS, Amritsar campus from inside and outside.
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
3. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, odonil in the toilets as per requirement.
4. Cleaning the dirtiness spreaded by birds and animals on regular basis and cleaning the roofs, chajjas and passages atleast twice a month.
5. Removing and disposing outside the bodies of animals and birds etc died in the campus.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals once in a month.
7. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalize by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactorily.
8. In case of absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in two hours.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.
10. Absence without information of any Housekeeping person will lead to penalty of Rs. 500 per day + salary of that housekeeping person.
11. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it functional all the times. However, in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET: CSTS, Amritsar.
12. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas twice in a week.

13. The cleaning workers shall carefully clean the carpets with vaccum cleaner as and when required on receipt of instructions from CIPET officials.
14. Cleaning of the furniture of office and classrooms every day before 9.00 AM.
15. Cleaning of the Roads and porches every day in the morning.
16. Cleaning of water purifiers on alternate days.
17. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintained it in good condition.
18. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET: CSTS, Amritsar campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
19. CIPET reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the Director & Head, Amritsar shall be final and binding on the contractor.
20. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyl, room freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET: CSTS, Amritsar and handover to the contractor/Supervisor on monthly basis from stores department.
21. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
22. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
23. The Supervisor and Cleaning workers should be in proper uniform provided by the contractor for which no extra charge shall be paid by CIPET: CSTS, Amritsar.
24. Cleaning of roof and fascade cleaning.
25. Mopping of Toilet and cleaning of front office area 2 times in 1st half & 2 time in 2nd half.
26. Uniform with I-card to all janitor is must.
27. Any other work assigned by the management.

TECHNICAL BID

Sl. No.	Particulars	
1	Name of the Company:	
2	Name of the Proprietor:	
3	Address:	
4	Telephone No. / Fax No. / E-mail:	
5	Banker's detail (enclose copy):	
6	Nature of Business:	
7	No. of years in this Business:	
8	List of Customers (enclose copy):	
9	Latest LOI / Work Order from 3 clients (enclose copy):	
10	Performance certificates (enclose copy):	
11	Valid Licence under PASARA ACT 2015 (Only for Housekeeping Services)	
12	PAN No (enclose copy):	
13	Income Tax Returns for last three years (enclose copy):	
14	Audited Profit & Loss Statement for Last 3 years (enclose copy):	
15	Audited Balance Sheet for Last 3 years (enclose copy):	
16	Turnover certificate from Chartered Accountant for last 3 years (enclose copy):	
17	GST Tax (enclose copy):	
18	Provident Fund No (enclose copy):	
19	Copy of Inspection report of EPF(Not older than 2 years):	
20	Court Case Declaration:	
21	ESIC No (enclose copy):	
22	Copy of Inspection report of ESIC (Not older than 2 years) :	
23	D.D. No, Date and amount of E.M.D (enclose copy):	
24	Credential Documents: <input type="checkbox"/> (If any, enclose copies)	
25	Other information, if any:	

Date:

Seal & Signature of the Tenderer: _____

FINANCIAL BID

Sl.No	Particulars	No. of Persons	Rate per person/per month (as per State minimum wage act) & define for Security personnel by Guard Board.
1	Security Supervisor	01	
2	Security Guards	01	
2	Service Charges		

Sl.No	Particulars	No. of Persons	Rate per person/per month (as per State minimum wage act) define for Housekeeping Personnel's
1	Housekeeping Supervisor	01	
2	Housekeeping Staff	01	
3	Service Charges		

- * Rate should be quoted per person per month.
- * The number of workers can be increased/ decreased as per requirement.
- * Quote the Latest State Minimum wage act.
- * The bidder should submit the breakup detail of the rate per person per month in separate annexure along with the latest State minimum wage notification published by Govt of Punjab for Security personnel by Guard Board and Housekeeping Staff excluding prohibit under employment of manual scavengers and construction of dry latrines (Prohibition) Act 1993 for B class city.

Date:

Name:

Address:

Seal & Signature of the Tenderer