



E -TENDER NOTICE

FOR

SECURITY SERVICES AT CIPET: CSTS, RAIPUR

CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY: CSTS
(Ministry of Chemicals & Fertilizers, Govt. of India)
Industrial Area, Bhanpuri, Raipur -8340005
Phone No.: +91-0771-6673012
Mobile No.: +91- 9111001982/9111001288
Email: cipetraipur@gmail.com

Tender Notice No: CIPET: CSTS/ RAIPUR / SECURITY/ 2018-19/02 Date 11 .01.2019

Last Date & Time for Closing of Tender: 25.01.2019 at 5:00 PM

TENDER DOCUMENT COST: RS 2500 /- (Inclusive GST)

Tender Notice No. CIPET: CSTS:/ RAIPUR / SECURITY/ 2018-19/02

Dated 11.01.01.2019

Sl. No	Particulars	Details
1.	Service Receiver	CIPET: CSTS Raipur
2.	Tender No	CIPET: CSTS / RAIPUR / SECURITY/ 2018-19/02
3.	Tender Forms available at	www.cipet.gov.in
4.	Earnest money deposit (in Rs)	Rs. 50,000.00
5.	Security Deposit (in Rs)	Rs. 1,00,000.00
6.	Date and time of Issue	11.01.2019 : 09.00 AM
7.	Bid Submission last date & Time	25.01.2019 : 17:00 PM
8.	Date and Time of opening of Technical bid	28.01.2019 : 12:00 PM
9.	Date of opening of Financial bid	After Scrutiny of Documents
10.	Place of opening of Technical bid	CIPET: CSTS , Industrial Area Bhanpuri, Raipur
11.	CIPET: CSTS RAIPUR Online Bank Details	PNB BANK A/C No.1066001200000071 Branch : Station Road , Raipur Branch code: 106600 IFSC: PUNB0106600

Notice Inviting E-Tender

E-Tender No.: CIPET: CSTS/ RAIPUR /SECURITY/ 2018-19/02

Dated 11.01.2019

CIPET: CSTS, Raipur invites e- tender from reputed, license security/watch ward agencies for watch ward job for the supply of Security Guards and providing security services for the watch and wards of property laying in the premises and campus as a whole.

CIPET: CSTS, Raipur invites E – Tender in two Bid Systems (Technical in two Bid Systems :- Technical and Financial) from reputed, license security/watch ward agencies for watch ward job for the supply of Security Guards and providing security services for the watch and wards of property laying in the premises and campus as a whole at Raipur .

S.No.	E-Tender No. / Date	Name of the Work	EMD in Rs.	Tender Fees in Rs.	Last Date &Time of online Bid submission
1.	CIPET: CSTS : CSTS/ RAIPUR / SECURITY / 2018-19/02 Dated 11.01.2019	Security services at CIPET: CSTS-Raipur	50,000/- (Rupees Fifty Thousand)	2500/- (Rupees Two thousand Five Hundred)	25.01.2019 05:00 PM

Interested and eligible bidders may view and download the detailed tender documents from CIPET 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 a hard copy of the online Technical Bid duly sealed and signed to the Director & Head, CIPET: CSTS, Raipur on 25.01.2019 @ 05:00 PM.

The Tender Fee and EMD will be accepted in the form of Demand Draft/ Bankers Cheques of any Indian Nationalized Bank in favour of “CIPET RAIPUR “Payable at Raipur and shall be submitted at CIPET: CSTS , Raipur as specified on or before 25.01.2019 @ 05:00 PM in separate seal cover failing which bids will be summarily rejected. However as soft copy of the Tender fee and EMD shall be uploaded along with the technical bids failing which bids will be summarily rejected. However a soft copy of the tender shall also be uploaded along with the technical Bid to be submitted online.

Silent information about the E-Tender:

1. **Mode of submission:** ONLINE. No offline Tenders will be accepted.
2. **Tender Documents:** All Bid formats (Technical & Commercial) are available ONLINE at Cipet e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in .The registered vendors can download the Bids from these websites.
3. **How to register:**
 - (a) The prospective bidders have to register through the E-tender portal at www.tenderwizard.com/CIPET by Online Payment of Rs. 590/- + GST (As Applicable) to M/S. KSEDC 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:** - Rs. 2500/- (Inc. GST) is Payable to CIPET: CSTS , Raipur in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of Tender.
4. 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>].

5. Contact details of e-Tender related issue:

Name of the Service Provider: KSEDC		
Contact Person	Telephone/E-mail	Remarks
Mr. Mohan Soni M/s KSEDC Ltd (Bangalluru)	Mobile: +91-8305920951 Email: cipethelpdesk@gmail.com	Vendor registration or any other issue Regarding e-Tender Process, please contact KEONICS as the details given in the previous Columns.

6. 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.

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

8. All pages of tender documents with addenda/ corrigenda (if any) must be signed with proper stamp and date by the bidders/ or authorized power of attorney holders at the lower right hand corner.

9. Bidders are advised to visit E- Tender portal regularly for any addenda/corrigenda (if any) with regards to the e-tender for which no separate paper advertisement will not be published.

10. Last date of online submission of Tender Bid: - 25.01.2019 at 05.00 PM.

11. EMD and Tender Fee must be in approved mode and duly signed and 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 25.01.2019 @05:00 PM at CIPET:CSTS, Raipur -493221 Non receipt of which the tenders are liable for rejection.

CIPET: CSTS reserve 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: CSTS, Raipur**

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DIRECTOR & HEAD
CIPET: CSTS, Raipur

ABOUT US

CIPET is an ISO 9001:2008 QMS, NABL, ISO/IEC 17020 accredited premier national Institution devoted to Skill development, Technology Support, Academic, & Research (ATR) activities for the growth of Polymer & allied industries in the country. CIPET operates on hub & spokes model with 24 locations spread across the length & breadth of the country. All the CIPET centres have state of art infrastructural facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality control to cater to the needs of Polymer & allied industries in the country.

To provide qualified Human Resources to the industry, CIPET offers a blend of specialized academic Programs in the field of Plastics Engineering & Technology, be it Doctoral, Post Graduate, Undergraduate, Post Diploma or Diploma.

To upgrade the skill & technical competency of personnel employed in plastics industry, CIPET offers a wide range of short-duration, skill-cum-technology up-gradation Programs at all centres. The academic atmosphere in CIPET is a rare blend of modern day technical skills with a traditional emphasis on imparting technical knowledge. The highly trained and motivated team of faculty at CIPET has achieved enviable excellence in manpower development.

CIPET renders Technology Support Services in Design, Tooling, Plastics Processing, and Testing & Quality Assurance in India and abroad. The Plastics Testing Centre (PTC) at CIPET is equipped with state of the art equipments and is recognized as one of the best plastics testing facilities in Asia. Several Central & State Govt. organizations utilize

CIPET's expertise for consultancy services and as a third party inspection agency for plastics products.

TENDER DOCUMENT

Central Institute of Plastics Engineering & Technology (CIPET: CSTS) invites open online tender in two bid system for Security Work at CIPET: CSTS, Raipur.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. Agency should have 3 year of work experience in providing security services in which it should have atleast 1 work order for providing more than 50 security Guards in Cental/State Government/PSU/Autonomous Bodies. Experience in Cental/State Government/PSU/Autonomous Bodies will be given preference.
3. Agency should have minimum 5 Crore Avg turnover in last three financial years
4. The tenderer should give his bank details in the enclosed technical bid.
5. The tenderer should put seal and signature on all the pages of the tenderdocument.
6. The tenderer shall submit the technical bid in the prescribed tender document on or before 25.01.2019 at 5.00 PM at CIPET: CSTS, Raipur in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery super scribed "TENDER DOCUMENT FOR SECURITY WORK AT CIPET: CSTS RAIPUR" on the top of the cover.
7. 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 favour of "CIPET RAIPUR" payable at Raipur.
8. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the **Director& Head, CIPET: CSTS, Raipur** 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.

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

- A The successful tendered 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. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
- B Security agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET: CSTS, Raipur premises and for due payments of any statutory dues payable if any e.g. on contribution under

E.S.I. scheme, P.F., GST, minimum wages act etc. All such liabilities if any, shall be discharged by agency is made to pay under the written orders of any authority under laws, and amount CIPET: CSTS, Raipur 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: CSTS, Raipur shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection, with it.

- C CIPET: CSTS, Raipur shall pay agency contract amount as per the rate quoted in Tender for Security Supervisor and/or Security Guard and the said contract amount shall be paid within 15 days of submission of bill. If CIPET: CSTS, Raipur required posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET: CSTS, Raipur 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: CSTS, Raipur shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
- D The number of Security personnel can be increased/ decreased as per requirement of CIPET: CSTS, Raipur.
- E The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on performance/satisfactory services, the contract shall be extended for 1 Year.
- F The contract can be terminated by giving one month notice period from either side.
- G Tender documents without EMD, tender fee and received after the due date will be summarily rejected. **(MSME Exemption will be given for EMD amount, Tender Fee has to paid by every participant of Tender)**
- H Latest Minimum wages as notified by Central Government from time to time shall be paid.
- I Taxes shall be paid extra by CIPET: CSTS, Raipur at prevailing rate as per Government of India.
- J Taxes shall be deducted as per prevailing rate from the monthly bill.
- K The Professional Tax, EPF & ESIC shall be paid as per Government of India norms.

- L Service charges quoted less than 2% will be rejected
- M The number of workers can be increased/ decreased as per requirement.
- N CIPET is not liable to award the tender to L1 Party only. Tender will be awarded on the basis of technical & financial rating by the committee.
- O Agency who have MSME Certificate will be given preference.
- P Rate quoted above the statutory deduction will be considered and below the statutory deduction will be rejected.
- Q Lowest Bidder shall be considered as L1 Party.

R. The education Qualification of Security Supervisor and Security Guard at CIPET: CSTS, Raipur.

1. **Security Supervisor:** Graduation Pass and have sound knowledge of security services and maintenance of various registers and records under the control of security supervisor. Preferably Ex-Serviceman from Armed Forces/ Paramilitary Services.

2. **Security Guards:** 10th Pass and Above

S CIPET: CSTS, Raipur 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.

T. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Raipur 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 its 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 misbehaviour 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 labourers** – Identify the person and ensure that the casual staffs are wearing the I.D. cards.
- (iv) Housekeeping 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 Admin. 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/ Postal incoming shall be directed to the Receipt and Issue Section of this office.

1.2.6 TELEPHONE HANDLING

- (i) **Security is 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 after office Hours.
- (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 labourers / contractors.
- (v) If he finds anything unusual, a written report must be given to the Admin. Incharge.

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 pocket able 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 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) Security 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 complaint to the Client.
- (iii) In case of fire, prompt action be taken by the security 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 misbehaviour 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)

TECHNICAL BID

1. Name of the Company:
2. Name of the Proprietor:
3. Address:
4. Mobile No. / E-mail:
5. Banker's detail (enclose copy):
6. No. of years in this Business (Not less than 3 years):
7. Latest LOI / Work Order from 3 clients in which atleast 1 from
Central/State Government/PSU/Autonomous Bodies for more than 50 guards (enclose copy):
8. Income Tax Returns for last three years(2016-17,2017-18,2018-19) (enclose copy):
9. Audited Profit & Loss Statement for Last 3 years(2015-16,2016-17,2017-18) (enclose copy):
10. Audited Balance Sheet for Last 3 years(2015-16,2016-17,2017-18) (enclose copy):
11. Turnover certificate from Chartered Accountant for last 3 years(2015-16,2016-17,2017-18)
(Average Not less than 5 crore in last three years (enclose copy):
12. PAN No (enclose copy):
13. GST (enclose copy):
14. Provident Fund No (enclose copy):
15. No Court Case Declaration:
16. ESIC No (enclose copy):
17. D.D. No, Date and amount of E.M.D (enclose copy):
18. PSARA CERTIFICATE(Valid for atleast 1 year from the date of publishing of advt of tender)

Date:

Seal & Signature of the Tenderer

Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **25-01-2019, 05:00 PM**

Online Upload Technical Document (as mentioned in "Essential documents for the Bid –I")

1. **A- Audited copies of last 3 years Balance sheet, Profit & Loss Account & ITR**
2. **B- Copy of PAN card, GSTIN No., PSARA Certificate, ESIC No, Provident Fund No,**
3. **C- Experience details**
4. **D- Work order and/or completion certificate**
5. **E- EMD payment proof**
6. **F- Declaration letter**
7. **G- Proof of Turnover**
8. **H- Technical bid Cover page as per Format.**
9. **I- Any other document.**

FINANCIAL BID

Sl.No	Particulars	No. of Persons	Rate
1	Security supervisor	1	
2	Security Guard	8	
3	SERVICE CHARGES		

1. The number of Security Supervisor/ Security Guard can be increased/ decreased as per requirement.
2. Latest Minimum wages as notified by Central/State Government for WATCH AND WARD (Without arms) from time to time shall be paid.

Date:

Name:

Address:

Seal & Signature of the Tenderer
