



कोच्चिन विशेष आर्थिक क्षेत्र प्राधिकरण
COCHIN SPECIAL ECONOMIC ZONE AUTHORITY
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
MINISTRY OF COMMERCE AND INDUSTRIES
DEPARTMENT OF COMMERCE
भारत सरकार/GOVERNMENT OF INDIA
काक्कनाड/KAKKANAD
KOCHI – 682 037.

**NOTICE INVITING LIMITED TENDER FROM EMPANELLED DGR
SPONSORED SECURITY AGENCIES FOR PROVIDING SECURITY AT
COCHIN SPECIAL ECONOMIC ZONE (CSEZ), KAKKANAD, COCHIN.**

Tender No.E-11/01/2019:CSEZA

Dated: 24/07/2020

TENDER NOTICE

Office of issue	Cochin Special Economic Zone Authority (CSEZA), CSEZ Administrative Building, Seaport Airport Road, Kakkanad, Cochin -682037
Date of issue	24/07/2020
Tender no.	E-11/01/2019:CSEZA; Dated: 24/07/2020
Tender documents available at website	https://www.csezauthority.in/tenders/
Bids submission last date and time	07/08/2020 at 17:00. HRS
Date and time of opening of technical bids	13/08/2020 at 15:00. HRS
Date and time of opening of financial bids	13/08/2020 at 16:00. HRS
Place of opening of bid	CSEZ Administrative Building, Seaport Airport Road, Kakkanad, Cochin -682037
Estimated Value of Contract	Rs.80,00,000/- [Rupees Eighty Lakhs only]
Contract Period	The contract will be valid for TWO-Years
Earnest Money Deposit (EMD)	Rs.10,000/- (Rupees Ten thousand) only in the form of Demand Draft / Pay Order from a nationalized Bank drawn in favour of “CSEZ Authority Fund” payable at Cochin.
Security Deposit (In case of successful bidder)	Rs.50,000/- (Fifty thousand) only in the form of Demand Draft / Pay Order from a nationalized Bank drawn in favour of “CSEZ Authority Fund” payable at Cochin.

(Sd/-)

**Chairman,
CSEZ Authority**



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Tender No.E-11/01/2019:CSEZA

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Sealed tenders under two-bid system are invited from following empanelled DGR sponsored security agencies for providing security guards:-

1. 6074-Col.S.Nadakumar, M/s S.Nanadakumar Security, Agency, Vihara TC, 5/914/3,Peroorkada.P.O, Trivandrum, Kerala-695005; Mob:09497257562
2. 4770-Cdr Thazhappillil, Devasia Thomas, M/s Thazhappillil Devasia, Thomas security Agency, door No.60/479-C Koithara complex, 2nd floor, Koithara road, South Panampilly Nagar, Kerala-682036; Mob:09447917721
3. 5914-CRD (S) Ajmal Hussain, M/s.Ajmal Hussain Security Agency, B-19, JAL VAYU VIHAR, Panampilly Nagar, EKM, Kerala-682036; Mob : 09746025614

THE TENTATIVE SCOPE OF SERVICES:

Providing total 17 (Seventeen) nos. of Security Guards (Unarmed) at Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin as per the following places of deployment:

- a. **CSEZ Main Gate:** 4 Security Guards in three shifts of 8 hours, round the clock, total (12) nos. Security Guards.
- b. **CSEZ Administrative Office:** 2 Security Guards each for two-shifts and one Security Guards for third-shift of 8 hours, round the clock, total (5) nos. Security Guards.

Security Guards should be only Ex-servicemen Personnel below the age of 60 years. CSEZA reserves the right to decide the number of Security personnel which may increase or decrease and also the places of deployment and change thereof. The tender forms, terms and conditions are as per Annexure-A to G.

Tender documents may be downloaded from the tender section of our website: <https://www.csezauthority.in/tenders/> and submitted along with a Demand Draft as noted above.

Last date of submission of tender	07/08/2020	at 17:00 HRS
Opening of Technical Bid -	13/08/2020	at 15:00 HRS
Opening of Financial bid-	13/08/2020	at 16:00 HRS

(Sd/-)
Chairman,
CSEZ Authority

INSTRUCTION TO TENDERERS

1. **The tender application can be downloaded from through Central Public Procurement Portal www.eprocure.gov.in, CSEZA's website (<https://www.csezauthority.in/tenders/>) and WAPCOS website www.wapcos.co.in.** The hardcopies are required to be submitted in two separate Bids i.e. - Technical and Financial, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed "Technical Bid for Providing Security At Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin" and "Financial Bid for Providing Security At Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin". Both sealed envelope should be put in a third sealed envelope superscribed "Tender for Providing Security At Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin".
2. The declaration/undertaking in the prescribed proforma as per Annexure should be submitted along with the Technical Bid.
3. The Technical Bid should be accompanied by an Earnest **Money Deposit (EMD) of Rs. 10,000/-** in the form of **Demand Draft / Pay Order from a nationalized bank drawn in favour of "CSEZ Authority Fund" payable at Cochin.** It should have been drawn on or after the date of this notice. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to successful Tenderer on the receipt of performance security deposit. No interest is payable on the EMD.
4. All entries in the tender (Technical / Financial bid) form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory with rubber stamp.
5. The bid shall be valid for 20 (Twenty) days from the date of opening.
6. Tender incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright.
7. The opening / closing date and time for submission of tenders will be as prescribed in the NIT. However, CSEZA reserves the right to alter the date of opening of tender.
8. Tender (duly sealed) shall be deposited / submitted in the tender box kept in **Office of the Development Commissioner CSEZ Administrative Building, Seaport Airport Road, Kakkanad, Cochin -682037.**

9. All participants are requested to attend on the day of opening of the Tender without any further notice regarding the same.
10. The Technical Bid shall be opened at 15:00 hrs. on 13/08/2020 in the Office of the Development Commissioner, CSEZ Administrative Building, Seaport Airport Road, Kakkanad, Cochin - 682037. in presence of the authorized representatives of tenderers, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Tenderer whose Technical bids are accepted will be allowed to remain present at the time of opening of the Financial Bids i.e, same day at 16:00. hrs.
11. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering form would stand forfeited.
12. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
13. The successful tenderer will have to deposit interest free **Performance Security Deposit of Rs.50,000/- (Fifty Thousand only)** by way of Demand Draft from any Nationalized Bank in favour of “**CSEZ Authority Fund**” payable at Cochin.
14. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work immediately after acceptance of tender, failing which the contract will be cancelled and EMD will be forfeited.
15. **Each page of the Tender document should be signed and stamped by Authorized representative of Tenderer in acceptance of the terms and conditions laid down in Tender Notice of CEZA.**
16. The competent authority reserves the right to withdraw / relax any of the terms and conditions mentioned above. In such a situation the tenderer shall be given sufficient time to take the changes into account.
17. The competent authority reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
18. The competent authority reserve the right to postpone the date/time of opening tender under unavoidable circumstances after informing of the same **only through Central Public Procurement Portal www.eprocure.gov.in, CSEZA’s website <https://www.csezauthority.in/tenders/> and WAPCOS website www.wapcos.co.in.**

19. This Tender as well as the Contract thereof shall be subject to compliances with the terms and conditions mentioned in the OM No.V28(3)/2012-D(Res-I) dated 09.07.2012 (Guidelines for Functioning of DGR Empanelled Ex-Servicemen for Security Services) and its subsequent amendment dated 16.06.2013.

I. Terms and conditions of contract

1. The Agency must be empanelled DGR Sponsored and fulfill the conditions stipulated for contracting with Central Government Undertakings
2. Agency must be of sound financial position
3. The following document should be submitted:
 - (a) Registration Certificate under:-
 - (i) Contract Labour (R & A) Act, 1970
 - (ii) ESI / EPF / Income Tax/ Service Tax / PAN No.
 - (iii) Private Security Agency Act of the respective State / Authority, if applicable.
 - (b) Income Tax return along with Income Tax clearance Certificate / GST Certificate for 2017-18, 2018-19 & 2019-20 (Last 3 consecutive financial years).
 - (c) ESI / EPF payment details for the financial year- 2017-18, 2018-19 & 2019-20 (Last 3 consecutive financial years).
 - (d) Balance Sheet for 2017-18, 2018-19 & 2019-20 (Last 3 consecutive financial years).
 - (e) Annual Turn Over for 2017-18, 2018-19 & 2019-20 (Last 3 consecutive financial years).
4. Tender without all / any of the documents as above are liable to be rejected.
5. Tender containing false / misleading documents / information will be rejected and may also be liable to face the consequences for submitting false information.
6. CSEZA reserves the right to accept or reject any or all the offer without assigning any reason thereof.
7. Each and every page of tender documents should bear the stamp and signature of the authorized signatory. Relevant Annexure are to be filled and signed invariably.
8. The successful tenderer on award of the contract should execute an agreement on Rs.200.00 Stamp Paper, with CSEZA incorporating the terms and conditions. The tenderer will be defined as Contractor in the said agreement.
9. **The contract will be valid for Two-Years** starting from the date of signing of written agreement and on satisfactory performance it may be extended at the same rate and terms and conditions on mutual consent.

10. The contract may be terminated by either party after giving written notice of not less than one month.
11. The agency shall not engage any sub-contractor or transfer the contract to any other person. In the event of the contractor contravening this condition, the competent authority, Chairman, CSEZA shall be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the competent authority, Chairman, CSEZA may sustain in consequence of or arising out of such replacing of the contract.
12. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.
13. The list of employees appointed by the Agency together with names/address & telephone numbers of the employee including those as leave reserve shall be made available to the office authorities with their Bio-data for scrutiny before they are engaged.
14. The decision of competent authority, Chairman, CSEZA or his authorized officer shall be final in considering the security guard fit to be employed.
15. In case the agency fails to execute the job after signing the agreement or terminate the contract before completion of the period of contract at their own accord, the competent authority, Chairman, CSEZA shall have the right to have the earnest money forfeited and security money deposited by the agency for the execution of contract for the remaining period through some other agency.
16. The quotation would be valid for a period of **Twenty days** subsequent to the date on which the tender box is opened.
17. In case of any disagreement or dispute between the CSEZA and the Contractor/Agency arising out of or due to the terms and conditions of this Tender or the Contract thereof, such dispute(s) shall be settled through a Sole Arbitrator appointed by the Chairman, CSEZA who shall have the discretion for such appointment. The place of such arbitration shall be Kakkanad and no other venue shall be permissible. The award so made by the Arbitrator shall be final and binding on both the parties. For any matter related to such arbitration, the Courts at Ernakulam shall have jurisdiction.
18. The contractor shall take due care to comply with the provision of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract.

19. All personnel engaged, their bags and baggage shall be liable for physical check both at the time of entry and exit.
20. The Contractor / Agency will not allow or permit his / their employees to participate in any Trade Union activities or agitation in the premises of this office, violation of which may result in the termination of the contract immediately.
21. The CSEZA will not be responsible for any injury or loss of life of personnel deputed by contractor which may take place in the course of their deployment.
22. Tax deduction at source as per provisions shall be made.
23. If the attendance falls short of contracted minimum number of persons, penalty @ Rs.500/- (Rupees Five Hundred) per person per day shall be deducted from the bill. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.
24. The Chairman, CSEZA reserves the right of the removal from the Office premises any persons considered by him to be incompetent or disorderly. Such person shall not be engaged again without the permission from him or his authorized officer.
25. Any personnel engaged by the Agency if found indulged / indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contact immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency.
26. The agency shall not replace the staff frequently without proper substitute & without prior permission.
27. In normal conditions Security Guard will not be deployed for over time duty. However, in case of emergency / urgency, a Security Guard may be allowed for not more than two continuous duties with proper written information to these office authorities.
28. The agency shall furnish a photocopy of ESI e-pehchan Card of all the deployed personnel immediately on engagement of Security Guard.
29. In case of any mis-happening such as accident / incident, it is mandatory for the agency to take-up the follow-up with the Legal/Police authorities at its own level to the logical end.
30. The agency / contractor shall work under the overall supervision and direction of the officer authorized by the Chairman, CSEZA.

31. The agency must submit a copy of I. Card and discharge certificate from the Defense Forces for the Ex-servicemen engaged in this office premises the verification of which can be done at any time by the competent authority.
32. Before entering into agreement the contractor/security agency must produce original bio-data / credentials of guards for verification including education qualification, date of birth etc.
33. Assistance to contractor: The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.
34. The payment of Security charges will be made as per the latest DGR rates except the percentage of Service Charges which will be decided after the evaluation of the Financial Bids. Additional number of Ex-Service Men to be employed as leave relief and for weekly off and no extra charges are payable for off day/leave reliever.
35. The rates once accepted by this office shall remain unaltered throughout the period of contract, including any extended period.
36. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the competent authority, Chairman, CSEZA reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.
37. Chairman, CSEZA does not pledge himself to accept the lowest or any tender and reserve to himself the right to accept the whole or any part of the tender or portion of the quantity offered and tenderer shall supply the same / execute the work at the rate quoted by them.
38. **Recovery of sums due:** CSEZA shall be at liberty to reimburse itself for any damages, losses, charges, costs, or expenses suffered or incurred by it due to negligence, acts of omission or commission of the Agency/Contractor or the security personnel deployed by him or due to the breach of any of the terms of this Contract.
The total sum claimed shall be deducted from any sum then due or which at any time hereinafter may become due, to the Agency/Contractor under this or any other contract with the CSEZA. In the event of the sum which may be due from the Agency/Contractor, as aforesaid being insufficient, the balance of the total sum claimed and recoverable from the Agency/Contractor as aforesaid, shall be deducted from the Performance Guarantee furnished by the Agency/Contractor. If this sum is also not sufficient to recover the full amount claimed by the CSEZA, the Agency/Contractor shall pay to CSEZA on demand the remaining balance of the

aforesaid sum claimed. The Chairman, CSEZA shall be the sole judge for determining the above matter after taking into consideration all the relevant circumstances, the quantum of value of loss and also in regard to the liability of Agency/Contractor for such loss of the amount, to be recovered from him and his decision in this regard shall be final and binding on the Contractor.

39. In the event of the default on the part of the Agency/Contractor in providing Guards and/or their failure to perform any of the services mentioned in this Tender/Contract efficiently and to the entire satisfaction of the Chairman, CSEZA or any officer acting on his behalf, the . Chairman, CSEZA shall without prejudice to other rights and remedies, under this tender have the right to recover by way of Liquidated Damages from the Agency/Contractor (or a sum of Rs.1000/- (Rupees one Thousand) per day, whichever is higher). The decision of the Chairman, CSEZA on the question whether the Agency/Contractor have committed such default or have failed to perform any such service efficiently and are liable to pay Liquidated Damages and as to the quantum of such Liquidated Damages, shall be final and binding on the Agency/Contractor.
40. The Contractor shall deposit the employee's share with the RPFC together with amount payable by the employer and then submit the proof of such deposit with CSEZA. If on account of default of the Contractor, in making/depositing such payments or for any other reason CSEZA makes such contribution on behalf of the Contractor, CSEZA shall be entitled to set off such contribution against the amount due to the Contractor.
41. In the event of the Contractor having breached any of the terms and conditions of this Tender/Contract or has been adjudged insolvent or goes into liquidation or winding up, this Contract shall be terminated forthwith without prejudice to any other rights or remedies under the Contract and CSEZA shall get the work done for the unexpired period of the Contract at the risk and cost of the Contractor and shall claim from the Contractor any resultant loss sustained or cost incurred & Performance guarantee or any withheld amount will be forfeited.

II. General Instruction:

The billing cycle is to be calendar month. The bill by the Agency to be submitted **by 3rd of the next month.** However, the Agency has to make timely payment to the workers and timely payment of wages is not linked to the clearance of the bill by CSEZA. The bill of the agency will be submitted with following information and documents:

- a) The wages of workers for last month credited to their Bank Account No. (to be mentioned by the agency) and the details of payment along with Bank Account No. to be uploaded by the Agency on the website, if there is no website of the Agency, it is to be sent by mail to this office in soft copy for uploading on the website. No cash payment is permissible and such payments are to be treated at par with nonpayment of wages. There must be no deviation whatsoever in this regard.

- b) ESI/EPF/Service Tax other statutory dues for the month of (previous month) deposited on date ----- (Copy of challan to be enclosed).
- c) Employee-wise details of ESI, EPF contribution paid, are to be submitted every quarter.
- d) Undertaking that all statutory Labour Laws including Minimum Wages (As per DGR Rate) is being complied with.
- e) All Security Guards must be Ex-Servicemen and to be paid basic wages+ variable DA, ESI, PF, EDLI, HRA, Bonus, Uniform Outfit Allowance & Uniform Washing Allowance etc. as per DGR rates. A copy of Identity Card and Discharge Certificate from the Defense Force to be provided for each personnel engaged.
- f) The Agencies which do not provide detail of the payment of all statutory dues with the bill will be given one month's notice for termination of the contract right away.

III. Obligations of The Agency/Job Responsibility:-

1. The contractor shall ensure compliance with all the Labour Laws / Acts and their Enactments / Amendments, specifically the following:-
 - a. The Contract Labour (Regulation & Abolition) Act,1970
 - b. The Contract Labour (Regulation & Abolition) Central Rules, 1971
 - c. The Minimum Wages Act, 1948
 - d. The payment of Wages Act,1936
 - e. The Workmen's Compensation Act,1923
 - f. The Employees' Provident Funds and Misc. Provisions Act,1952
 - g. The ESI Act, 1948
 - h. The Payment of Bonus Act, 1965
 - i. The Payment of Gratuity Act, 1976
2. Workers to get wages on or before 7th of every month. This payment of wages is not linked to payment of the bill by CSEZA. However, endeavor shall be made to make the payment to the agency in time.
3. All the payment to the workers to be made by the Agency through Bank transaction only. Cash payment is strictly prohibited.
4. Bill to be submitted by 3rd of each month for the previous month, along with all the Certificate/documents.
5. All the Guards are to be Ex-servicemen, and below 60 years of age with sound mind and good

health.

6. They should be conversant with the layout of the building, fire safety system along with telephone Nos. of nearest Police Station, Fire Station, Hospital, Estate Officer, etc.
7. Uniforms, name plates, whistle, torch, lathe & other gear are to be provided by the Security Agency to the Guards.
8. List of all the Security Guards along with name of the Agency to be displayed in the Security Post/Hut.
9. Security Supervisor to submit day to day report of the happenings in the building and give suggestions for strengthening the overall security.
10. To follow the instructions of the administrative authority of the office.
11. Visitors to be properly attended to and may be guided for necessary security check.
12. Office files / papers / equipment or machinery may be allowed to be taken out of the building only with proper Gate Pass under the signature of competent authority and the entry & exit of the visitors should also be through passes. The visitors to be properly guided if such help is required.
13. The Agency to ensure to minimize the wastage of electricity, water and other resources by taking round of the building.
14. The overall responsibility of the security agency is to safeguard the property, life and to help in maintaining peaceful office environment which will also include the following specialized services:-
 - a). Evacuation of public from office premises in case of fire or natural calamities or accident.
 - b). Protection of equipments, fixture and other vehicle, movable and immovable property of this office.
 - c). Prevention of unauthorized entry of vehicle & people and to regulate the traffic within the office premises and ensure that no vehicles are parked except at the parking place.
 - d). Prevention of unauthorized entry of personnel including all types of outside vendors in the premises of the office.
 - e). Collection of intelligence about anti-social and other subversive elements in the crowd or otherwise inside the premises of the office.
 - f). Fire fighting and any other work of similar nature assigned to the agency by the

office management from time to time.

- g). The agency / contractor shall remain in touch with the fire service/ Police and as and when their services are required, the agency shall co-ordinate and co-operate their action.
 - h). To report to the authorized officer/competent authority during office working hours and to the Chairman, CSEZA on duty before and after the office hours, if any incident of theft, pilferage, fire or arson occurs.
 - i). To provide the necessary security cover to the staff and officers in the office, round the clock.
 - j). A person should be available at the reception to see that the visitors are properly attended to and guided and if need be necessary, security check may be exercised.
15. The Contractor shall ensure statutory compliance, at all times, and shall indemnify CSEZA against all claims, damages or compensation under all the statutory laws & rules prevailing there under from time to time.
16. The Contractor shall be the 'Employer' for the purpose of labour statutes and the security personnel deployed by the Contractor shall not be the employees of CSEZA and shall neither claim nor shall be entitled to any pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of CSEZA during the Contract or after expiry of the Contract. In case of termination of the Contract on its expiry or otherwise, the security personnel deployed by the Contractor shall not be entitled to and will have no claim for any absorption in the regular or otherwise capacity in CSEZA. Any liability arising out of accident or death of any personnel while on duty shall be borne by the Agency/Contractor.
17. The Contractor shall defend, indemnify and hold CSEZA during and after the terms of the contract harmless from and against any and all liabilities, damages, claims, fines, penalties, actions, procedures and expenses of any nature arising or resulting from any loss of life and property or violation of any laws by the Contractor or its personnel or in any way connected with the acts, amenities, negligence, breach of this agreement and failure to perform obligations under this contract.
18. The security personnel must watch that there are no unidentified / unclaimed / suspicious objects / person in the building / premises.
19. The vehicles that enter into the premises must be identified, noted in Register and parked at designated places.
20. The security personnel would be responsible for keeping the keys of the rooms of the office building. The security personnel shall ensure that all the electrical equipments / instruments / lights and fans must be switched off at the time of closure of the office or part of the office.

21. The security personnel must be in proper, neat and tidy uniform and have a whistle, a torch and lathe and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed / unattended. It is needless to emphasize that the security guards should be positioned at strategic places.
22. The Agency must have the telephone number of the nearest Police Station, Fire Station and Ambulance, Estate Officer of CSEZA.
23. The names of the Security Guards should always be displayed on their uniform for identification purpose.
24. The security guards must be rotated from their location from time to time.
25. This Office will be free take action against any Security Guards if he commits any crime / misdemeanor as per the provisions of laws of the land. Further a Penalty up to Rs.1000.00 (Rupees One thousand only) per instance will be imposed on the agency, if the Security Guard, while on duty involves himself in the below listed misconducts
 - a) Found in drunken state.
 - b) Misbehaves with any person
 - c) Found asleep
 - d) Left the post unguarded (except in circumstances beyond his control)
 - e) Any other act which as per the decision of the authority constitute an offence.
26. Any loss caused to the life and property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency up to the entire satisfaction of the concerned office.
27. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the security personnel, as decided by the Chairman, CSEZA it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by encashment of security deposit and if the amount of loss of damage exceeds the amount of security deposit, then the amount shall be recovered from the agency either out of the dues payable to the agency or through the court of law.
28. The terms and conditions contained in this tender notice shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidder.
29. CSEZA reserves the right to direct the agency to replace any Security Guard at any time during the contract period and the agency will be bound to follow the direction in this regard.

(TO BE TYPED ON LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other Institutions / Hospital / offices in India.
- c) The earnest money of Rs.10,000/- (Ten Thousand only) deposited by me has been enclosed vide Demand Draft No. _____ dated__ drawn on bank _____Branch_____.
- d) I/We give the rights to Chairman, CSEZA to forfeit the earnest money deposited by me / us if any delay occur on my / agent's part or failed to supply the security service within the appointed time or the desired quality of services.
- e) There is no vigilance / CBI case or court case pending against the firm. The firm has not been blacklisted by any govt. organization in the last 5 years.
- f) I hereby undertake to supply security guards / supervisor as per directions given in the tender document / supply order within stipulated period.
- g) I shall be vacating any space that may be provided to me by the office authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date:

Place:

Signature & Seal of the Applicant

Name of the Applicant

Designation

Note: The above undertaking, duly sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Partner / Director / Authorized signatory of M/s. _____ and competent to sign this Declaration and execute this tender document on behalf of agency.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and 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.

Signature & Seal of the Applicant

Name of the Applicant

Designation

Note: The above declaration, duly sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

FORM OF TECHNICAL BID

Sl. No.	Particulars	Details
1	Name of the Contractor:	
2	Status of the Contractor	
(a)	Proprietorship / Partnership / Joint Stock Co. etc.	
3	Address:	
(a)	Office :	
(b)	Residence:	
4	Telephone / Mobile No. / E-mail address / Website address / Fax No.	
5	Registration Details	
(a)	Registration with authorities	1. 2. 3. 4.
(b)	Registration Certificates enclosed	1. 2. 3. 4.
6	Required documents enclosed	
(a)	Income Tax Returns along with Income Tax Clearance Certificate for last 3 consecutive financial years	Years:
(b)	ESI/EPF Reg. No. (If applicable)	
(c)	ESI & EPF payment details for the 3 consecutive financial years	Years:

(d)	Balance Sheet for 3 consecutive financial years	Years:
(e)	Experience Certificate from Govt. / Semi- Govt ./Public Sector Undertakings.	1. 2. 3.
7	Income Tax PAN No:	
8	TIN No.	
9	Earnest Money Deposit Details:	
(a)	Amount of Earnest Money	
(b)	Name of Drawer and Drawer Bank	
(c)	No. & Date of Bank Draft	
10	Bank Details of the agency	
(a)	Name of the Bank	
(b)	Branch	
(c)	Account No./ IFSC no.	
(d)	IFSC No	
(e)	MICR No	
11	Are you in the list of approved contractors of any other organization / institution, if any give details (Append extra page if necessary)	
12	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
13	Any other information which you consider necessary to furnish	

Signature & Seal of the Applicant

Name of the Applicant

Designation

FORM FOR FINANCIAL BID

Sl. No.	Designation	Rates *	Service charges in percentage only (To be filled in figure and words)
1	Security Guard	Minimum wages as per Directorate General of Resettlement, Ministry of Defense, Govt. of India.(Latest)	

*** Bidder should not quote any other rates besides %(Percentage) as Service Charge. Rate of wages will be as per DGR.**

Signature & Seal of the Applicant

Name of the Applicant

Designation

Annexure-G

COMPULSORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER

(Checklist)

The following documents must be submitted along with the tender, without which the tender is liable to be rejected. The tenderer must make a tick against each of the following documents submitted.

(Please Tick the applicable boxes)

1. EMD worth Rs..... dated.....drawn from.....
2. Copy of documents showing prior experience showing value of the contract
3. Copy of PAN Card.
4. Copy of VAT/Excise/other Registration Certificates.
5. Copy Registration of ESI/EPF (if applicable)
6. Copy of Trade License/Documents showing the validity of Trade -license
7. Copy of documents mentioned in Annexure E
8. Undertaking in as mentioned in Annexure-C.
9. Scanned copy of all pages of the tender documents with signature & stamp of party on each page.
10. List of works completed by the agency in the last 3 years and ongoing works.
11. (Any other Document/Information, if necessary).
12. Documents asked in Annexure C at Sl no. 1 &2

Name:

Signature:

Stamp