

CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE

सीएसआईआर- केंद्रीय खाद्य प्रौद्योगिकी अनुसंधान संस्थान, मैसूर

ಸಿಎಸ್‌ಐಆರ್- ಕೇಂದ್ರೀಯ ಆಹಾರ ತಾಂತ್ರಿಕ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು

**[Council of Scientific & Industrial Research]
MYSURU – 570 020, INDIA**

Telephone: 0821-2510775, Email: soe7@cftri.res.in



ಸಂ./ No. 20(04)/E-VII/2020

ದಿನಾಂಕ/ Dated 09/10/2020

**ನಿವಿಧಾ ದಸ್ತಾವೇಜ್
TENDER DOCUMENT**

**CONTRACT FOR
PROVIDING SECURITY SERVICES
AT CSIR-CFTRI, MYSURU.**



सं./ No. 20(04)/E-VII/2020

Dated: 9th October 2020

ई - टेंडर / E-TENDER

FOR

**CONTRACT FOR PROVIDING SECURITY SERVICES AT CSIR-CFTRI,
MYSURU.**

विषय / CONTENTS

क्रम सं. S. No.	विवरण / Description	पृष्ठ सं. Page No.
1.	Critical Dates & Time	4
2.	Notice inviting e-Tender	5-6
3.	General Instructions to Bidders	7-11
4.	Scope of Work	12-15
5.	Definitions, General Terms and Conditions	16-30
6.	Format for Work Experience details (Annexure-II)	31
7.	Tender Acceptance Letter (Annexure-III)	32
8.	Format of Affidavit (Annexure-IV)	33
9.	Format for Declaration of Relationship (Annexure-V)	34
10.	Undertaking by the CONTRACTOR (Annexure-VI)	35
11.	Bank Account Details of the CONTRACTOR (Annexure-VII)	36-37
12.	Check List	38

महत्वपूर्ण दिन एवं समय

CRITICAL DATES AND TIME

क्रम सं. Sl. No.	विवरण / Particulars	दिनांक Date	समय Time
1.	Publication Date	09/10/2020	06.30 PM
2.	Bid Submission Start Date	09/10/2020	06.30 PM
3.	Bid Submission End Date	23/10/2020	06.30 PM
4.	Last date & time of submission of original Demand Drafts against the EMD at CSIR-CFTRI, Mysuru	27/10/2020	1.00 PM
5.	Technical Bid opening date (Cover – I)	27/10/2020	2.00 PM
6.	Financial Bid opening date (Cover — II)	To be intimated later	

Note: CSIR-CFTRI may at its discretion, extend/change the schedule of any activity and intimate the bidders by notifications through the CPP Portal.

NOTICE INVITING e-TENDER

Online Tenders are invited on behalf of Director, CSIR-CFTRI, Mysuru for providing Security services of the estates and installations at CSIR-CFTRI Campus, Mysuru on **Civilian rates notified by Chief Labour Commissioner (Central)** through <https://etenders.gov.in> under **Two Bids System (Technical Bid and Financial Bid)** from renowned, experienced, well established and registered CONTRACTORS/Cooperative Societies/Agencies. They should be registered with Central/State Labour Dept. and possess a valid Labour License under the provisions of Contract Labour (Regulation and Abolition Act), 1970 for Security Services and also registered with Private Security Agencies (Regulation) Act, 2005, ESIC, EPF, GST Authorities and having executed similar works satisfactorily during the last **five financial years** (From 1st April 2015 to 31st March 2020) either in CSIR or in Government Departments/ Public Sector Undertakings / reputed private organizations. The details of the services to be provided are as follows:-

Sl. No.	Name of work	Estimated Cost Per Annum	EMD (Rs.)	Duration
1.	Providing Security Services at CSIR-CFTRI, Mysuru	₹1.45 Crore	₹2,90,000/-	One year, with a provision for extension for one more year, subject to satisfactory performance

This tender is invited through electronic tendering process and can be downloaded from the Central Public Procurement Portal (CPPP) <https://etenders.gov.in>. A copy of the tender notice is also available on CSIR-CFTRI website <https://www.cftri.res.in> (for reference only). Please note that the submission of the tender is only through the Central Public Procurement Portal (CPPP) <https://etenders.gov.in>.

Contractors are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and email IDs provided in the CPP Portal.

Earnest Money Deposit (EMD) of ₹2,90,000/- (Rupees Two lakhs ninety thousand only) will be required to be paid in the form of Demand Draft/Banker's cheque from Scheduled/Nationalized Banks in favour of **"The Director, CSIR-CFTRI"** payable at **"Mysuru"** and the scanned copy of the same should be uploaded during the submission of Tender duly signed digitally. **EMD must be valid for minimum 90 days from the date of publication of the tender.**

Since the bid is to be submitted online, **the Original EMD should be sent by post to reach this office before bid submission end time or put in the tender box** kept in the AO's Conference Room of CSIR-CFTRI, Mysuru. Tenders submitted without EMD and incomplete tenders will be summarily rejected. CSIR-CFTRI will not be responsible for any postal delay.

MSME/NSIC Registered firms shall be granted exemption for EMD only. The MSME units claiming exemption of EMD should enclose valid MSME/NSIC Registration certificate, failing which bid will be rejected.

- Director, CSIR-CFTRI reserves the right to reject any or all the tenders or to accept them in part or to reject lowest tender without assigning any reason whatsoever. Director, CSIR-CFTRI also reserves the right to call off tender process at any stage without assigning any reason.
- Director, CSIR-CFTRI reserves the right to reject agencies whose performance at completed/ongoing project(s) is/was below par and unusually poor and has been issued letter of restrain/Temporary/Permanent debar by any Department.
- Director, CSIR-CFTRI reserves the right to verify the credentials submitted by the firm at any stage (before or after the award of work). If at any stage, any information/documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then CSIR-CFTRI shall take action as per CSIR-CFTRI guidelines.

ADMINISTRATIVE OFFICER

GENERAL INSTRUCTIONS TO BIDDERS

1. Bidders are advised to study the tender document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and requirement specified in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected.
2. The prospective tenderers may satisfy themselves about the requirements by visiting the CSIR-CFTRI on any working day (Monday to Friday) between 9.30 a.m. and 4.00 p.m. before submitting their tenders (**Contact Person: Security Officer, CFTRI – Phone No. 0821-2510530**).
3. The CONTRACTOR shall obtain the necessary license under the Contract Labour (Regulation and Abolition) Act 1970 from the competent authority immediately on award of contract.
4. The CONTRACTOR should ensure that his rates are reasonable and service charges covers IT, GST, Uniform, Accessories, Biometric system, ID Cards etc.. If it is found unrealistic or unreasonable, the tender is liable to be rejected.
5. In case the date of opening of tenders is declared a Govt. Holiday then the date of opening of the tender will be the next working day at the same time.

The interested CONTRACTOR may submit their tender complete in all respects along with Earnest Money Deposit (EMD), online in CPP Portal.

Eligibility for participation in the tender:

The CONTRACTOR must have:

1. Valid Establishment Regn./Incorporation Certificate under Co-Operative Societies Act/Shops and Commercial Establishment Act-1961/ Indian Companies Act etc..
 2. **Full Fledged Head Office/Branch Office located at Mysuru. (The Office premises will be inspected by CFTRI Authorities before issue of award letter).**
 3. Registration under the Private Security Agencies (Regulation) Act, 2005.
 4. Valid Registration Certificate with Labour Commissioner/Licensing Officer and holding a valid license.
 5. EPF, ESIC and GST Registration.
 6. Permanent Account Number (PAN)
 7. Satisfactory work completion certificates along with work orders executed during the last five financial years (From 1st April 2015 to 31st March 2020) in major institutions like CSIR Labs/Scheduled Bank/Insurance Companies/ Central or State Government Departments/Public Sector Undertakings/ Large Industrial/Educational Campuses/Reputed Corporate bodies (Phase/Part completion of work shall not be considered for satisfactory completion of work for the purpose of experience). The CONTRACTOR must have carried out at least:
 - a. One similar completed work costing not less than the amount equal to **80% of the estimated cost in a single financial year.**
 - OR**
 - b. Two similar completed works each costing not less than the amount equal to **60% of the estimated cost in each contract in a single financial year.**
 - OR**
 - c. Three similar completed works each costing not less than the amount equal to **40% of the estimated cost in each contract in a single financial year.**
- The Work Completion certificate should mention the details of work executed, total completed value of work exclusively for SECURITY SERVICES, Date of commencement and completion of the work, details of the client, signature and seal of the authorized person issuing the certificate.
8. Current Solvency Certificate for an amount not less than Rs. 15.00 Lakhs issued by a Nationalised/Scheduled Bank.

Following 02 (Two) Covers shall be submitted through online at e-portal by the bidder:

Technical Bid (Cover – I) should contain scanned copies of the following:

1. Valid Establishment Regn./Incorporation Certificate under Co-Operative Societies Act/Shops and Commercial Establishment Act-1961/ Indian Companies Act etc..
2. Valid License issued by the Police/Competent Authority to engage in Security Contract business as per Private Security Agencies (Regulation) Act, 2005 (PSARA-2005).
3. Valid Registration Certificate with Labour Commissioner/Licencing Officer and a copy of valid license.
4. Payment proof of EMD (Scanned copy of DD/ Bankers Cheque).
5. Address proof of Head Office/Branch office located in Mysuru in the name of firm.
6. Permanent Account Number (PAN).
7. Goods & Service Tax (GST) Registration.
8. Employees Provident Fund (EPF) Registration.
9. Employees State Insurance Corporation (ESIC) Registration.
10. MSME/NSIC Registration Certificate for getting EMD Exemption if any.
11. Copies of Income Tax returns for the last 03 (three) financial years.
12. Copies of Balance Sheet for the last 03 (three) financial years.
13. List of works completed during the last 05 (Five) financial years (From 1st April 2015 to 31st March 2020) as per Annexure-II and Satisfactory completion certificates along with copies of work orders.
14. Current Bank Solvency Certificate of an amount not less than Rs.15.00 Lakhs issued by a Nationalised/Scheduled Bank.
15. Tender Acceptance letter as per ANNEXURE-III.
16. Affidavit on stamp paper of Rs. 200/- value as per ANNEXURE-IV.
17. Declaration of Relationship as per ANNEXURE-V.
18. Undertaking of the CONTRACTOR as per ANNEXURE-VI.
19. Bank Account details of the CONTRACTOR as per ANNEXURE-VII.

Note: 1) CONTRACTORS are required to submit the originals of all the documents uploaded by them in the Technical Bid whenever asked by CSIR-CFTRI. After verifying the original documents with the uploaded ones, the same shall be returned to the CONTRACTOR. If any information uploaded by the CONTRACTOR during the time of Technical bid, mismatch with the original document or not available in original document, the CONTRACTOR shall be liable to be debarred from tendering/taking up of work in CSIR-CFTRI.

2) If any information furnished by the CONTRACTOR is found incorrect at a later stage also, he/she shall be liable to be debarred from tendering/taking up of work in CSIR-CFTRI. The CSIR-CFTRI reserves the right to verify the particulars furnished by the applicant independently.

Financial Bid (Cover-II)

The Contractor shall fill the price schedule as follows:

1. Contractors are requested to submit the Financial Bid in the **format provided (Excel File) and no other format is acceptable**. They are required to download the **BoQ** file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the contractor etc..) No other cells should be changed. Once the details have been completed, the Contractor should save it and submit it online, without changing the file name. **If the BoQ file is found to be modified by the Contractor, the bid will be rejected**. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.
2. All bids shall remain **valid for 90 days** from the date of bid opening. A bid valid for a shorter period shall be rejected by CSIR-CFTRI as non-responsive. In exceptional circumstances, CSIR-CFTRI may request the Contractor to extend the period of validity.

3. If any Contractor withdraws his bid within the validity period or makes any modification in the terms and conditions of the bid which are not acceptable to CSIR-CFTRI, then CSIR-CFTRI shall, without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money of the CONTRACTOR.
4. Service charges should be quoted only at percentage on Basic wages plus VDA and decimal points should be in two digits only. Service charges quoted in the BOQ are applicable only on Basic wages+VDA per month. Relieving charges and other Statutory charges viz., EPF, ESI, Bonus and GST will be reimbursed as per Govt. rules and regulations, on actual basis. Financial Bid received with *zero/Nil* service charges will be treated as unresponsive and shall be rejected. For detailed wage structure please refer Annexure-I.
5. L1 will be decided by the lowest service charges quoted by the CONTRACTOR. In case service charges quoted by two or more agencies are equal, L1 will be decided by considering the total contract amount of all the completed valid works executed by the CONTRACTOR during the last five financial years and the CONTRACTOR having highest total contract amount as furnished in Annexure II, will be considered as L-1 for the purpose of award of work.

The Financial Bid (Cover No. II) shall be opened only for those bidders who qualify the Technical Bid (Cover No. I).

FORMATS AND SIGNING OF BID

- i. The bidders shall digitally sign & encrypt their bids and upload the bids with all documents online at e-Tendering portal.
- ii. The e-bid submitted shall be in properly readable form and encrypted as per CPP Portal requirements. Standard Printed terms and conditions of the company other than the NIT conditions shall not be considered. Any such bids received with vendor terms and conditions shall be liable for rejection.

SCOPE OF WORK/CONTRACT

The CONTRACTOR will provide security services by deploying personnel retired from Armed Forces on eight hours shift basis round the clock on minimum wages for employment of Watch and Ward personnel issued by Office of the Chief Labour Commissioner (Central), New Delhi from time to time. The details of the present wage structure is mentioned in Annexure-I.

The Schedule of work to be performed 'Round the clock' by the Security personnel is as follows:

- a) The guards of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/change will be after proper handing over/taking formalities in the register provided for this purpose.
- b) Every aspect of security for protection of all the installations and other material from theft, fire, pilferage, damage and encroachment etc., at CSIR-CFTRI to be taken care of. These are to be reported to the management and concerned police authority wherever necessary.
- c) Regulation of entry of authorized persons and prevention of entry of unauthorized persons into the campus.
- d) Detection/tracing of outsiders or employees in case of theft and report such incidents to the competent authority immediately.
- e) Screening and recording of all incoming and outgoing persons/goods/materials and vehicles at the entrance / exit points of the CSIR-CFTRI.
- f) Maintenance of proper record of temporary/permanent out-pass details/returnable/non-returnable gate passes.
- g) Issue of visitors pass to visitors and checking 'in' and 'out' passes for goods/materials.
- h) Checking and immediate reporting of actual/attempted pilferages.
- i) Introduction and implementation of anti-theft measures.
- j) Liaison with local police authorities.
- k) Liaison with local fire-brigade officials in emergency.

- l) Safeguarding Flora & Fauna including all the trees of the CSIR-CFTRI.
- m) Carrying out any other related task as may be allotted by the competent authority.
- n) Monitoring Bio-Metric attendance and CCTV.
- o) Covid-19 rules and precautionary measures to be followed.

RESPONSIBILITIES OF CONTRACTOR:

1. The Security Contractor will be responsible for overall security arrangement of the concerned Department covered in the contract.
2. The security guards/supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders, sand and other fire fighting material available on the spot. They will also help the fire fighting personnel in extinguishing the fire or in any other natural calamities.
3. To keep and assist for first aid treatment always ready at premises in case of necessity.
4. One fire fighting expert/operator shall be deputed at site round the clock to attend all the fire fighting systems and the person should be well versed with all the fire fighting equipment and extinguishers, with its operation and maintenance in case of necessity.
5. To provide night patrolling by your senior personnel periodically atleast once in a week.
6. To periodically check the performance of your security guards by the senior personnel or as directed by the Director, or authorized representative.
7. To streamline work in accordance with the instructions given by the management from time to time.
8. To maintain regular contact with the management with regard to security arrangements and improvement.
9. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be driven out.

10. The guards on patrol duty should take care of all the water taps, valves, water hydrants, Electrical Appliances etc. installed in open all over the premises.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the personnel or by the outsiders or by stray animals.
12. The security supervisor/guards are required to display mature behavior with the staff and visitors of CSIR-CFTRI, especially towards female personnel and female visitors.
13. The security guard on duty shall not leave the premises until his reliever reports for duty.
14. The CONTRACTOR should have round the clock control room service with field officers in Mysuru along with quick response teams to deal with emergent situations. The Field Officers should have thorough knowledge about labour laws etc.

LIABILITIES:

1. The guards supplied by the CONTRACTOR should be trained, young, smart and well dressed with proper uniform.
2. The night duty guards to be equipped with lathies, torches, umbrellas, raincoats etc.. or as directed.
3. The shift of the guards would be rotated weekly and a roster would be maintained for proper check.
4. The guards would be changed with proper handing and taking over after each shift for better security arrangements from operational point of view.
5. The guards to be provided with water proof Jerkins/Jackets, etc..
6. To provide two pairs uniform with all accessories immediately per annum.
7. To provide six sets of ceremonial dress with all accessories for special occasions like Republic Day, Independence Day, VVIPs visit etc.

PROPERTIES OF CFTRI:

Laboratory areas viz., Main mansion, Technology Block, SRP Block, FS & AQCL Building, Library, Guest House, Hostel Area, Agri-Horticulture Section, Departmental Canteen, Pilot Plants, Food Engineering Block, Electrical & Mechanical Maintenance, Flour Milling, Baking & Confectionery Technology, Lipid Science, Food Protectants & Infestation Control, Fruit & Vegetable Technology and Microbiology & Fermentation Technology, Meat & Marine Science, Abattoir, Civil Engineering, Dept. of Biochemistry, Animal House, Molecular Nutrition, Plant Cell Biotechnology, Security Office, Auditorium, Chimneys, Health Centre, CFTRI School, Research Farm at M.G.Halli Campus and any other building within the premises of CSIR-CFTRI.

SCHEDULE OF QUANTITIES

at CSIR-CFTRI , Mysuru

Security Guards (without arms)	-	33 Nos.
Security Guards (with arms)	-	03 Nos.
Security Supervisors	-	03 Nos.

The deployment of Security Guards would be as shown below:

Sl. No.	Location	No. of Security Guards
1.	Main Gate	06 nos.
2.	North Gate	03 nos.
3.	School Gate	01 no.
4.	West Gate	03 nos.
5.	Emergency Gate	03 nos.
6.	South Gate	03 no.
7.	FSAQCL	02 nos.
8.	Main Building	03 nos.
9.	Key Board	02 nos.
10.	MG Halli Campus	05 nos.
11.	Night Patrolling Duty	02 nos.
12.	Armed Security Guards (Main Gate)	03 nos.
	Total No. of Security Guards	36 nos.

Note: The above schedule of quantities is tentative only which may increase or decrease as per the requirement during the contract period.

I. DEFINITIONS

In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to except where the context otherwise requires:

- Contract shall mean the notice inviting the e-tender and document, the tender and acceptance thereof and the formal agreement executed between CSIR-CFTRI and the Contractor together with the documents referred to therein including these conditions with appendices and special conditions, rates and amounts and schedules of rates including all revisions, additions and deletions. NIT, Entire Tender document, price bid etc. will form part of the contract.

II. SUB-CONTRACTING

The CONTRACTOR shall not sub-contract any part of the Contract.

III. PERIOD OF CONTRACT

The Contract shall be for a period of one year initially and is renewable for further period of one year subject to the satisfactory performance of services and compliance of “terms and conditions of the agreement entered into by the CONTRACTOR”.

IV. GENERAL TERMS AND CONDITIONS:

1. Registration/execution of the agreement:

The successful bidder shall be required to execute an agreement in the format approved and supplied by CSIR-CFTRI on stamp papers of appropriate value and attested by a recognised notary, immediately on award of the Contract.

2. Earnest Money Deposit:

- a. A sum of ₹2,90,000/- should be submitted as Earnest Money Deposit (EMD) along with the Technical Bid in the form of Demand Draft/Banker's cheque valid for 90 days from a nationalized/scheduled bank drawn in favour of Director, CSIR-CFTRI payable at Mysuru .
- b. EMD without interest shall be returned to the unsuccessful bidders after finalization of the contract.
- c. EMD will be liable to be forfeited if the CONTRACTOR selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated in the work order.
- d. MSME/NSIC Registered firms shall be granted exemption for EMD only. The MSME units claiming exemption of EMD should enclose valid MSME/NSIC Registration certificate, failing which bid will be rejected.

3. Security Deposit:

The successful bidder shall be required to deposit security amount to the tune of **10% of the Annual Contract value** in the form of Fixed Deposit receipt/Bank Guarantee in favour of Director, CSIR-CFTRI issued from any Nationalised Bank at his own cost. **The Security Deposit/Performance Guarantee should remain valid for a period of six months beyond the date of completion of the contract period to ensure fulfilment of all contractual obligations by the firm, including settlement of PF claims of all the contract workers. No interest shall be payable by the Authority on the amount of S.D/P.G so held.** The CONTRACTOR will forfeit fully or partly the S.D/P.G in the event of failure on the part of the CONTRACTOR to execute the contract or observations of all or any of the terms & conditions. The decision of CSIR-CFTRI, Mysuru in this regard shall be final & binding. In case the contract is further extended beyond the initial period, the Performance Guarantee will have to be accordingly renewed/extended by the successful contractor for the revised value.

4. Revocation of Security Deposit/Bank Guarantee:

The Director, CSIR-CSIR-CFTRI shall have absolute rights and powers for the revocation of said security deposit, in case of breach of any clause of this Contract without any prior notice and no claim whatsoever on this count shall be entertained.

5. Commencement of Work:

The CONTRACTOR is required to commence the work with effect from the date mentioned in the award letter.

6. Deployment and Essential Qualifications of the Security personnel:

The CONTRACTOR shall deploy the following Ex-Armed Forces personnel:

- a) **03** (Three) Security Supervisors.
- b) **03** (Three) Armed Security Guards (With Gun and valid license).
- c) **33** (Thirty Three) Security Guards (without arms).

Sl. No.	Designation	Qualification
1.	Security Supervisor	Junior Commissioned Officer retired from Armed forces. They should be medically and physically fit persons not exceeding 55 years.
2.	Armed Security Guards	Matriculation passed or equivalent personnel retired from Armed forces and having valid gun license. They should be medically and physically fit persons not exceeding 55 years.
3.	Security Guards (unarmed)	Matriculation passed or equivalent personnel retired from Armed Forces. They should be medically and physically fit persons not exceeding 55 years.

Note: The CONTRACTOR should be in a position to provide a female Guard/Searcher, if required at any point of time.

- a) The list of all security personnel deployed in CSIR-CFTRI, containing their rank, residential address, Contact Nos. age, educational qualifications shall be submitted to this office at the commencement of the Contract along with copies of their Discharge Certificates/PPO. The CONTRACTOR will further intimate any subsequent change about their particulars from time to time.
- b) The security guards so deployed by the agency should have the knowledge of Hindi and English. Kannada known personnel will be preferable.
- c) That the CONTRACTOR shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the personnel engaged by it for deployment at CSIR-CFTRI.
- d) The agency shall ensure that any replacement of the personnel, as required by CSIR-CFTRI for any reason specified or otherwise, shall be effected promptly without any additional cost to CSIR-CFTRI. If the CONTRACTOR wishes to replace any of the personnel, the same shall be done with prior concurrence of CSIR-CFTRI at CONTRACTOR's own cost.
- e) As and when CSIR-CFTRI requires additional security strength on temporary or emergent basis, the CONTRACTOR will depute such security personnel under the same terms and conditions. Similarly, if the security personnel deployed by the CONTRACTOR any time are found absent from duty or sleeping or found engaged in irregular activities, CSIR-CFTRI shall ask for replacement and deduct the requisite amount at the pro-rata rates from the bill of the CONTRACTOR besides imposition of penalty for non-observance of the terms of contract.
- f) The CONTRACTOR should provide adequate relieving guards to meet mandatory weekly offs, leave/sickness etc. for deployment at CSIR-CFTRI. The number of security guards may increase/decrease depending upon the requirement as envisaged by the Director, CSIR-CFTRI.
- g) The antecedents of security personnel deployed shall be got verified by the CONTRACTOR from local police authority and an undertaking in this regard to be submitted to the CSIR-CFTRI and CSIR-CFTRI shall ensure that the CONTRACTOR complies with the provisions.

- h) All liabilities arising out of accident or death while on duty shall be borne by the CONTRACTOR.
- i) The security personnel deployed shall not accept any gratitude or reward in any form. They shall not do any professional or other work for reward or otherwise either directly or indirectly.
- j) The CONTRACTOR shall have his own Establishment/set up/mechanism/Training Institute to provide training aids or should have tied up with a training institute, for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- k) The security personnel deployed should have undergone basic training of security in observation, concealment, handling of firefighting equipment, be able to identify the type of fire and douse the same.
- l) The CONTRACTOR shall ensure that its personnel shall not at any time divulge or make known any trust, accounts matter or transactions undertaken or handled by the CFTRI and shall not disclose any information about the affairs of CFTRI.

7. Formulation of mechanism and monthly duty/assignment chart:

On taking over the responsibility of providing the aforesaid services, the CONTRACTOR shall formulate the mechanism and monthly duty assignment chart for circulation in all the areas of their deployment in the CSIR-CFTRI for the approval of the Security Officer. He will visit CSIR-CFTRI in order to interact with the Security Officer for ensuring the effective arrangement at his level and keep on reviewing his arrangements from time to time and take additional measures, if any, required to be taken to further streamline the said arrangements. He will further ensure that no person shall be deployed on double duty except in the emergent circumstances with the prior approval of the Security Officer. The CONTRACTOR as well as the personnel deployed by him shall be duty-bound to carry out the directions/instructions given to him by the Director, CSIR-CFTRI / Administrative Officer and Security Officer or any other officer authorized to do so by the Director, CSIR-CFTRI from time to time. Any dereliction from such obligation shall be considered as breach of the terms of the Contract.

The eight hours shift generally will be from 06.00 hrs. to 14.00 hrs., 14.00 hrs. to 22.00 hrs. and 22.00hrs. to 06.00 hrs. But the timings of the shift are changeable and shall be fixed by the CSIR-CFTRI from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the CSIR-CFTRI for double duty, if any. The Guards shall be so deployed by the CONTRACTOR as to enable each of the guards to compulsorily avail one paid “WEEKLY OFF”.

The personnel will have to report to the CSIR-CFTRI’s Security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the CSIR-CFTRI.

Biometric Attendance: The CONTRACTOR has to install Bio-metric attendance system(s) in CSIR-CFTRI on his own cost and has to take biometric attendance from all the security personnel engaged by him twice a day on arrival and departure on all working days without fail and the same has to be submitted to the office for getting reimbursement of the monthly wages paid to the contract security personnel engaged by him. The bills will be reimbursed strictly on the basis of biometric attendance.

8. Determination of quality of work/services:

The decision of the Director, CSIR-CFTRI with regard to the determining of quality of work/services provided by the CONTRACTOR, shall be final and acceptable to the CONTRACTOR. The CONTRACTOR shall, therefore, rectify the defects so pointed out without any extra payment. The Director, CSIR-CFTRI shall also reserve the rights to get the work/services so rejected done/replaced at his level at the risk and cost of the CONTRACTOR, after giving him a notice in writing, and the expenditure incurred on this count shall be recovered from the bills of the CONTRACTOR or any other outstanding dues or by revocation of any or all parts of the security deposit as he may think proper.

9. Identification:

For the purpose of proper identification of the personnel of the CONTRACTOR deployed at various points, the CONTRACTOR shall himself issue them the IDENTITY CARDS at his own cost prior to the deployment and they shall be duty bound to display the identity cards at the time of duty. The CONTRACTOR shall also ensure that all personnel deployed by him are displaying their NAME TAB while on duty without fail.

10. Uniform:

The wearing of uniforms by the Contractual personnel deployed for duties shall be compulsory. The agency should at his **OWN COST** provide each of its personnel with **two sets** of good quality uniform, cap, belt, shoes, rain coat, Gum boot, etc.. per annum immediately on award of the contract. Additionally a total no. of **Six sets** of Ceremonial dress with all accessories should be issued to the Guards at his OWN cost to be worn on National Days and during the visit of VIPs to CSIR-CFTRI without any deductions in the wages of security personnel deployed by him. The Security Guards also should be equipped with Umbrellas (10 Nos.), Search light torch (10 Nos.) and lathis (as required).

11. Supervisory Control:

The persons so deployed shall be under overall control and supervision of the CONTRACTOR. The CONTRACTOR shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the CSIR-CFTRI.

12. Surprise Check:

The Director, CSIR-CFTRI or any other officer so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the CONTRACTOR in order to ensure that the required number of persons are deployed and that they are doing their duties properly. In case, any person so deployed by the CONTRACTOR does not come up to the mark or performs his duties improperly or indulges in any unlawful act or disorderly conduct, the CONTRACTOR shall take suitable action against such personnel. In case of any complaint/defect pointed out by the authorized officer of the CSIR-CFTRI, the CONTRACTOR shall immediately replace the person so deployed. Also the CONTRACTOR himself or through his field officer shall carry out periodical/ surprise checks of Security Guards deployed by them at CSIR-CFTRI for alertness and discipline at their respective posts during day and night shifts in consultation with Security Officer.

13. Relationship between the employer and personnel:

The persons deployed by the CONTRACTOR for the work shall be his employees for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said persons and the CSIR-CFTRI, either implicitly or explicitly.

14. Medical Examination and verification of antecedents:

The CONTRACTOR will ensure that employees are medically fit and free from communicable diseases. The CONTRACTOR shall ensure that the antecedents of the persons are verified by the civil police /appropriate authority and shall provide their Bio-data sheets consisting of photograph, finger prints and ID details (Aadhar copy etc.) with full details of permanent and temporary address, past experience and qualification details and a copy of discharge certificate to the Security Officer prior to their deployment.

15. Raising of Bills:

In order to ensure timely payment of wages to the personnel, the monthly wage bills shall be raised by the CONTRACTOR in the requisite format in vogue on the basis of Biometric attendance and work performance report got signed by the Security Officer or any other officer so authorized by the competent authority for the purpose by **12th of each month positively**. All the statutory documents should be enclosed with the bills.

If as a result of post payment audit any overpayment is detected in respect of any work done by the CONTRACTOR or alleged to have done by the CONTRACTOR under the tender, it shall be recovered by the CSIR- CFTRI from the CONTRACTOR.

16. Payment of wages:

The CONTRACTOR will be responsible for making the payment to his workers directly to their respective bank accounts on or before 7th of each month from his own sources and wage slips should be issued to every person. Subsequently the bill should be raised along with bank details and other statutory payments challans/receipts for reimbursement.

The CONTRACTOR shall ensure that all the employees get wages at the rates as fixed by Chief Labour Commissioner (Central) from time to time. The CONTRACTOR shall ensure that the wages etc. paid to his employees so deployed are in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made there under.

Payment for the three National Holidays per year will be made by the CONTRACTOR and submit the bills for reimbursement. Since reliever charges are being paid, no OT should be claimed by the CONTRACTOR.

17. EPF/ESI/BONUS/Minimum wages:

The CONTRACTOR shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, Minimum Wages Act, ESI Act, Shops and Establishment Act, Bonus Act, Contract Labour (Regulation and Abolition Act), 1970, or any other Labour Act/Laws as applicable promulgated and amended from time to time by the appropriate authorities. The CONTRACTOR shall be responsible for deposit of Employees' and Principal Employer's share of statutory contribution towards ESI/EPF with the concerned department/authorities at his level vide a **separate e-challan** for all the persons deployed by him at CSIR-CFTRI and maintenance of such record as per rules. He will be required to submit a copy of Challan/abstract/statement of the amount deposited on account of the statutory contributions along with the bills for release of payment, failing which the payment of the bills of the following month will be withheld.

The payment will be released to him after deduction of Income tax, GST-TDS or any other statutory dues, after the submission of Bank challan, wage sheets, ESI, EPF, GST Challans/statements etc.. in the required formats by **12th day of the month**. He will also arrange to continue to hold the old UAN/ESI Nos. allotted to contract workers and to open such EPF/ESI accounts for new personnel deployed by him in CSIR-CFTRI. The responsibility for issuance of Annual Statements of EPF deposits and ESI cards to its workers solely lies with the CONTRACTOR.

If the CONTRACTOR is operating his work from outside of Mysuru, he should have Branch office, EPF, ESI & GST sub-codes in Mysuru.

18. GST:

Online payments towards GST shall be made by the CONTRACTOR and can claim reimbursement of the same by submission of proof of remittance.

19. Tax Deducted at Source (TDS):

Income tax and GST-TDS shall be deducted from the bills of the CONTRACTOR at source/or at the rates as applicable from time to time, in accordance with the latest Govt. notifications applicable in this regard.

20. Other mandatory responsibilities of the CONTRACTOR:

It is obligatory on the part of the CONTRACTOR to fulfil his commitments towards his employees so deployed by him under various Labour Laws. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this Contract shall be carried out by the CONTRACTOR at his own cost and the CONTRACTOR shall report the compliance thereof to the Director, CSIR-CFTRI or his nominee. The CONTRACTOR shall be solely responsible for violation of any provisions of the said Act or any other Act. The CONTRACTOR shall not charge any money from the Contractual employees towards security deposit. The CONTRACTOR shall issue employment cards containing terms and conditions of appointment to his employees to be deployed in CSIR-CFTRI.

21. Liability of the CONTRACTOR to indemnify:

The CONTRACTOR shall keep CSIR-CFTRI indemnified against any loss caused to CSIR-CFTRI property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the CONTRACTOR. CONTRACTOR shall be responsible for payment of any loss caused to the property of the CSIR-CFTRI. In case, any employee of the CONTRACTOR so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the CONTRACTOR concerned to contest the same. In case the CSIR-CFTRI is also to be made a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to CSIR-CFTRI by the CONTRACTOR in advance or on demand. Further, the CONTRACTOR shall ensure that no financial or any other legal liability comes on the CSIR-CFTRI in this respect at any time for the acts done by the personnel of the CONTRACTOR.

22. Deficiency in service/Disobedience by personnel:

In case of any deficiency in services or disobedience by the personnel so deployed by the CONTRACTOR, the Director, CSIR-CFTRI shall be at liberty to impose a penalty as may be deemed fit for each such lapse after giving an opportunity of being heard in person. The decision of the Director, CSIR-CFTRI shall be final and binding on the CONTRACTOR. The CSIR-CFTRI shall have further right to adjust, readjust, or deduct any of the amounts as aforesaid from the payment to be made to the CONTRACTOR under this Contract or out of the security deposits of the CONTRACTOR.

23. Termination of the Contract:

The Contract may be terminated in the event of occurrence of any of the following contingencies:

- a) Without any prior notice on the expiry of the Contract period.
- b) In the event of the death of the CONTRACTOR, the Director, CSIR-CFTRI shall have the option of terminating the Contract without compensation.
- c) By giving **one month** advance notice by CSIR-CFTRI on account of :
 - i) Losses suffered by CSIR-CFTRI due to lapse on the part of the CONTRACTOR/his supervisors/workers.
 - ii) For committing breach of the contract of any of the terms and conditions of the contract.
 - iii) The CONTRACTOR consistently provides unsatisfactory services
 - iv) On violation of any Labour laws as per the statutory provisions.
 - v) The CONTRACTOR is declared insolvent by any court of law
 - vi) The CONTRACTOR assigns the Contract or any part thereof to any other Person for subletting the whole or a part of the Contract.
 - vii) The CONTRACTOR is not interested to complete/continue the Contract

“Provided that during the notice period for termination of the Contract, the CONTRACTOR shall continue to provide the services as before till the expiry of notice period.”

24. Removal of personnel on termination of Contract:

It shall be the duty of the CONTRACTOR to remove all persons deployed by him on termination of the Contract and ensure that no person shall create any disruption/hindrance/problem of any nature to the CSIR-CFTRI.

25. Transfer of Liabilities:

In the event of exigencies arising due to death, infirmity, insolvency of the CONTRACTOR or for any other reasons or circumstances, liabilities of the Contract shall be borne by the following on such terms and conditions, as the Director, CSIR-CFTRI may think proper in public interest:

- Legal heirs in case of sole proprietor.
- The surviving partners in the case of a firm, otherwise the sole Proprietor shall reserve the right to settle the matter according to the circumstances of the case as he may think proper.

26. Jurisdiction:

The courts at Mysuru only shall have the jurisdiction for the purpose of this agreement.

27. Arbitration:

In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred **to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.**

Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

28. Responsibilities of CSIR-CFTRI

- a) That in consideration of the services rendered by the CONTRACTOR or as stated above, he shall be paid on monthly basis before 7th of following month. Such payment shall be made on the receipt of the bills along with statutory documents raised by the CONTRACTOR and duly certified by Security Officer by **12th of every month.**
- b) That payment of enhancement/escalation charges on account of revision of wages by Chief Labour Commissioner (Central) from time to time shall be payable by the CSIR-CFTRI to the CONTRACTOR on submission of the notifications.

29. The Director, CSIR-CFTRI in the public interest reserves all right to accept or reject any or all Tenders without assigning any reason and also to impose/relax any terms and conditions of the Contract.

**Present Wage structure as per notification of Chief Labour Commissioner
(Central), New Delhi (for information only)**

Sl. No.	Particulars	Security Guard (without arms) in ₹	Security guard (with arms) in ₹	Security Supervisor in ₹ (25% in addition to Security Guard (without arms))
1.	Basic wages plus VDA	18,070.00 (695 x 26 days)	19,864.00 (764 x 26 days)	22,594.00 (869 x 26 days)
2.	ESI @ 3.25% of Basic plus VDA (Capped at ₹21,000.00)	588.00	646.00	683.00
3.	EPF @ 12% of Basic plus VDA (capped at ₹15,000.00)	1,800.00	1,800.00	1,800.00
4.	EDLI @ 0.5% of Basic + VDA	75.00	75.00	75.00
5.	Adm. charges (EPF) @ 0.5% of Basic+VDA	75.00	75.00	75.00
6.	Bonus @ 8.33% on Basic plus VDA (Subject to ceiling of ₹7,000/- per year) (wage threshold for eligibility - ₹ 21,000.00)	583.00	583.00	0.00
7.	TOTAL I	21,191.00	23,043.00	25,227.00
8.	Relieving charges 1/6 th of total I	3,532.00	3,841.00	4,205.00
9.	TOTAL II	24,723.00	26,884.00	29,432.00
10.	Service charges @ _____ % on Basic +VDA			
11.	TOTAL III			
12.	GST @ 18%			
13.	GRAND TOTAL			

NOTE: That payment of enhancement/escalation charges on account of revision of wages by Chief Labour Commissioner (Central) from time to time shall be payable by the CSIR-CFTRI to the CONTRACTOR on submission of the notifications.

ANNEXURE-II

WORK EXPERIENCE DETAILS

(To be given on Firm's Letter Head neatly typed)

Experience details for **Security Services** in the last five financial years from 1st April 2015 to 31st March 2020 (in Chronological order) has to be provided in the following format. (Copies of work orders and satisfactory completion certificates exclusively for security services from the concerned establishment have to be enclosed)

Sl. No.	Name and Address of the organization	Work Award letter Number and date	From	To	Total Value of the completed valid work exclusively for "Security Services"	Contact person with phone no., email etc..	Corresponding Page Nos. of work orders and completion certificates
	TOTAL CONTRACT AMOUNT IN THE LAST FIVE FINANCIAL YEARS						

(Signature of the CONTRACTOR)

Name:

Seal:

ANNEXURE-III

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

**To,
THE DIRECTOR,
CSIR-CFTRI, MYSURU**

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 20(04)/E-VII/2020 dated 09/07/2020

Name of Tender / Work: Contract for Providing Security Services at CSIR-CFTRI, Mysuru.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely <https://etenders.gov.in>.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page Nos. **01 to 38** (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours faithfully,

(Signature of the CONTRACTOR with Seal)

AFFIDAVIT

(To be executed by the bidder on Rs. 200/- Stamp paper & attested by Public Notary)

I/We state/declare that

- i. I/We are not involved in any litigation that may have any impact on the delivery of service, as required under this tender.
- ii. I/We were never black-listed by CSIR-CFTRI and there was no default made in remitting of ESIC/EPFO/Service Tax/GST etc.. at any point of time during the tenure of Contract in CSIR-CFTRI.
- iii. I/We are not black-listed by any Central/State Government/Autonomous Bodies/PSU's in India.
- iv. I/We do not have any complaint pending against us with any statutory body.
- v. I/We have not furnished any false/wrong information at any stage and have not suppressed any fact.
- vi. I/We certify that, we are remitting statutory dues/taxes regularly to ESIC/EPFO/Government and no default was made in this regard.
- vii. We further certify that no investigation by a regulatory is pending either against us.

Yours faithfully,

(Signature of the CONTRACTOR)

Place_____

Name_____

Date_____

Designation_____

Address_____

Seal_____

ANNEXURE-V

DECLARATION OF RELATIONSHIP

I/We (Name)_____ who is working as CONTRACTOR/ Partner/ Sole Proprietor (**strike out word which is not applicable**) of the (Firm) name _____Address do hereby solemnly affirm and declare that **NO** RELATIVE(S) is/are working in any CSIR Laboratories/Institute or CSIR-CFTRI, Mysuru.

Signature with date and seal of the CONTRACTOR

(OR)

I/We (Name)_____ who is working as CONTRACTOR/Partner/Sole Proprietor (strike out word which is not applicable) of the (Firm) do hereby solemnly affirm and declare that Sri/Smt./Dr._____ Designation_____ at CSIR-CFTRI, Mysuru or CSIR employee at _____ Laboratories/Institute located at _____ is my relative.

Relative(s) may be the following list person :

[NOTE : A person shall be deemed to be a relative of another if, and only if,(a) they are members of a Hindu Undivided Family (HUF), or (b) they are husband and wife, or(c) the one is related to the other in the following manner : Father, Mother (including step mother),son (including step son), Son's wife, Daughter(including step daughter), Fathers Father, Son's son(s), Grandson's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.]

ANNEXURE-VI

UNDERTAKING BY THE CONTRACTOR

I/We hereby undertake that:

- Full manpower will be engaged on daily basis for the Security Services as per given schedule/instructions of Security Officer.
- I/We have visited the site in order to evaluate the level of services to be rendered and quoted accordingly.
- I/We agree that the payment will not be made for the work not carried out by me/us in any of the above areas.
- I/We agree for the bills payment on monthly pro-rata basis and will ensure that the bills are submitted by 12th day of the month.
- I/We agree to pay minimum wages as per notification of Chief Labour Commissioner (Central), deposit necessary EPF, ESIC, GST, Professional tax with appropriate authorities as prescribed in the respective acts. Wages payment will be made on or before 7th day of every month based on Biometric attendance of the Security Guards.
- Substitute will be made available as and when required by the competent authority. Extra manpower if any called for will be provided on 24 hours' notice.
- Qualified, experienced Supervisors will be provided.
- Identity Card in Form XIV of Minimum Wages Act will be issued to all the workers within 15 days of award of work and it will be replaced as and when required and a copy of the Identity Card of the Security Guards deployed by me/us be submitted to Competent Authority.

Date:

Signature & Seal of the CONTRACTOR

Place:

ANNEXURE-VII

**CONTRACTOR'S BANK ACCCOOUNT
DETAILS AND ADDRESS ON FIRM' S **LETTER HEAD****

Ref: No.:
Date:

The Director,
CSIR – CFTRI
Mysore – 570020

Dear Sir,

The following is the confirmation/updation of our/my bank account details and we /I hereby affirm that our/my choice to opt for payment through electronic mode for amounts due to me/us under various purchase orders/ contracts/other services provided. I understand that CSIR – CFTRI, Mysore, also reserve the right to send the payment due to us/me by Cheque/Demand Draft/Electronic mode or through banker.

A. CONTRACTOR'S DETAILS

01	Contractor's Name	
02	Address (including pin code)	
03	Fax No/ E – mail ID	
04	PAN NUMBER	
05	GST NUMBER	
06	MOBILE Number	

SIGNATURE & SEAL

Contd.... on the reverse page

B. PARTICULARS OF BANK ACCOUNT

01	NAME OF THE BANK	
02	BRANCH NAME / BRANCH CODE	
03	BRANCH ADDRESS (including PIN Code)	
04	9 Digit MICR No. Of the bank/branch as appeared on the Cheque	
05	Account Type (Saving / Current / Cash Credit)	
06	Account Number (as appeared on Cheque Book)	
07	IFSC Code of the branch	

We/I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to the Director, CSIR – CFTRI, Mysore. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, we/ I shall not hold CSIR – CFTRI responsible. The online banking charges will be borne by me/us.

01. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed by the bankers.
02. Please enclose a cancelled Cheque.

(SIGNATURE AND SEAL OF THE CONTRACTOR)

Check List

Sl. No.	TECHNICAL REQUIREMENT AND BoQ
1.	Name of the Organisation/Firm and complete address with Telephone/Fax nos, mobile nos. /alternate mobile no. email id etc.
2.	Name of Organization (whether Private/ Public Sector Undertaking/ Sole Proprietor/ Partnership/ Cooperative Society etc.) Documentary proof to be attached. (In case of the firms other than the sole proprietors, an abstract copy of such Resolution passed by the Executive body authorizing the specific officer/partner for signing the documents for this tender to be attached).
3.	Valid license issued by Police Dept. under Private Security Agencies(Regulation) Act, 2005
4.	Registration details with Labour Licensing Officer / Labour Commissioner and a copy of valid license for providing Security Services is to be attached
5.	EMD Details (₹2,90,000/-) DD No. & Date
6.	Local Office Address Proof
7.	GST registration certificate
8.	EPF Registration No
9.	ESI Registration No.
10.	MSME/NSIC Registration Certificate for getting EMD Exemption if any.
11.	Copy of PAN card and Income Tax returns for the last three financial years
12.	Copies of Balance Sheet for the last three years
13.	Work Completion Certificates along with work orders (Satisfactory performance letters from these cited contract holders must be attached) as per ANNEXURE-II
14.	Copy of the Current Bank Solvency Certificate of an amount not less than Rs.15.00 lakhs issued by a nationalized/Scheduled bank
15.	Have your firm ever been debarred by any Court of law OR penalized by any Government/CSIR/Private organization? Submit affidavit as per format provided in ANNEXURE-IV
16.	Tender Acceptance Letter as per ANNEXURE-III
17.	Declaration of Relationship as per ANNEXURE-V
18.	Undertaking by the Contractor as per ANNEXURE-VI
19.	Bank Account details of the Contractor as per ANNEXURE-VII
20.	BoQ (PRICE BID)