

**TENDER DOCUMENT
FOR
PROVIDING SECURITY SERVICES
FOR WATCH AND WARD
OF CBI ACADEMY COMPLEX, GHAZIABAD**

Cost of Tender Document Rs. 500/-

CENTRAL BUREAU OF INVESTIGATION
Training Academy, Kamla Nehru Nagar
Hapur Road, Ghaziabad (UP)

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NOTICE INVITING TENDER

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INTRODUCTION

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GENERAL

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REQUIREMENTS

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SECTION-I

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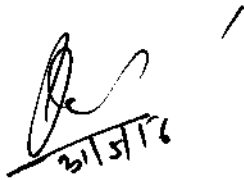

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ABOUT THE ORGANIZATION

Over the years, the Central Bureau of Investigation (CBI) has emerged the premier investigation agency of the Government of India. It enjoys the trust and credibility of the Parliament, Judiciary and the common man. In the last fifty years, the organization has evolved from an Anti-Corruption Agency to a M u l t i -disciplinary professional body. CBI mainly deals the corruption cases but other offences e.g. Conventional Crimes, National Security, National Economy having National and International ramifications which are being entrusted to this organization by the Central and State Governments as well as the Constitutional Courts.

CBI has a dedicated Training Institute alongwith Hostel for the trainees and Residential Complex spread over in 26.66 Acre of land. In order to provide full proof Security for watch and ward of the entire Academy Campus, CBI is in need of deputing of Security Guards from the reputed Agencies.

THE CONTRACT FOR AWARD OF THIS WORK THROUGH THIS TENDER IS LIKELY TO COME INTO FORCE **WITH EFFECT FROM 01.08.2016.**


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Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting the same online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.



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PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidders should log into the site well in advance for bid submission so that they can upload their bid in time i.e. on or before the bid submission time. Bidder shall only be responsible for any delay due to other issues. However, it is made clear that no claim/ request for non-consideration of their bids uploaded after the scheduled date and time of submission of bids shall be entertained.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.


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- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document & the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The Contract Number of helpdesk is 1800 3070 2232


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**TENDER DOCUMENT
FOR PROVIDING SECURITY SERVICES
FOR WATCH AND WARD
OF CBI ACADEMY COMPLEX, GHAZIABAD**

Cost of Tender Document Rs. 500/- (Rupees Five Hundred only) to be Deposited Vide Demand Draft No. _____ dated _____ drawn in favour of Supdt. of Police, CBI Academy, Ghaziabad.

Name of the Bank -----

Date & Time for Downloading of Tender Document & Online submission of Tenders:

DOWNLOADING DATE AND TIME :- From 01/06/2016 (15.00 hours to 22.06.2016 (1300Hours)

LAST DATE AND TIME FOR ONLINE SUBMISSION OF BID:- 22/06/2016 (1500 HOURS)

Date & Time of Opening of Technical Bids online: 22/06/2016 (1600 Hours)

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CENTRAL BUREAU OF INVESTIGATION

**TENDER FOR PROVIDING
SECURITY SERVICES FOR WATCH
AND WARD OF CBI ACADEMY
COMPLEX AT GHAZIABAD (UP)**

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate) E-mail:- Telephone No./ Mobile No.	


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CENTRAL BUREAU OF INVESTIGATION

TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES FOR WATCH AND WARD OF CBI ACADEMY CAMPUS, GHAZIABAD (UTTAR PRADESH)

PROFORMA OF TECHNICAL BID

Earnest Money Deposit (EMD) (To be enclosed in a separate envelope while submitting Technical Bid)	Demand Draft No. / Pay Order _____ dated _____ for Rs. 83,000/- (Rupees Eight Three Thousand only) drawn on _____ (Name of the Bank) in favour of SP, CBI Academy, Ghaziabad
----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

COMPANY/FIRM PROFILE	
<p>1. Name of the Company/Firm and Complete registered address</p> <p>1(a) Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)</p> <p>1(b) Status of the signatory of the tenderer in case of Hindu Undivided Family(HUF) business/Partnership/</p> <p>1(c) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>1(d) Were you or your company ever required to suspend security services for a period of more than 06 months continuously after you commenced the security services? If so, give the name of the contract and reasons thereof</p>	

2. Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address	
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3. (a) Year of commencement of Business (b) Nature of Business (Copies of Audited Balance Sheet for the last three Financial years to be enclosed)	
4. Statutory Details (Photocopy duly signed to be attached) -Registration No. - PAN - - EPF - - ESI - - Service Tax- - Name & Address of Bankers along with Current Account Details	
5. Income Tax Assessment Completion Certificates for the financial years 2012-2013, 2013-14 and 2014-15. (In the event of assessment of the years indicated not completed, the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S. No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No(s) and E-mail ID	Date of Contract & contract period	No. of persons deployed by firm

7. Details of Similar Works

S. No.	Name of Organization	Name of Work	Period of Work	Amount (In Rs)
1				
2				
3				

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8. Volume of business done during the last three years (please submit documentary evidence)
(Rs. in Lakh)

Details of annual financial turnover (gross) (Duly certified by Chartered Accountant)	FY 2012-13	FY 2013-14	FY 2014-15

9. Whether Performance Certificates as prescribed in Schedule-IV of Tender Document from previous organizations enclosed?

Signature of Tenderer

NOTE:-

- In case of sole proprietary concern, the name of the sole proprietor, father's/ husband's name, age, residential address and office and residential phone numbers are to be indicated.
- In case of partnership concern, certified Photostat copy of the Registered Partnership Deed is to be enclosed. The partnership deed should state specifically that a particular partner or partners are authorized to deal with any matter of company. Certified Photostat copy of the Income Tax assessment of the partnership firm as well as individual partners (for last consecutive 3 years) is to be submitted.
- In the case of Hindu Undivided Family Firm, an Income Tax registration certificate is to be enclosed in addition to the above as per (b).
- In case of Limited Company, printed copies of Memorandum and Articles of Association as well as last three Annual Reports of Audited Accounts are to be annexed. Authorization on non – Judicial Stamp Paper of Rs. 100/- duly notarized by the Board of Directors in favour of the signatory of the tender as well as other documents on behalf of the company may also be enclosed.
- A declaration is to be recorded by the authorized signatories of the tender that no change in the status of sole proprietorship, Hindu Undivided Family/Partnership/ Company (as the case may be) will take place from the date of submission of tender and during currency of the Contract Agreement, if entered into with them. In case any change is necessary in the overall interest of the business's purpose for which the premises is allotted, it will be with the prior written approval of the CBI, failing which the Contract Agreement will be terminated. It is also to be certified on letter head of Organization that there is no criminal record of the

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tenderer/applicant/ proprietor/Partners/Directors/ authorized signatory of the Tender Document or their close relatives affecting the business profession under this Contract Agreement..

- f) Bid submitted by a Consortium should comply with the following additional requirements:-
- i) Number of members in a consortium should be limited to two only;
 - ii) The bid should contain information of each member of the consortium;
 - iii) Any or one of the consortium members should purchase the tender document from CBI and /or intimate CBI, in case the tender document are downloaded from the web sites;
 - iv) An individual Bidder cannot at the same time be a member of a Consortium or member of any other consortium applying for the bid;

The members of the consortium shall nominate (on appropriate value of non- Judicial Stamp Paper duly notarized) any one member as their lead technical member and any one member as their financial member. Alternatively, the Members of the consortium can nominate one member as the lead member for both the bids also.

The nomination(s) shall be supported by a Power of Attorney as per standard practice of Govt. of India and signed by all members as well as by the lead technical and financial members;

- v) The Memorandum of Understanding (MOU) shall, inter alia:
- a) Expressly convey the intent to form a Joint Venture Company, with their respective share holding commitment(s) in accordance with the prescribed clauses set forth in this Bid document, which would be entered into through the Contract Agreement and subsequently carry out all the responsibilities in accordance with the terms and conditions of the Contract Agreement;
 - b) Clearly outline the roles and responsibilities of each member at every stage.
 - c) Commit the minimum equity stake as required under the clause; and
 - d) Include a statement in the shape of Affidavit (on the appropriate value of non-Judicial Stamp paper duly notarized) to the effect that all the members of the Consortium shall be liable jointly and severally for the execution of the transaction process in accordance with the terms of the Contract Agreement.

A certified copy of the MOU should also be submitted alongwith the Bid.

The MoU entered among the members of the Consortium should be **specific to the tender** and should also contain the above requirements, failing which the **Bid shall be considered non-responsive.**

Any entity which has been debarred by CBI or any of the other entity of Govt. of India from participating in the transaction process and the debar stands as on the Bid Due Date, would not be eligible to submit the Bid, either individually or as a member of a Consortium.

Change in Consortium composition

Any change in the composition of a Consortium will not be permitted during the stage of the bidding process.

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INSTRUCTIONS
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TO

TENDERER
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SECTION-II
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INSTRUCTIONS TO TENDERER

GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents shall be rejected. It is in the interest of perspective tenderer that he/she may inspect the proposed premises before submitting the tender.
2. Before submitting the tender, details of documents to be enclosed may be verified from the Check List (Refer Annexure-I) of the Tender Document.
3. The bidders, who download the Tender Document from CBI's website, are required to submit a separate demand draft for Rs. 500/- (Rupees five hundred only) towards the cost of the Tender Document otherwise the tender so submitted, shall be rejected. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED IN A SEPARATE ENVELOPE SUPERSCRIBED AS 'COST OF TENDER DOCUMENT'**. However, a scanned copy of the same may be uploaded at CPP Portal.
4. The Tenderer must write the Name & Complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the Authorized signatory along with his name & designation and the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled tender form should be supported by "Letter of Submission of Tender Document" as at Annexure-II of the Tender Document.
6. CBI reserves the right to obtain feed back from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first hand information regarding the quality of security services provided by the Tenderer. The decision of the CBI in this regard will be final and binding on all bidders.
7. Tender shall be submitted only in CBI's official Tender Form document duly signed by authorized signatory of organization indicating his name & designation and contact number. However, it is clarified that Tender Document submitted in any other manner, shall be summarily rejected.
8. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 1,05,000/- (Rupees One Lakh Five Thousand only) shall be rejected.
9. Tenderer shall submit the tender documents as per the requirement of CBI otherwise CBI at its discretion shall reject the incomplete tender documents at the time of opening of Technical Bids itself and no further correspondence shall be entertained.
10. The Name and Address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion or deletion shall be permitted in any part of the tender unless duly countersigned by the authorized signatory only stamped of the organization of the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
11. **The bids submitted by all bidders should be valid for at least for a minimum period of 120 (One Hundred Twenty) day from the date of opening of Financial Bids.**
12. Person signing the bid or other documents connected with tender must clearly write his/her


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name and also specify the capacity in which signing. The person who is signing the bid on behalf of company/firm/organization must have authorization on Non-Judicial stamp paper of Rs.100/-(One hundred only) from all the directors of the company or partners of the firm. The authorization is also to be enclosed along with Technical Bid of the tender documents. Bids not accompanied with organization on Non-Judicial Stamp Papers shall be summarily rejected.

13. CBI reserves the right to reject any or all the tenders without assigning any reason whatsoever.
14. The bidder shall fill up their bids as per requirement as stated in the Document.
15. The profile of Company/Firm's as stated in proforma of Technical Bid enclosed in the Tender Document shall only be considered for the purpose of Eligibility and Technical Evaluation alongwith the requirements as stated in Clause 18 of Section- II.
16. The successful bidder will have to enter into a Contract Agreement with CBI within 7 (Seven) Days of issue of Letter of Award on Non-Judicial Stamp Paper of Rs.100/-(One Hundred) before taking charge of the Security and commencement of the work, failing which CBI shall terminate the contract and forfeit the Earnest Money Deposit (EMD). **The specimen of agreement will be provided alongwith Letter of Award.**
17. Canvassing in any form will make the tender liable to rejection.

ELIGIBILITY CONDITIONS:-

- (a) The applicant should be in Security Services for a minimum period of consecutive Seven years as on 31.05.2016.
- (b) Experience of having successfully providing security services during the last consecutive Seven years ending on 31.05.2016 as per following:-
 - i) 3 (Three) similar completed works each costing not less than Rs 6,66,400/-(Rs. Six Lakh Sixty Six Thousand Four Hundred) only.
OR
 - ii) 2(Two) similar completed works each costing not less than Rs 10,00,000/- (Rs. Ten Lakh only)
OR
 - iii) 1(One) similar completed work costing not less than Rs. 13.33.000/- (Rs. Thirteen Lakh Thirty Three Thousand only)
- (c) The value of completed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 (Seven) percent per annum ; calculated from the date of completion to the last date of receipt of tender

Similar nature of work means providing Security Guards/Services to the Organizations/Departments of Central/State Govt., PSUs, Autonomous Bodies, etc.

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d) **Average Financial Turn-Over (Gross)**

The bidder's average Annual Financial Turnover (gross) in security services during immediate last three consecutive financial years, i.e., 2012-13, 2013-14 and 2014-15, duly audited by Chartered Accountant (CA) should not be less than Rs. 16,66,000/- (Rs. Sixteen Lakh Sixty Six Thousand only. Financial Year in which no turnover is shown would also be considered for working out the average.

e) The tenderer should not have incurred any loss in more than two years available in last five consecutive Balance Sheets, duly certified by Chartered Accountant.

f) **PERFORMANCE CERTIFICATION**

The bidders' performance, as per format enclosed with the tender for each work completed in the last seven years and in hand should be certified by a responsible person i.e a person holding post of Section Officer to Govt. of India or equivalent from the concerned organization. In case where the Bidder has worked in a private sector, the performance certificate shall be certified by Manager or equivalent. The certificate should also indicate the compliance of Statutory Requirements complied by bidder.

g) **Tenders received without proper documents, including demand draft, shall be summarily rejected.**

18. **GUIDELINES FOR SUBMISSION OF TENDER:-**

The bids are to be submitted as under: -

- (i) Original Demand Drafts/ Pay Order towards Earnest Money Deposit and cost of tender document for Rs. 83,000/- (Rupees Eighty Three Thousand only) and Rs. 500/- (Rupees Five Hundred) only drawn in favour of **Superintendent of Police, CBI Academy, Ghaziabad** payable at GHAZIABAD should be deposited in separate envelopes in the Office of Supdt. of Police, CBI Academy, Ghaziabad before the date and time of online opening of Technical Bids. However, scanned copies of both the Demand Drafts are to also be uploaded on CPP Portal.
- (ii) Technical Bid containing requisite documents as listed in check list enclosed with the tender documents shall have to be uploaded on the CPP Portal **www.eprocure.gov.in** . **The Tenderer can also submit hard copy of Technical Bid/Document in sealed cover. However, the evaluation of Technical Bid will be carried out only on the basis of documents found online on CPP Portal.**
- (iii) Financial Bid containing Schedule of Rates as prescribed in the tender documents shall also have to be uploaded on the CPP Portal **www.eprocure.gov.in**
- (iv) The Technical Bid of only those tenderer shall be opened who submit the **Cost of Tender Document** as well as **Earnest Money Deposit** as prescribed above.
- (v) The Financial Bid of only technically qualified bidders shall be opened.


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19. **SUBMISSION OF COMPLETE TENDER DCOUMENT/BID :-**

The Complete Tender Document, duly signed by the bidder duly stamped on each page, alongwith scanned copies of eligibility and Technical particulars/ documents shall have to be uploaded on the CPP Portal www.eprocure.gov.in before the date and time of submission of online bids. No claim in respect of non-uploading of tender documents on CPP portal for whatsoever reasons shall be entertained.

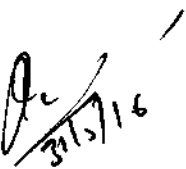
20. **OPENING OF BIDS:-**

- a) The Eligibility and Technical particulars as described in the proforma of Technical Bids shall be opened on **22.06.2016 at 1600 hrs. online** on CPP Portal in the presence of those bidder who wish to witness the opening of Technical Bids. Alternatively bidder can watch the opening of Technical Bids at remote end. However, it is added that bidders who had deposited original draft towards cost of Tender Document shall be eligible for considering the opening of EMD envelope. However, the Technical Bids of those bidders shall be opened who deposit the original drafts of cost of tender documents and EMD before the date and time of online submission of bids.
- b) The date and time of opening of financial bid(s) shall be intimated only to those bidders who are found eligible as per technical evaluation criteria prescribed by CBI. The Financial Bids of only technically qualified tenderer shall be opened **online** in presence of such bidders who wish to be present, either in person or through their authorized representatives (duly supported with authorization letter on letter head of the firm and stamped) for further consideration or the bidder can watch opening of Financial Bids at remote end. The same procedure shall also be adopted for opening of Technical Bids. The decision of the CBI in this regard shall be final & binding and no request etc. shall be entertained from the bidders.
- c) The EMD of bidder who after opening his Technical Bid backs out from the tender process shall be liable for forfeiture of 50% amount of the EMD deposited by him. In case the bidder after award of work refuses to execute the work shall be liable for forfeiture of 100% amount of EMD deposited by him. No representation in this regard shall be entertained.
- d) EMD of the unsuccessful bidders shall be returned, *without any interest*, within a period of **three months** from the date of award of work to the successful bidder. However, the EMD submitted by successful bidder shall be converted in Performance Security or alternatively can be refunded on submission of performance security as described in the Tender Document.

21. **Criteria for Evaluation of Bids:-**

(A) Technical Bid (Tt):-

- i) Technical Bids of only those tenderer shall be evaluated who submit the Cost of Tender Document as well as Earnest Money as described in the Tender Document and found eligible for opening of their Technical Bid. The evaluation criteria of the Technical Bid has been detailed as under:-

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S.No.	Attributes with Marks	Evaluation Criteria	
1	Financial strength (20 marks) a) Average Annual Turnover (16 Marks)	i) 50% Marks if financial strength meets as per Eligibility Criteria. ii) 100% Marks for twice the minimum eligibility Criteria or more iii) In between 50% to 100%, marks shall be allotted on pro-rata basis	
2	Experience in similar works (30 marks) (i) 3 (Three) similar completed works each costing not less than Rs 6,66,400/- (Rs. Six Lakh Sixty Six Thousand Four Hundred) only OR (ii) 2 (Two) similar completed works each costing not less than Rs 10,00,000/- (Rs. Ten Lakh only) OR (iii) 1 (One) similar completed work costing not less than Rs. 13.33.000/- (Rs. Thirteen Lakh Thirty Three Thousand only)	i) 50% Marks if meets as per Eligibility Criteria ii) 100% Marks for twice the minimum eligibility Criteria or more iii) In between 50% to 100%, marks shall be allotted on pro-rata basis	
3	Performance reported by earlier organization where bidder has executed or executing similar works in last seven years ending 31.5.2016. (Total Marks 20) (where LD(Liquidated Damages) has been imposed by earlier organization, 5 marks in each category shall be deducted)	Very Good (without imposition of LD)	20 marks
		Good (without imposition of LD)	15 marks
		Average or satisfactory (without imposition of LD)	10 marks
		Below Average	zero marks
	b) Adhering of Labour Laws viz. ESIC, EPF, Service Tax (30 Marks @ 10(Ten) Marks for each for the last one year ending 31.5.2016). i.e. 01-06-2015 to 31-5-2016 NOTE:- In case all the challans for full financial year are not submitted, the marks shall be allotted on pro-rata basis.	Proof for contribution in respect of ESIC i.e. copies of Challans/ certificate from ESIC for amount deposited in Government Accounts	i.) 10 marks shall be allotted for submission of copies of challans/ certificate from ESIC
	Proof for contribution in respect of EPF i.e. submission of copies of Challans/ certificate from EPFO for amount deposited in Government Accounts	i.) 10 marks shall be allotted for submission of copies challans/ certificate from EPFO	

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		Proof for contribution in respect of Service Tax i.e. copies of Challans/ certificate from Service Tax Authorities for amount deposited in Government Accounts	i.) 10 marks shall be allotted for submission of copies of challans/ certificate from Service Tax Authorities
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NOTE :

1. The Technical bids shall be evaluated by allotting the marks as described above in respect of the stipulated attributes and Bidder shall be declared as Technically qualified if he scores 50 (Fifty) marks out of 100 (One hundred) marks .

(B) Financial Bid:-

1. The Financial Bid of only those tenderer who have been declared Technically qualified shall only be opened online in presence of such bidders who wish to be present, either in person or through their authorized representatives (duly supported with authorization letter on letter head of the firm and stamped) for further consideration or alternatively the bidder can watch opening of Financial Bids at remote end.
2. The work shall be awarded to the bidder who have quoted the lowest rates in their financial bid.

(C) CONDITIONAL OFFER :

- 1) Conditional offer, if any, received against this tender shall summarily be rejected by CBI Academy without intimation. Hence, all interested bidders may take a note while filing their Bids.

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GENERAL CONDITIONS

OF

CONTRACT

SECTION-III

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GENERAL CONDITIONS OF CONTRACT

1. INTERPRETATIONS

1.1 In construing these conditions, the following words shall have the meanings herein assigned to them except where the subject or context otherwise requires:

“Employer” shall mean the Superintendent of Police, CBI Academy or any of his authorised officer or his legal representatives, assigns and successors and shall be incharge of the works for the purpose of this contract .

“Contractor” shall mean Individual, Sole Proprietary firm, HUF Firms, Firms in Partnership, Limited Company, Private or Public Corporation or consortium or Joint Venture company and his (their) heirs, legal representatives, assign and successors.

“Notice in Writing” or written notice shall mean a notice in typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post or fax or e-mail to the last known private or business address or registered office.

“Year” means Financial year unless stated otherwise.

The word “Contract” used herein shall mean the Clauses of Contract Agreement, General Conditions of Contract, Special Conditions of Contract, the Schedule of Rates as quoted by tenderer and accepted by CBI, and other terms and conditions as described in the Tender Document.

2. SCOPE OF CONTRACT

2.1 The contractor shall carry out the complete works in every respect relating to Providing of Security Guards for watch and ward of CBI Academy Complex, Ghaziabad in accordance with this contract & as per directives and to the satisfaction of the Employer. The contractor shall strictly abide by “The Employer’s Instructions” in regard to the deployment of Security Guards at the CBI Academy Campus.

2.2 All verbal instructions, directions and explanation given to the contractor by the Employer shall, if involving in variations, the same may be confirmed in writing by the contractor within two days and, if not dissented in writing with in a further period of seven days otherwise such instructions shall be deemed to be within the scope of the contract.

2.3 The Agency shall have to provide 13 (Thirteen) unarmed and unskilled Security Guards to ensure security round the Clock on rotational basis. The Agency shall safeguard and protect the property of CBI Academy with due care and diligence.

3. DUTIES AND RESPONSIBILITIES OF SECURITY GUARDS :

The personnel deployed by the Agency, ought to be polite but firm, and disciplined, physically fit and alert, smartly dressed in uniform of contractor. To attend to complaints of visitors, check, control and restrict entries to Staff/Workers/Authorized personnel of CBI Academy and other by valid passes or searching if required and movement of vehicles and incoming/outgoing materials and time

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keeping, maintain strict security of men material and premises and maintain diary to note all important events/ happenings, information received from the management. Entirely responsible for thefts of easily movable open items, such as bathroom fittings, fans, telephone instruments, Computer systems, Fire fighting systems, etc. are also part of responsibilities.

- (i) The Security guard on duty shall maintain proper register of all visitors coming to meet with the Officers/ officials of the CBI Academy.
- (ii) Manning of three gates of the CBI Academy to regulate 'Entry and Exit' of employees and visitors.
- (iii) Not to leave the place of duty under any circumstances until and unless properly relieved. The duty includes to maintain handling/taking over register or other documents when the guards are being relieved after duty.
- (iv) In case of fire, during or after Office hours, the Security Guards on duty shall immediately alert the Duty Officer, CBI Academy & its staff and inform the nearest Fire Station and assist in fire fighting operations.
- (v) The Security Guards on duty must watch that there is no unidentified/unclaimed/ suspicious objects/persons in the premises, and if found, to be immediately brought to the notice of Duty Officer, CBI Academy.
- (vi) The Security Guards shall ensure that all the Vehicles of Staff and Visitors are arranged and parked in the designated areas.
- (vii) The names of the Security personnel should always be displayed by them on their Uniforms for identification purposes.
- (viii) The Agency shall arrange for surprise checks (during day and night) to check the alertness and attentiveness of the Security Guards.
- (ix) The Security Guard at all times will comply with all directions and instructions issued by the Competent Authority of CBI Academy. Non-compliance of instructions can lead to termination of agreement.
- (x) The above services shall be on the round the clock basis. The Tenderer is expected to visit the Academy premises to assess the quantum of work, requirement of personnel before quoting the rates.
- (xi) The rates quoted by the Bidders for deploying the Security Guards should be for whole of the period of contract and no increase in rates will be permissible in between of the period of contract. However, in case wages under Minimum Wages Act are revised by the Government of NCT of Delhi the revised wages shall be permissible with the approval of the Tender Award Authority.

4.0 PERIOD OF CONTRACT

- 4.1 The period of contract shall be initially for a period of **one year or till further orders whichever is earlier** from the date of award of contract subject to renewal for further one year thereafter at the sole discretion of the CBI on the existing terms and conditions.

5.0 LIABILITIES, CONTROL ETC. OF THE SECURITY GUARDS DEPLOYED

- a) The tendering Company/Firm/Agency upon receiving a notice from this CBI Academy. shall replace immediately any of its personnel who is found unacceptable to this CBI Academy because of security risks, incompetence, conflict of interest, improper conduct etc.

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- b) The agency shall depute a coordinator who would be responsible for weekly interaction with the CBI Academy so that optimal services of the Security Guards deployed by the agency could be availed without any disruption.
- c) If the person does not report for duty on any day, no wage shall be paid for the period. A penalty of Rs. 100/- will be deducted per day in addition to non-payment of wages for all days of absence, if agency is not in a position to supply a substitute even after three days. It will be the responsibility of the service providing agency to super-wise the attendance daily and ensure that the Security Guards contracted do not quit in between. The person would need to intimate his/her decision to quit the job (due to whatever reason) at least one month in advance. During this period, the firm will provide a replacement to the CBI Academy
- d) For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this CBI Academy.
- e) It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements if considered necessary by the agency in respect of the Security Guards deployed by it (Agency) in this CBI Academy. The CBI Academy will have no liability in this regard.
- f) The Company/Firm/Agency shall, within seven days of the close of every month, submit a statement showing the recoveries of contribution in respect of employees employed through him.
- g) The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The CBI Academy shall, in no way be responsible for settlement of such issues whatsoever.
- h) The CBI Academy shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- i) The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this CBI Academy during the currency or after expiry of the contract.
- j) In case of termination of this contract on its expiry or otherwise, the Security Guards deployed by the service providing agency shall not be entitled to have no claim for any absorption or for any relaxation for absorption in the regular/otherwise capacity in the CBI Academy.
- k) The bidder shall also liable for depositing all statutory taxes on account of service rendered by it to the CBI Academy to the concerned tax collection authorities from time to time as per extent of rules and regulations on the matter.

6.0 LAWS GOVERNING THE CONTRACT & JURISDICTION OF CONTRACT

- 6.1 The bidder will be responsible for compliance of all Statutory Provisions relating to Minimum Wages, Provident Fund and Employee's State Insurance etc. in respect of the Security Guards deployed by it. The bidder shall maintain all Statutory Registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority or any other authority under law.


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6.2 Only courts situated at Ghaziabad or High Court at Allahabad (UP) shall have the jurisdiction to entertain the claim or for enforcement of the award.

7. DAMAGES TO PERSONS & PROPERTY INSURANCE.

The contractor shall be responsible for any type of injury to the persons and any damage to the structural or decorative part of property of the CBI (which may happen due to the operation or negligence of contractor or of his employees). The injury or damage may arise during course of Providing Security Services because of carelessness, accident or any other cause. This clause shall be considered as valid & held to include inter-alia any damage to buildings, whether immediately adjacent or otherwise, any damage to road/streets, footpaths or structure in the complex. The contractor shall indemnify the CBI and hold employer harmless and not responsible in respect of all & any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of Government otherwise and also in respect of any award of compensation of damages consequent upon such claim.

5. AUTHORITIES, NOTICES ETC. :-

The contractor shall strictly abide by the provisions of any Acts of the legislature relating to the Security Services and also conform to the regulations and Bye-laws of any authority dealing with Labour. The contractor shall also arrange to settle all notices required by the said Acts, Regulations or By-laws himself to be given by any Authority, and to pay to such Authority or to any public office, all fees that may be properly chargeable in respect of the work of providing Security Services and submit the receipts with the Employer, as and when asked for. The contractor shall also indemnify on Non- Judicial Stamp Paper of appropriate value the Employer against all claims in respect of Statutory rights, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof.

6. DATE OF COMMENCEMENT AND COMPLETION.

The contractor shall be allowed admittance to the CBI Academy Complex on the "Date of Commencement" i.e. which shall be considered from the 16th day of issue of Letter of Intent and he shall thereupon and forthwith begin the Watch and Ward Services & regularly and proceed with the stipulation of terms & Conditions and validity of the contract. Initially the contract period shall be for one year which can be extended upto three years. It is also added that CBI may reduce the period of contract at any time after issue of one month's notice.

7. PERFORMANCE SECURITY

The successful bidder shall have to submit with CBI Fixed Deposit Receipt (in original) or Bank Guarantee valid upto the last day of validity of the contract and the Bank Gurantee/ FDR has to be made in favour of Supdt. of Police, CBI Academy, Ghaziabad for a sum equivalent to 10(Ten) percent of the contract value as Performance Security within 7(Seven) days of issue of Award Letter. The Fixed Deposit Receipt/ Bank Guarantee, shall have to be renewed from time to time, and will be retained by the CBI for the entire period of the contract. On termination of the contract; the CBI shall return the Fixed Deposit Receipt/ Bank Guarantee *without any interest*. The proforma for furnishing Performance Security shall be issued to successful bidder after award of the work.


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8. TERMS OF PAYMENT

- 8.1 In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to claim any interest to be paid by CBI for late payment. However, efforts shall be made to make the payments maximum **within a month** from the date of receipt of the bill.
- 8.2 All payments and receipts would be rounded off, i.e., paise 50 or above will be rounded off to the nearest higher rupee and amount less than 50 paise shall be ignored.
- 8.3 The Contractor shall raise the bill, in triplicate, along with attendance sheet duly verified by Incharge House Keeping, CBI Academy in respect of the Security Guards deployed and submit the same to Employer in the first week of the succeeding month.
- 8.4 The payment shall be made after deduction of Statutory Taxes/Duties through NEFT (National Electronic Fund Transfer) for which the contractor has to submit requisite details of his Current Bank account.
- 8.5 The applicable Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by CBI Academy i.e. Employee.**

9. INSURANCE - BY TAKING ALL RISK POLICY.

The contractor shall indemnify the Employer against all claims which may be made against the Principal Employer by any member of the public and shall at his own expenses arrange within 30 (thirty days) to effect and maintain, until the virtual completion of the contract period from an approved Agency, a policy of insurance worth annual estimated cost of work, in the joint names of the Employer and the contractor against such risks and deposit such policy with the Employer within in the 30 (Thirty) days of the start of the contract. The contractor shall also indemnify the Employer in respect of any costs, charges or expense arising out of any claims or proceedings and also in respect of any award of compensation of damage arising there from, the Employer shall be at liberty and hereby empowered to deduct the amount of any damages, compensation cost, charges and expenses arising from or in respect of any such claim or damage from any sums due or to become due to the contractor (Including Performance Security Deposit). The contractor shall himself be responsible for any payment or claim of his employee. He will ensure that such litigations do not affect this contract in any way.

Unless otherwise instructed by the Employer, the contractor on signing the contract shall insure the premises of CBI ACADEMY and keep them insured, until the virtual completion of the work against loss or damage by fire and/or earthquake or all other natural calamity by purchasing a Contractor's All Risk Policy including the Workmen Compensation for an overall amount equivalent to annual cost of work, from any office of the Insurance Company of Govt. of India in the joint name of the Employer and the Contractor. The premium to the Insurance Company shall be borne by the Contractor. Such policy shall cover the property of the Employer, his services and shall not cover any property of the Contractor. Contractor shall deposit the original policy duly assigned in favour of Superintendent of Police, CBI Academy Ghaziabad and deposit the receipt for the premium with the Employer within 30 (Thirty) days from the date of signing of the contract alongwith certificate of Insurance /Policy. The contractor has to assign that policy in favour of Principal Employer.

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In default of the contractor insuring as provided above, the Employer may so insure and deduct the premium paid from any money due, or which may become due to the contractor.

10. INSPECTION AND SUPERVISION

The service facility for providing watch and ward of the CBI Academy complex shall be inspected by Employer or his Authorized Representative from time to time. The directions given by the Employer or his Authorized Representative shall have to be implemented by the Contractor in totality.

11. FAILURE BY CONTRACTOR TO COMPLY WITH INSTRUCTIONS AND TERMINATION OF CONTRACT

- a) The Employer reserves the right to terminate the contract if it has been found that the contractor is not complying with the instructions of Employer after giving a Notice of one month effective from taking over charge of Security Services. In such case, the employer can get the work done from other agencies at the risk and cost of Contractor.
- b) The Contract can be terminated by either party i.e. Employer or the Contractor by serving one months notice to the other party or extendable by mutual agreement till alternate arrangements are made.
- c) Further, Employer may at any time issue notices for termination of the contract without assigning any reason whatsoever, it may be. However, such notices shall be applicable from the date of their receipt by the Contractor. On the expiry of the period as mentioned in the notices, the Employer shall issues Final letter of Termination of Contract.

12) RECOURSE

Employer shall have recourse for any cost(s), claim(s), demand(s), proceeding(s), damage(s) & expense(s) whatsoever arising out of or in connection with failure of Contractor to perform any of the obligations under the terms of this contract either from the Payments due or Performance Security.

13. LIQUIDATED DAMAGES/PENALTIES

- a) Employer, if not satisfied with the Security Services, the contractor shall be served 24- hours notice to improve or rectify the defects, failing which Employer shall be at liberty to take appropriate necessary action as deemed fit.
- b) Employer reserves the right to impose Liquidated Damages or Penalty on the contractor for any serious lapse in providing proper Security Services willfully by the contractor or his employees. The decision of Employer for imposition of LD/penalty @ 0.5% per week or part thereof the Estimated Cost put to the Tender subject to a maximum of 10% shall be final and binding.


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14. Discrepancies and Adjustment of Errors

The several documents forming the contract are to be taken as mutually explanatory of one another, detailed scope of Security Services. The conditions shall be understood in the following sequence:-

- a) Financial Bid
- b) Special Conditions of Contract
- c) General Conditions of Contract
- d) Instructions to Tenderer

15. Forfeiture of EMD:-

EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

- i. Contract Agreement not signed in the prescribed form within 07 (seven) days of the receipt of the Letter of Award of the Contract;
- ii. The Contractor does not commence Security Services within a period of 15 (Fifteen) calendar days from the issue of letter of Intent. However, in case Contractor intimates about reasonable and genuine reasons which are beyond control of the Contractor, this period can be relaxed by the Employer.

16. ARBITRATION

Dispute or difference between the parties hereto arising under the agreement or its interpretation shall be referred to the Arbitration of Sole Arbitrator to be appointed by the mutual consent of Employer and Contractor. The arbitration shall be conducted in accordance with the Provisions of the Arbitration and Conciliation Act, 1996 at Ghaziabad and the decision of the Sole Arbitrator shall be final and binding upon both the parties. However, the cost of Arbitration shall have to be borne equally by Bidder and CBI.


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SPECIAL

CONDITIONS

OF

CONTRACT

SECTION-IV

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SPECIAL CONDITIONS OF CONTRACT

1. The Contractor shall provide 13 (Thirteen) unarmed and unskilled Security Guards to ensure Security round the clock on rotational basis for safeguarding and protection of the property of CBI Academy with due care and diligence.
2. The Contractor shall Undertake on Non-Judicial Stamp Paper of Rs. 100/- that he shall abide all Statutory Requirements like Minimum Wages Act, Employee's Provident Funds & Misc. Provisions Act, ESIC, Workmen Compensation Act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and payment of these charges shall be the sole responsibility of the Contractor.
3. All Statutory compliances in respect of Statutory Payments, dues & Mandatory Statements shall be complied by the Contractor himself. Contractor has to append the proof of compliance in respect of Statutory Dues for last one year along with his Bid.
4. The Contractor shall also furnish details of any legal suit/legal action pending especially with regard to any violation in the PF Act, ESI Act., and Labour Laws Income Tax etc. An affidavit on Non- Judicial Stamp Paper of Rs. 100/- duly notarized to this effect is to be appended with the the Bid submitted by him.
5. The Contractor shall not rotate Security Guards from one place to other during the validity of Contract except with the prior permission of Employer.
6. The Security Guards who are to be deployed shall wear proper uniform and identity card during the duty hours provided by the Contractor. Provision of uniform and any related expenses shall have to be borne by the Contractor himself.
7. The Security Guards who are to be deployed by the Contractor shall not allow any material to be taken out from the premises of CBI Academy unless authorized by a nominated officer(s) of Employer. It is reiterated and made clear that management, control of the persons so provided shall be with the Contractor and the Security Guards deployed for all purposes shall be within the Disciplinary Authority of the Contractor.
8. The Contractor shall undertake to indemnify (on Non-Judicial Stamp Paper of Rs. 100/- duly Notarized) against any loss, damage, theft, claims, damages, negligence of the Security Guards deployed by him to avoid any loss to the Employer on these account.
9. The Employer shall not be responsible or liable in case of any dispute arising between the Contractor and the Security Guards deployed by him for carrying out the services.. The Security Guards deployed by him shall not have any type of relation with the Officials of CBI Academy.


A handwritten signature in black ink, followed by a horizontal line and the date '21/5/16' written below it.

10. The Contractor shall submit the copy of the challans as a proof for depositing of the due amount on account of EPF, ESIC etc. as per norms in respect of Security Guards deployed by him for reference of Employer.
11. The Contractor shall furnish the list of Security Guards deployed along with their Contact and Bank Account Details for verification of monthly payment actually made to the deployed Security Guards.
12. The contractor has to depute all the security guards who are sound physique, medically fit.


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SECTION – V

SCHEDULES AND ANNEXURES


31/5/11

Sl. No.	Description	Rate (Rs.) (Per month per person)	Amount (Rs.) per month for 13 persons
1.	Monthly Minimum Wages of Unarmed and Unskilled security guard (as per Govt. of UP)		
2.	Employees Provident Fund Contribution as per approved norms of EPFO		
3.	Employees State Insurance Contribution as per approved norms of ESIC		
4.	Service Tax Liability @ % of		
5.	Contractor's Profit		
Total			
Total Rupees in words for each month			

Signatures of authorized person

Full Name _____

Seal

Date

Place

/


21/5/16

Schedule II

DECLARATION

(To be furnished on Non-Judicial Stamp Paper of Rs. 100/-)

1. I _____ Son/Daughter/Wife of Shri _____
Signatory of the agency/firm mentioned in the Tender Document is competent to sign this declaration and execute this Tender Document.
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them.
3. The information/documents furnished along with the Technical Bid Format are true, authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate law.
4. There is no Civil and Criminal case pending in the Court in respect of me and Agency / Firm.

Signatures of authorized person

Full Name _____

Seal

Date

Place

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31/5/16

SCHEDULE III

FINANCIAL INFORMATION

I. Financial Analysis- Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Sr. No.	Financial Years	Turnover (Rs.)	Profit or Loss (Rs.)	Remarks
1.	2012-13			
2.	2013-14			
3.	2014-15			

(i) Gross Annual turn over on Security Services .

(ii) Profit / Loss

II. Financial arrangements for carrying out the proposed work.

Date :-

Place:-

Signature of Chartered Accountant with Seal

1


Signature of Bidder (S).

Schedule IV

PERFORMANCE CERTIFICATE

1. Name of work & location
2. Agreement no.
3. Estimated cost
4. Tendered awarded cost
5. Date of start
6. Date of Completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied / liquidated damages / penalties imposed for delayed completion, if any
8. Performance Report
 - (i) Quality of Security Services
VeryGood/Good/Average/Satisfactory
 - (ii.) Financial soundness
VeryGood/Good/Average/Satisfactory
 - (iii.) Resourcefulness
VeryGood/Good/Average/Satisfactory
 - (iv.) General Behaviour
VeryGood/Good/Average/Satisfactory
 - (v.) Professional Experience
VeryGood/Good/Average/Satisfactory

Dated:

Signatures of previous employer

NOTE : This certificate is to be issued by Section Officer of Government of India or Manager of PSU or Private Sector Company



CHECK LIST OF DOCUMENTS TO BE ENCLOSED
(TENDER NO. & DATE -----)

1. Demand Draft for Rs. 500/- (Rupees Five Hundred only in the separate envelope.
2. Demand Draft for Rs. 83,000/- (Rupees Eighty Three Thousand only) towards Earnest Money Deposit (EMD) in a separate envelope.
3. Proof of Legal status as defined in Technical Bid Format.
4. Copy of PAN Card issued by Income Tax Department, Registration Certificate for Service Tax, Employees Provident Fund Organization, Employees State Insurance Corporation and State Government License.
5. Assessment Order (Certificate) for the last three consecutive Financial years in respect of Income Tax, Service Tax, Provident Fund, Employees State Insurance.
6. Signature of the bidder or his/her authorized signatory on each and every page of the Tender Document towards acceptance of the terms and conditions contained in the Tender Document.
6. Documentary evidence in support of the following:
 - (i) Number of years of having providing Security Services for watch and ward in the offices / organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons on the role of Security Agency.
 - (ii) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing Security Services. Names, designations and telephone numbers along with e-Mail address of concerned officers in the respective organizations/institutions may also be indicated;
 - (iii) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details. For efficient and satisfactory performance of the contract.

Signature of the Bidder

Stamp

Place :

Date:



LETTER FOR SUBMISSION OF TENDER DOCUMENTS
(TO BE SUBMITTED ON THE LETTER HEAD OF TENDERER)

From: (Name & Complete Postal Address of the Applicant)

To:

The Supdt. of Police,
CBI Academy, Kamla Nehru Nagar
Hapur Road, Ghaziabad (UP)

SUBJECT: SUBMISSION OF TENDER DOCUMENTS FOR PROVIDING SECURITY SERVICES AT CBI ACADEMY, GHAZIABAD

Sir,

Having visited the site & examined the details given in Tender Documents published in the newspapers and on the website of CBI or CPP Portal for the above cited work, we hereby, submit the Tender Documents duly filled as well as enclosing therewith, the required Annexure and Schedules.

1. We hereby certify that all the statements made and information supplied in the enclosed forms from Page No. _____ to Page No. _____ are true and correct.
2. We have furnished all information and details necessary for award of Tender and have no further pertinent information to supply.
3. We authorize SP, CBI Academy to approach individuals/employers/firms and corporations/organizations and to verify the works completed by us in the past and being executed at the present organization so as to establish our competence and general reputation either by a visit or through correspondence or E-Mail.
4. We, hereby, also submit the following Performance certificates in support of our trained know-how & capability for having successfully completed the following works:-

S. No.	NAME OF WORK	CERTIFICATE FROM
1		
2		
3		

5. In case, work is awarded, then it shall be acceptable to us without any conditions.

Encl:

Place & Date:



Signature of Applicant
Seal