

# केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट) कोरबा

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY, (CIPET)**

सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट(सी.एस.टी.एस)

CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

CIPET, Education Hub, Syahimudi, Block-Katghora, PO – Gopalpur, Distt. – Korba, Chhattisgarh – 495450

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## **Tender for Procurement of**

### **Hiring of Security Services Providing Agencies**

#### **आवश्यक दस्तावेज/Important Document**

अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में बोली अस्वीकार की जा सकती है।

Bid is liable to be rejected in case of non-eligibility or non-submission of the requisite documents

नोट: सभी आवश्यक दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किए जाने हैं।

Note: All the essential documents are to be uploaded in PDF format only.

#### **IMPORTANT INFORMATION**

S.N	Description	Details
1.	Purchaser / Service Receiver	Central Institute of Petrochemicals Engineering and Technology, Korba
2.	Online Tender submission of bid	<a href="http://www.gem.gov.in">www.gem.gov.in</a>
3.	Online Tender information available at	<a href="http://www.cipet.gov.in">www.cipet.gov.in</a>
4.	EMD	3% of Tender value
5.	Security Deposit (in Rs.)	3% of the Tender Value
6.	Date of E-Tender Publication	As scheduled in GeM Portal
7.	Last Date and Time for Submission of Tender	As scheduled in GeM Portal
8.	Date, Time of opening of Technical bid	As scheduled in GeM Portal
9.	Date and Time of opening of Financial bid	As scheduled in GeM Portal
10	CIPET KORBA - Online Bank Details	Bank Name- CANARA BANK Account Number – 120028053401 Account Name - CIPET CSTS KORBA HOLDING ACCOUNT IFSC Code - CNRB0002490 Vendor Code on gbiz portal of Canara bank- CVM5000000017876

## **Terms and Conditions for Awarding Contract**

Central Institute of Petrochemicals Engineering & Technology (CIPET) invites open online tender in two bid system for Security Service Work at CIPET, Korba.

1. The tenderer shall quote agency Name, Address, Telephone / email etc. in the prescribed format.
2. Agency should have executed minimum 3 work orders having minimum 1 year of engagement in each work orders for providing security services in which it should have atleast 1 work order for providing more than 20 security Guards in Central / State Government /PSU /Autonomous Bodies with a total value of Work Order more than Rs 30 Lakhs. Experience in Central / State Government / PSU / Autonomous Bodies will be given preference.
3. The agency should have experience of executing the orders in 3 continuous years.
4. Agency should have minimum 1.5 Crore Average turnover in last three financial years.
5. The service charge may be in line with GeM compliance.
6. The tenderer should give his bank details in the enclosed technical bid.
7. The tenderer should put seal and signature on all the pages of the tender document.
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 agency shall be finalized as per GeM process.

The Principal Director & Head, CIPET Korba, 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 tenderer has to furnish a security deposit of 10% of total contract value 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.
- b. Security agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET Korba 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, Korba 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, Korba shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection, with it.

- c. CIPET, Korba 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 Korba requires posting of any staff in excess of the minimum number as above or doing overtime work, then CIPET, Korba 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 head/name. The responsibility towards complying with the minimum wages act, PF, ESI and Goods & Service Tax other statutory requirements stipulated by Government shall rest with the agency and CIPET, Korba 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 Korba.
- e. Latest Minimum wages rate as notified by Central Government from time to time shall be paid.
- f. Taxes shall be paid extra by CIPET, Korba at prevailing rate as per Government of India.
- g. Taxes shall be deducted as per prevailing rate from the monthly bill.
- h. EPF & ESIC shall be paid as per Government of India norms.
- i. The agency/bidder must have their office in Chhattisgarh (Mandatory).
- j. The agency/bidder must have PF & ESIC registration in Chhattisgarh (Mandatory).
- k. The agency/bidder must have valid PSARA Certificate valid for atleast one year from the date of publishing of tender.
- l. The education qualification of Security Supervisor and Security Guard at CIPET, Korba.
  - 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:** 10<sup>th</sup> Pass and Above
- m. CIPET, Korba 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.
- n. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Korba only.

Note:

If Any Bidder/Agency who Not Fulfilling the Technical Bid Criteria Allotted Zero Marks in Technical Qualification Parameters.

**TECHNICAL BID CRITERIA**

1. Name of the Firm/Company:
2. Name of the Proprietor/Director:
3. Address:
4. Mobile No. / E-mail:
5. Banker's detail (enclose copy):
6. Agency Registration No. /Certificate of the Agency (MSME, NSIC) (enclose copy):
7. Agency should have latest LOI / Work Order from 3 clients in which atleast 1 from Central/State Government/PSU/Autonomous Bodies for more than 20 guards (enclose copy)
8. Turnover certificate from Chartered Accountant for last 3 years (2021-22, 2022-23 & 2023-24) Yearly Average Not less than 1.5 crore in last three years (enclose copy):
9. Labour Registration Certificate (Registration in Chhattisgarh-enclose copy):
10. PAN No (enclose copy):
11. GST (enclose copy):
12. Provident Fund No (Registration in Chhattisgarh -enclose copy):
13. Minimum 200 Employee EPF deposit should have done in the previous month of publishing of this tender, which will be verified by EPF portal by TRRN number.
14. Court Case Declaration:
15. No Blacklisting Declaration:
16. ESIC No (Registration in Chhattisgarh-enclose copy):
17. Bid security Declaration in prescribed format:
18. PSARA CERTIFICATE (Valid for at least 1 year from the date of publishing of advt of tender)
19. Bidder must have Office in Chhattisgarh preferably in Korba valid registration from last 18 months before publishing of tender notice (Mandatory).
20. If the agency has worked / working in any CIPET centers, they shall submit their performance certificate (Min. Period of 1 Year).
21. If Bidder/Agency have Completed works in Govt./Autonomous Body in Education Sector for providing security services in Financial Year 2023-24 upload details.

Date:

Seal & Signature of  
the Bidder/Agency

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**  
**(On letterhead of Bidder)**

I / We, the authorized signatory of..... Participating in the subject Bid No..... for the item / job of....., do hereby declare:

That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender as per the .....

That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of CIPET Korba for a period of one year from the date of committing such breach.

**Signature and Seal of Authorised Signatory of bidder**

**Name of Authorized Signatory:**

**Company Name:**

## **SCOPE OF WORK**

### **SCHEDULE OF WORKS/ REQUIREMENTS**

In this Schedule of requirements, the details of security 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 deployed security staff will observe / ensure the following :

##### **1.2.1 CODE OF CONDUCT**

The Contractor shall ensure that their security personnel

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

### **1.2.2 CONFIDENTIALITY**

The following information about the client shall not be shared to anyone unless asked to do so by the authorized person of the client-

- 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 records 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 personnel 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**

All Couriers/ Postal incoming shall be directed to the Receive and Dispatch (Inward/Outward) 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) They shall 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 NOTE FOR THE CLIENT**

- (i) List of authorized signatories to be provided by the Client.
- (ii) New employees to be informed to Agency to enable and maintain security procedures.

### **1.2.11 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 to 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. 112.
- (vi) Employees to be made aware to respond during emergency.

### **1.2.12 EMERGENCY PROCEDURES**

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

## Technical Qualification Parameters

<b>TABLE A: Technical Qualification Parameters</b>		
<b>SN</b>	<b>Criteria</b>	<b>Marks Secured by Bidder.</b>
1.	Relevant Category of MSME/NSIC Certificate <b>(Marks 05)</b>	05
2.	Experience in Years (Govt. organization ) <b>(Max. 15)</b>	< 3 years
		>3 & < 5 years
		>= 5 years
3.	Experience in Years (Pvt Ltd. organization ) <b>(Max. 15)</b>	< 3 years
		>3 & < 5 years
		>= 5 years
4.	Experience in Years (Educational organization ) <b>(Max. 15)</b>	< 3 years
		>3 & < 5 years
		>= 5 years
5.	Bidder/Agency Should Have Completed works in Govt./Autonomous Body in Education Sector for providing security services in Financial Year 2023-24. <b>(Max. 15)</b>	20-50 Security Staff
		51-100 Security Staff
		101-200 Security Staff
6.	If the agency has worked / working in any CIPET centers, they shall submit their performance certificate (Min Period 1 Year). <b>(Max. 10)</b>	10
7.	Minimum 200 Employee EPF deposit should have done in the previous month of publishing of this tender, which will be verified by EPF portal by TRRN number <b>(Max. 10)</b>	10
8.	Average Turnover not less than 1.5 crore last three years as on 31.03.2023 <b>(Max. 15)</b>	15
<b>TOTAL</b>		<b>100</b>