

ANNEXURE – I

Price: Rs.100/-

Tender Form No. _____

**CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE
NEW NO:3,(OLD NO:1630-A), J Block, 16th Main Road, Anna Nagar West
Chennai – 600 040
Phone No: 044-26162213/26162214**

TENDER FORM FOR SECURITY CONTRACT

Part ‘A’ – Technical Bid

(NOTE: Tenderer must read ‘Instructions to Tenderers’ and Terms and Conditions before filling the particulars in this part.)

1. Credentials of the Tenderers

1.1 Name of the Agency _____

1.2 Registration No. and Year of
Registration(with documentary
Evidence) _____

1.3 Organisation to whom the Agency
has been registered with _____

1.4 Office Address and Tel. No. _____

1.5 Name(s) of the Proprietor/
Partners _____

1.6 Is the Establishment Registered
with Chief Labour Commissioner
(Central) under contract Labour
(Regulation & Abolition) Act, 1970?: _____

1.7 If registered with Chief Labour
Commissioner(Central) a copy
of registration/License may be
enclosed. _____

..2..

- 1.8 Details of P.F. & ESI Registration number etc.(with documentary evidence) _____
- 1.9 PAN / TAN of Agency(Attach Copy) (with documentary evidence) _____
- 1.10 Service Tax Registration No. (with documentary evidence) _____
- 1.11 Annual turnover(Preferably for Last three years) _____

2.0.Past Experience: Preferably for last five years, with recommendations from employers for each year

S.N.	Year	Name of the Orgn [PLACE OF WORK]	Officer Concerned in the Orgn./Tele.No.	From	To	No. of Guards provided
	2009					
	2010					
	2011					
	2012					
	2013					

- 2.1 Extra sheets, if required may be attached for stating past experiences.
- 2.2 Has the firm been ever debarred/ Black listed by any organisation? If 'Yes' the details thereof. _____
- 2.3 Details of award/certificate of Merit etc. received from any Organisation. (Please attach Copy of certificates) _____

..3...

2.4 Total staff strength presently
in the Service of the Agency
(Category wise)

2.5 Percentage of Ex-Servicemen
Guards to be provided

100% EXSERVICEMEN ONLY REQUIRED

2.6 Name and category of Services
from which personnel have been
recruited:

2.7 Time and type of training under gone in the past year with documentary proof

2.8 Similar work at hand in Chennai

**3. PARTICULARS OF DEMAND DRAFT/BANK DRAFT NO.
PAID AS EARNEST MONEY**

i) Amount : Rs.25,000/-

ii) D.D./B.D. No. : _____

iii) Issuing Bank & Branch
with date of issue : _____

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL AND COMPLETE
ADDRESS: -**

TELEPHONE No. _____

Date: _____

Note: For important Terms and Conditions, please see enclosed instructions.

**TENDER FOR SECURITY CONTRACT
AT CBSE, REGIONAL OFFICE, CHENNAI**

Part-“B” FINANCIAL BID

Rates are to be quoted as per the stipulated norms of the latest notification issued by the Govt. (FOR EIGHT HOUR DUTY) . Further, all components of cost items must be clearly indicated in the format below so as to avoid rejection of the tender on the ground of incomplete details. The agency is required to attach a self-attested copy of the latest notification issued by the Govt. for supporting its quotation.

Sl.No.	Description	Security Guards (Nine Ex-servicemen only)
a	Basic including VDA	
b	ESI %	
c	EPF %	
d	EDLI %	
e	Admn Charges %	
f	Bonus %	
g	Gratuity/Terminal Benefits %	
h	HRA %	
i	Uniform & Washing Allowance %	
j	Total (a-i)	
k	Weekly Off/National Holidays/Other Holidays %	
l	Cost per Head (j+k)	
	TOTAL COST FOR 9 EX-SERVICEMEN SECURITY GUARDS (A)	
	Service Charges (B)	
	Sum Total (A+B)	
	Service Tax as applicable	
	Net payable per month for 8 hrs duty	

Signature of the Tenderers.....
With Seal and Complete Address
Telephone No.....

Date: -----

CENTRAL BOARD OF SECONDARY EDUCATION

Regional Office

Plot No. 1630-A, J Block, 16th Main Road, Anna Nagar West, CHENNAI 600040

Instructions to the Tenderers:

1. Scope of the work includes providing protection and security to office/residential premises CBSE, Regional Office, Chennai. The job of the security agency will be to provide a fool proof system for the above work as per detailed terms and conditions enclosed as Annexure I to 'Part A – Technical Bid'.
2. Contract period will be for one year, which could be further extended by CBSE based on satisfactory services and mutual agreement.
3. Offers shall be given by each tenderer in two separate sealed packets –
 - i) Technical Bid on prescribed format for which the envelope should be clearly superscribed as
'Part 'A' - Technical Bid'.
 - ii) Financial Bid on prescribed format for which the separate envelope should be clearly superscribed
'Part 'B' – Financial Bid"
4. At the first stage only technical bids of the tenderers shall be opened at 03.00p.m. on 23.06.2014 in the presence of the tenderers, who may like to be present.
5. Financial bids shall be subsequently opened later in respect of only those agencies, which are found technically suitable by CBSE.
6. Any additional information required by CBSE on the Technical Bid shall be submitted by the tenderer within three days failing which the offer will not be entertained.
7. Technical Bid and Financial Bid should be signed by the same authorized signatory of the Agency.

.2..

SOME IMPORTANT TERMS AND CONDITIONS:

1. The charges shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types.
2. The Organisation/Agency shall ensure that the wages to the Security Personnel will be paid in accordance with the MINIMUM WAGES ACT in force in Chennai.
3. The Agency will also not claim any increase in the WAGES AND VDA during the contract period and the Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Personnel employed by it and deployed in CBSE.
4. Additional Guards whenever necessary will have to be provided on a short notice.
5. Verification of character and antecedents of the Security Personnel through POLICE shall be the responsibility of the Security Agency.
6. Copies of Discharge Certificates issued by the Defence Hqrs. will have to be submitted immediately before deployment of guards.
7. ONLY personnel discharged/retired from Army, Navy, Air Force, BSF, CISF Assam Rifles and ITBP will be treated as Ex-Servicemen.
8. Security Personnel once posted shall not be changed without prior permission of the Board.
9. The Board shall not provide any transport, canteen, medical or living facilities to the Security Personnel.
10. Uniform and other articles required for maintaining security will be provided by security Agency only.
11. Opening and closing of the office doors/windows and putting locks after office hours and on holidays shall be the responsibility of the Security personnel and they shall ensure that all lights/fans and other electrical equipments are switched off immediately after the staff have left.

.3..

12. The Security Personnel should also know the usage of various types of FIRE FIGHTING EQUIPMENTS.
13. Losses caused to the Board due to negligence on the part of Security Personnel will be recovered from the Agency/Contractor.
14. After awarding contract, if the Security Agency fails to provide the desired strength of security Personnel (Ex-servicemen) as described in the work for taking over the charge from the present Security Agency, the offer of contract will automatically stand cancelled without any notice and the earnest money will be forfeited.
15. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- to be signed by both the parties.
16. The Contract shall be valid for one year but can be extended for another two years subject to satisfactory performance to be reviewed every year.
17. The Secretary, CBSE, Delhi reserves the right to reject or accept any or all the tenders without assigning any reason.
18. All security equipments like metal detector, torch, whistle, lathi, etc. shall be provided by the agency.
19. The successful tenderer shall provide the proof of educational qualification, date of birth and discharge certificate of ex-service of each guard deployed in the Board immediately.

**Regional Officer
CBSE: Chennai**

Acceptance of the Tenderer:

The terms and conditions enumerated in the form from Sl.No.01 to 19 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer with
Seal and Complete Address, Phone
No.

Date