



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3656000  
Dated/दिनांक : 06-07-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-07-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-07-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Chemicals And Fertilizers
Department Name/विभाग का नाम	Department Of Chemicals And Petrochemicals
Organisation Name/संगठन का नाम	Central Institute Of Plastics Engineering And Technology (cipet)
Office Name/कार्यालय का नाम	Agartala Tripura
Item Category/मद केटेगरी	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	113 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

<b>Bid Details/बिड विवरण</b>	
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price

within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:**One single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years.

**Geographic Presence: Office registration certificate:**The bidder shall have well established office in Tripura. Documents regarding Registration under Tripura Shops & Establishment Act, 1970 or similar license/documents is required to be submitted.

**Additional Conditions specific to this bid:**Mentioned in ATC

**Scope Of Work For the Service:**[1688632880.pdf](#)

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Semi skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to 45 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title For Optional Allowances 1	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjunnagar, Agartala, Tripura (West), PIN-799 008	1	<ul style="list-style-type: none"><li>• Number of working days in a month : 30</li><li>• Basic Pay (Minimum daily wage) : 421.27</li><li>• Bonus (INR per day) : 35.09</li><li>• EDLI (INR per day) : 2.11</li><li>• EPF Admin charge (INR per day) : 2.1</li><li>• ESI (INR per day) : 13.69</li><li>• Optional Allowance 1 (in Rupees) : 0</li><li>• Optional Allowance 2 (in Rupees) : 0</li><li>• Optional Allowance 3 (in Rupees) : 0</li><li>• Provident Fund (INR per day) : 50.55</li><li>• Tenure/ Duration of Employment : 12</li></ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 12 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 45 years

Specification	Values
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title For Optional Allowances 1	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	SOURAJIT BOSE	799008,CIPET:CSTS-AGARTALA, Rubber Park Area, Sub-Division-Mohanpur, Bodhjungle, Agartala, Tripura (West), PIN-799 008	12	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Basic Pay (Minimum daily wage) : 394.19</li> <li>• Bonus (INR per day) : 32.83</li> <li>• EDLI (INR per day) : 1.97</li> <li>• EPF Admin charge (INR per day) : 1.97</li> <li>• ESI (INR per day) : 12.81</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> <li>• Provident Fund (INR per day) : 47.3</li> <li>• Tenure/ Duration of Employment : 12</li> </ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

## 2. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### **Additional Terms & Conditions (ATC)- Buyer Specific for Hiring of Security Manpower Service through GeM**

**Date: 06-07-2023**

- 01.** Estimate Bid Value: Rs. 30 Lacs for 12 months (i.e Rs. 2.50 Lacs pm)
- 02.** Age of Firm: Shall be 05 Years or more as on 31-03-2023
- 03.** PSARA License: The bidders shall have valid PSARA Licence issued by Govt. of Tripura.
- 04.** Experience: The bidder firm shall have experience of **Minimum 5 years** in providing Service in the Similar Services in the same field. Similar Experience of Security Service in Government Institution Corporate Offices / Institutions / Central Autonomous Body / Central Public Sector Undertaking & reputed Private Sector etc is required. Related documents have to be submitted along with the application.
- 05.** Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value **or** 2 orders each of 50 % of the Estimated Bid Value **or** 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt. Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.
- 06.** Annual Turnover: The bidder shall have average annual turnover of at least of **Rs. 300 Lakhs** for last 03 Financial Years for having carried out the similar nature of work. Copy of Balance sheet & Statement of Profit & Loss is required to be submitted.
- 07.** The bidder shall have well established office in Tripura. Documents regarding Registration under Tripura Shops & Establishment Act, 1970 or similar license/documents is required to be submitted.

- 08.** The Tenderer must be registered with the Competent State Govt. Authority and shall have valid P.F, ESI, Trade license, Labour and Firm valid registration and valid registration under PSARA, PAN/GST number etc. The attested copies of certificate should be enclosed with the application.
- 09.** List of Client served & serving and period of security services should be provided with proof. All Service satisfaction certificate must be taken in current calendar year, Copy of Service satisfaction certificate of existing clients served/serving must be attached.
- 10.** The Tenderer should not have been blacklisted by any Govt. Dept./Semi-Govt./Dept. or any other organization. Declaration to this effect is required to be submitted in the letter head of the bidder.
- 11.** Tender is liable to be rejected without EMD, if applicable and other required documents.
- 12.** The Security Personnel shall be paid as per the Minimum rate of Wage as fixed by the Govt. of Tripura, Labour Department. Agency/Firm shall enclose the copy of latest circular or any revision in minimum rate of wages effected by the competent authority of Labour Department, Govt. of Tripura. However, there shall not be any change of Agency Service Charges during the contract period because of such revision of Minimum rate of Wages.
- 13.** The agency has to comply with the rules and regulations strictly issued by the Ministry of Labour & Employment, Govt. of India from time to time and will be responsible for observance of all provisions on the Contract Labour (Regulation and Abolition) Act,1970. CIPET shall not be responsible for non-observance/violation of any rules and regulation under any Act or legislations made by Govt. of India.
- 14.** The Firm/Agency must have valid license to run private security agency as per provisions of the Private Security Agencies (Regulation Act-2005) and Other statutory bodies.
- 15.** The Firm/Agency must have registration certificate for EPF, ESI, PAN, GST and other certificates required as per statutory requirement.
- 16.** Statement showing deduction and deposits of EPF and ESI shall be submitted to CIPET Agartala periodically by the Security Agency/Firm. The Agency/Firm shall submit copies of EPF/ESI challans along with a list of security personnel in whose case the ESI/EPF has been deposited as proof of payment of monthly ESI/EPF.
- 17.** The Contractor shall immediately replace the Security Personnel, if the Competent Authority has found any Security Personnel incompetent for the work.
- 18.** All security personnel shall be provided Uniforms, Caps, liveries, badges, whistle, lathi, etc. by the security agency and they shall always wear/carry it while on duty.
- 19.** No guards shall leave duty points unless and until next reliever arrives at duty point.

**20.** The Contractor shall not replace the Security Personnel without prior permission of CIPET Agartala in writing. Proper permission from Competent Authority is required before replacing any Security Personnel. Violation to this clause would tantamount to Negligence in Providing Service and CIPET Can Cancel the Order at its discretion giving one-month notice.

**21.** The Security personnel so appointed to render service at CIPET will be under the overall control of the Security Agency but they will remain under the direct administrative control of CIPET. Any security personnel found/deemed to be suspicious or of doubtful character and found guilty of misconduct, indiscipline behavior, of which CIPET shall be the sole judge, shall be replaced by the Security Agency without hampering the security work.

**22.** In case of any theft, miss happenings, robbery, vandalism within the premises, the concerned security personnel will be subjected to police interrogation and police report will have to be followed. Security Agency has to pay the compensation in such cases occurred due to negligence/lapse of duty on the part of the security.

**23.** The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 100/- stamp paper, if Competent Authority deems it necessary. The cost of stamp paper shall be borne by the security agency.

**24.** Termination of Contract- CIPET may terminate the Contract at its discretion giving **One-month notice** to the Contractor in the following event:

- i. Service of the Contractor is not satisfactory.
- ii. Negligence in Service.
- iii. Replacing Security Personnel without any intimation to CIPET.
- iv. Non-Compliance of Statutory rules & regulation like non-deposit of PF/ESI/GST etc. Failure to deposit PF/ESI will lead to serious offence and Security deposit / outstanding bill may be forfeited.
- v. Non-Compliance of applicable Labour Laws.
- vi. Lack in cooperation with CIPET

**25.** Payment Terms: Within 15 days after submission of Tax Invoice along with proof of deposit of PF/ESI/GST and other relevant documents. The Contractor shall also submit the attendance of the Security Personnel along the Tax Invoice for processing of bills. In case of deficiency in documents submitted, the same will be intimated to the Contractor and the Contractor shall resubmit the Tax Invoice along with all relevant documents for release of payment.



26. Sub-Contracting: Not allowed.

27. The Contractor shall submit **Security Deposit of Rs. 50,000/-** for Security Service within 07 days of awarding the Contract, failing which the Order will be cancelled. Security Deposit to be issued in the form of Demand Draft from any Nationalized Bank **in favour of CIPET AGARTALA VTC payable at Agartala.**

28. CIPET reserves the right to increase/decrease the number of security personnel & Manpower to be hired based on the actual requirement of the Institute.

29. CIPET reserves the right to terminate the services of security arrangement provided by Contractor at any time without assigning any reason thereof. However, Contractor can withdraw his services by giving three (03) months' notice.

30. All security personnel shall behave politely with the students/visitors/ customers and office staff.

31. The security personnel shall be responsible to maintain all registers and records as directed by CIPET authorities from time to time.

32. The normal duty hour for Security Personnel shall not be more than 8 hours daily irrespective of any shift.

33. Leave and sickness matters of security guards/supervisors shall be in the scope of security agency and timely and suitable replacement has to be arranged by the security agency before sanctioning of such leaves with prior permission of CIPET in writing.

34. Selection Criteria: Based on L1 rate. If two or more bidders will quote lowest rate, preference will be given to the bidder with **Highest Average Annual Turnover of preceding 3 Financial Years.**

35. Duration of Contract: **12 Months**, extendable for another period of 12 months based on performance of the Agency & requirement of CIPET through GeM portal.

\*\*\*\*\*End of Document\*\*\*\*\*

#### 4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### 5. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## 6. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी

गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**