



सीएसआईआर-राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान, नागपुर

नेहरू मार्ग नागपुर - 440 020

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE

NEHRU MARG, NAGPUR- 440 020

(Council of Scientific & Industrial Research)

NOTICE INVITING TENDER

Sealed Tenders are invited under Two-Bid system, i.e. Technical Bid & Financial Bid for providing Security Services by the Director, CSIR-National Environmental Engineering Research Institute (NEERI) Nagpur which is a constituent Laboratory of the Council of Scientific and Industrial Research (CSIR), from reputed registered Agencies/Contractors holding valid Labour Licence under the provision of Contract Labour (Regulation and Abolition) Act, 1970 and registered with Controlling Authority as per the Private Security Agency Act 2005 and having capacity to provide ex-serviceman for Security Services for a period of one year on contract basis which can be extended on same or mutually agreed terms and conditions.

Job	Cost of Tender Document	EMD (in Rs.)	Duration of obtaining of Tender Document from website	Last date & time of submission of Tender Document	Date & time of opening the tender (Technical Bid)
Security arrangement at CSIR-NEERI H.Qtrs, Nagpur and in its Zonal Centers situated at Mumbai, Delhi and Kolkata	Free (download from website www.neeri.res.in)	5,00,000/-	12.07.2018 to 01.08.2018	02.08.2018 upto 1.00 p.m.	02.08.2018 at 3.00 p.m.

Agencies/Contractors having adequate experience of handling security contracts in Govt./Public Sector undertakings/Autonomous Bodies or any other Public Funded Organizations may only apply in writing with the following details:-

1. Attested copies of currently valid certificates/licence issued by the appropriate authority and registered with Controlling Authority as per Private Security Agency Act 2005.
2. Recent Income Tax Return Certificate with PAN. The agency having strong financial condition will be given preference (Annual Turn Over basis).
3. Status : Whether Proprietor/Firm/Company (Shops & Establishment license).
4. Experience: Along with list of places where services were/are being provided for more than 50 Guards in a day for the last three years (2015, 2016 & 2017) under a single contract. A separate list of clients alongwith copies of work orders of existing security contract should be enclosed in tender.
5. Compliance of EPF/ESI Act with registration and account number
6. GST registration certificate.

Tender documents with detailed terms and conditions can only be obtained from **our website www.neeri.res.in** –free of cost from 12.07.2018 to 01.08.2018.

Tender documents, complete in all respects should be submitted to the Director CSIR-NEERI, Nagpur in a sealed cover superscribing **“Tender for job contract for Security Arrangement at CSIR-NEERI”** (Technical Bid & Financial Bid) along with a Demand Draft in favour of the Director, CSIR-NEERI Nagpur for Rs. 5,00,000/- (Rupees Five Lakh only) towards **EMD** by 13.00 hrs. (1.00 pm) on or before 02.08.2018. EMD in any other form will not be accepted. The sealed tenders (Technical Bid) will be opened on the same day i.e. on 02.08.2018 at 03.00 P.M. in the presence of tenderers/representatives. The original documents should be presented for verification at the time of opening of the Technical Bid.

Successful tenderer has to furnish a Bank Guarantee from a Nationalised Bank for Rs. 20,00,000/- (Rupees Twenty Lakh only) valid for a period of 18 months w.e.f. date of award of contract as security for non-compliance of any of the conditions of the assignment at the time of executing the agreement.

Tenders received after due date and scheduled time, submitted in single bid or incomplete in any respect will be summarily rejected. Financial Bid of only those agencies will be opened which will be technically qualified and recommended by the Departmental Committee after physical verification of the existing sites of the tenderers with regard to standard of their security services.

Director CSIR-NEERI reserves the right to accept or reject partly or fully any or all the tenders without assigning any reason thereof.

ADMINISTRATIVE OFFICER

सीएसआईआर-राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान, नागपुर

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Last date of submission of Sealed Tenders 02.08.2018

Tender for “ Job Contract of Security Arrangements at NEERI Campus Nagpur and its Zonal Laboratories at Mumbai, Delhi & Kolkata”.

Sealed tenders in two bid system i.e. **Technical Bid & Financial Bid** are invited from recognised/registered Agencies and registered with Controlling Authority as per Private Security Agency Act 2005 for job contract of Security Arrangements at CSIR-NEERI H.Qtrs, Nagpur & its Zonal Centers as given in *Annexure A*. The contractor shall make payment to Security personnel (Ex-Servicemen without arms) deployed by him for Security Arrangements as per Minimum Wages notified by the Govt. of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), Delhi vide Order No. 1/10/(6)/2018-LS-II dated 03.04.2018. In addition to the Minimum wages, the contractor will be liable to make payments of all the statutory benefits like EPF, ESI & Bonus etc. admissible to his personnel as per the law applicable. The contractor will make payment of wages to Security personnel deployed on National Holidays being paid holidays).

NOTE: Persons are to be provided for round-the-clock security at various duty points with night patrolling in the campus for 7 days a week with 8 hours shifts along with one Supervisory staff in each shift at Nagpur for allotment of duties and supervision of the Guards on duty in each shift. The separate rates for Supervisory staff should be quoted by the agency for CSIR-NEERI H. Qtr, Nagpur and NEERI Zonal Center, Delhi.

For the Tenderer (*Technical Bid*)

For carrying out the work of Security Arrangements in CSIR-NEERI H.Qtrs. Nagpur & its Zonal Centers at Mumbai, Delhi and Kolkata.

1. I am willing to provide Ex-Servicemen with medical “CAT-SHAPE-1” (Psychology(S), Hearing (H), Appendages (A), Physical (P) and Eyesight (E)/ Ex-para Military Forces/ trained Security Guards in the age group of 35-50 years to undertake the work of Security Arrangements at CSIR-NEERI Headquarters Nagpur & its Zonal Centers at the rates quoted in Financial Bid.
2. I will obtain valid licence from the Assistant Labour Commissioner (Central), Nagpur and comply with the necessary conditions of Labour licence.
3. I agree to the deduction of Income-Tax at source as per rules in force from time to time on Gross amount of the bill under Income Tax Act.
4. I agree to provide separate documentary evidence about the remittance of ESI, EPF, GST and Professional Tax in respect of persons deployed at CSIR-NEERI H.Qtrs. and its Zonal Centres.
5. GST will be initially borne by me and will be got reimbursed. I agree to provide separate receipt of GST deposited by me in respect of payments received from NEERI in the following month.

I have gone through the terms and conditions given in the tender document enclosed herewith and the same are acceptable to me. I am enclosing herewith attested copies of following documents :-

1. Attested copies of currently valid certificates/licence issued by the appropriate authority and registered with Controlling Authority as per Private Security Agency Act 2005.
2. Notification of Minimum Wages notified by the Govt. of India, Ministry of Labour & Employment, Office of the Dy. Chief Labour Commissioner (C), Nagpur vide Order No. 1/10/(6)/2018-LS-II dated 03.04.2018.
3. Income Tax Return Certificate for the assessment year 2017-2018 with PAN. The agency having strong financial condition will be given preference (Annual Turn Over basis).
4. Status : Whether Proprietor/Firm/Company (Shops & Establishment licence).
5. Experience: Along with list of places where services were/are being provided for more than 50 Guards in a day for the last three years (2015, 2016 & 2017) under a single contract. A separate list of clients alongwith copies of work orders of existing security contract should be enclosed in tender.
6. Compliance of EPF/ESI Act with registration and account number alongwith copy of yearly return submitted in last year.
7. GST registration certificate alongwith copies of paid challans.
8. Relationship with Employees

CSIR-NEERI will debar parties from tendering having relatives working in CSIR-NEERI-. A non-relationship Certificate (at Annexure 6 B) is required to be submitted.

NB: A person shall be deemed to be a relative of another if, (a) he/she is a member of a Hindu Undivided Family; or (b) he/she is 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 son, son's son's wife, son's daughter, son's daughter's son, wife, daughter's daughter, daughter's daughter's husband, brother (including step brother), brother's wife, sister (including step sister), sister's husband.

Accordingly, I am enclosing a Crossed Demand Draft for an amount of Rs.5,00,000/- towards EMD vide Demand Draft No. _____ dated _____ drawn in favour of Director, CSIR-NEERI, Nagpur-20.

Signature with date & seal of the contractor
(Name in Block Letters & Address)

Tender No:

ANNEXURE – ‘A’

For CSIR-NEERI Head Quarter

Sr. No.	Name of the posts to be guarded round the Clock in 03 shifts of 08 Hrs. each	Minimum no. of Guards to be deployed in each shifts of 08 Hrs.
1	Gate No. 01 and adjoining areas	02
2	Gate No. 02 and adjoining areas	02
3	Gate No. 03 and adjoining areas	01
4	Gate No. 04 and adjoining areas	01
5	VIP G.H., Pump House and adjoining areas	01
6	WWT, EMD and Old APC Division Building and adjoining areas	01
7	Petrol Pump, Automobile Section and Stores	01
8	Garbage dump area	01 (One shift only) *
9	Bathing Water Facility and adjoining areas	01
10	NEERI Dispensary, Children Park & Ladies Club.	01
11	Main Building	02
	Total	13 +1*

3 Security Supervisors one in each shift is to be provided by the agency, who should be of JCO rank Ex-serviceman.

In addition, one Security Officer is also to be provided by the Contractor at his own cost who should be of JCO rank Ex-serviceman.

For CSIR-NEERI Zonal Laboratories

Sr. No.	Name of the Zonal Laboratory	No. of Guards/Supervisor in each shifts of 08 hrs.
1	Delhi	03 + 1 Supervisor (day shift only) #
2	Kolkata	01+01*
3	Mumbai	01+01*

1 Supervisor during day shift will be provided.

* 8 hours duty in a day.

ANNEXURE – ‘B’

Participation of near relatives of employees in the tender / execution of works in units.

I, í .
S/o/í .R/o í í í í í í í í í í í .
í í í í í í .í ...
í hereby certify that
none of my relative (s) as mentioned in Clause No. 8 of the tender document is/are
employed in CSIR-NEERI as per details given in tender document. In case at any
stage, if it is found that the information given by me is false/ incorrect, CSIR-NEERI
shall have the absolute right to take any action as deemed fit without any prior
intimation to me.

Tenderers signature

Official seal or stamp

GENERAL TERMS AND CONDITIONS

1. The contractor has to engage Ex-Servicemen with medical “CAT-SHAPE-1” (Psychology(S), Hearing (H), Appendages (A), Physical (P) and Eyesight (E) / Ex-para Military Forces/trained Security Guards in the age group of 35-50 years to undertake Security Arrangements at the CSIR-NEERI H.Qtrs. and its Zonal Centers.
2. Contractor should have the training facility preferably at Nagpur to maintain the fitness of the Guards, improve the skill of Security and update the knowledge of operating fire fighting instruments etc.
3. The contractor shall communicate the names, discharge certificates, residential address, age etc. of the personnel deployed at each point. For the purpose of proper identification, the contractor shall provide printed identity cards at his own cost which should be displayed by them at the place of duty. The contractor has to issue separate engagement orders for the person employed by him with detailed terms and conditions. It may also be ensured that the person engaged on contract has no right for claiming any benefit from CSIR-NEERI.
4. The contractor will be responsible for supply of Uniforms as approved by the Director CSIR-NEERI and other items and equipment to the personnel engaged by him for the work of Security Arrangements at CSIR-NEERI Nagpur and its Zonal Centers. The seasonal clothes such as jerseys, Grey Coats in winter and Raincoats in monsoon, torches, lathi and other accessories as per requirement of the Guards on duty shall also be provided by the contractor at his own cost and CSIR-NEERI shall have no additional liability whatsoever on this account.
5. Suitable accommodation for rest or changeover for the Security personnel will be provided by the Institute on payment of a nominal charge of Rs.12,000/- P.M. such accommodation shall not include or mean to include residential accommodation for the personnel or their families.
6. Any personnel of the contractor fall sick or proceeding on leave or found misbehaving will immediately be replaced by the contractor at no additional cost to the Institute.
7. The contractor shall arrange without additional cost periodical and/or surprised checks by his officers preferably before and after office hours of the Institute with intimation to the Security Assistant CSIR-NEERI in order to supervise the performance of duty by the persons deployed by him.
8. The Contractor shall ensure that the persons so deployed do not allow any property of the CSIR-NEERI to be taken out of the premises without a Gate Pass signed by the designated officials of the Institute/Centers. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Contractor along with subsequent changes, if any. The Controller of Administration/Administrative Officer of the Lab./Instt. shall make suitable arrangement to ensure compliance.
9. It shall be the sole responsibility of the Contractor to ensure safety of all the property and assets movable and immovable of the Institute (CSIR-NEERI) and if there is any loss to the Institute on account of dishonesty, connivance and/or due to any reason, the Contractor shall make good on demand the loss to the Institute. The contractor shall report promptly to the Institute any theft or pilferage that may take place or where any attempt is made to the effect and sustained loss, if any, the same shall be recovered from the contractor's bill.

10. In case of any theft or pilferage inside the Institute campus, the Contractor will depute his inspectors, without any extra cost, for conducting preliminary enquiries and submit his report on the findings and also pursue the case with the police and other agencies. If the personnel provided by the contractor suspected to be directly or indirectly involved in any theft or pilferage, the contractor would have to make good the loss.
11. The contract is for a period of one year. However, initial assignment would be for a trial period of three months. After completion of the initial trial period of three months to the satisfaction of the Director, CSIR-NEERI, the work of Security arrangement will be extended for a further period on the existing terms and conditions at the discretion of Director, CSIR-NEERI.
12. The contract can be terminated by giving one month notice or on payment of one month charges in lieu thereof by either side.
13. The contractor shall be liable for making payments of Minimum wages and meeting all other Statutory Liabilities of the personnel deployed by him without waiting for the payment of their bills by CSIR-NEERI.
14. The payments will be reimbursed by the Institute within 10 days after submission of monthly bill alongwith all required documents.
15. The Contractor will be responsible to make the payments to the persons deployed by him on or before 7th of each month. He will also be responsible to comply with all legal provisions of relevant Acts in respect of payment and service conditions etc.
16. The Contractor will be responsible to make the payment of Bonus to the persons deployed by him as per provisions of the Payment of Bonus Act, 1965 and Amendment 2015 and submit the proof of payment to this Institute. The payment on account of bonus will be reimbursed to the contractor on actual payment basis. In case any excess amount remains with the contractor on this account, the same will be recovered from him w.r.t. actuals.
17. Contractor shall be liable to refund the excess payments received by him to the Institute, if any, on account of EPF, ESIC & Bonus etc.
18. All documents including details of payment made by the contractor to the persons deployed by him shall be open for inspection by Director, CSIR-NEERI or any person authorised by him. Payments to personnel deployed by contractor shall be made in presence of the Officer nominated by Director, CSIR-NEERI or if the payment is made directly in the Bank accounts of the security personnel then the contractor will have to produce documentary proof.
19. The contractor shall have to deposit a sum of Rs.5,00,000/- by a Demand draft drawn in favour of Director CSIR-NEERI along with tender as Earnest Money. He will have to furnish a Bank Guarantee from a Nationalised Bank located at Nagpur for an amount of Rs. 20,00,000/- as Security Deposit at the time of award of work and execution of the agreement.
20. Any compensation of disengagement on account of death, disability of any personnel engaged by the contractor, even if such disability may manifests after the termination of the assignment, shall be contractor's liability.
21. Presently, CSIR-NEERI premises at Hqrs. Nagpur spread over an area of 108 acres, and the persons engaged by the contractor is to ensure the safety and security of the Institute's property in the entire institute area including various vital installations such as Petrol Pump, Swimming Pool, Research Scholar's Home, Dispensary and Solar Energy Park etc. The contractor is to ensure that the guards deployed by him will not allow any type of stray animals in the Institute premises.

22. The Director, CSIR-NEERI shall have the right to impose any penalty by way of deductions from the bill for non-satisfactory performance of duty by any personnel deployed by him. This penalty is imposed in case of serious lapse on the part of the contractor or the persons deployed by him.
23. The contractor shall not sublet this contract or any part thereof to any other party during the entire period of the contract.
24. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, the Minimum Wages Act, EPF & ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act etc. as amended from time to time and are applicable to. The contractor shall conform to the provisions of Central and State Acts and all other statutory acts imposed by Central and State Govt. from time to time or the regulations on the subject. It will be incumbent upon the contractor that he shall deploy his persons in such a way that the persons get weekly rest under the relevant provisions of the law. Extra duty hours will not be allowed to the security personnels.
25. No security personnel should be allotted duty for more than eight hours in a day continuously. The agency should not use the security personnel on duty for any other secretarial work of the agency.
26. Neither the contractor nor any of his personnel will be on the pay roll of the Institute (CSIR-NEERI) and they will not be entitled to any benefit as applicable to the employees of NEERI/CSIR.
27. If any of the persons deployed by the contractor approaches any Court of Law against CSIR-NEERI, the entire expenditure incurred by the Institute in defending the case will be recovered from the Contractor.
28. The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Lab./Instt. and ensure that no such person shall create any disruption/hindrance/problem of any nature in Lab./Instt. either explicitly or implicitly.
29. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and /or loss/ damage, if any, sustained by the Institute on account of the failure or negligence of the security personnel deployed by him or in the event of breach of the agreement by the Contractor.
30. The selected contractor will have to sign an agreement on Non-Judicial stamp paper of appropriate denomination as per the format to be provided by the Institute and submit it to the Institute within 7 days of the date of receipt of the order accepting his contract, failing which the EMD is liable to be forfeited. Also, if he does not start the work as per the work order, the EMD is liable to be forfeited.
31. Canvassing in connection with the tender is strictly prohibited and the tender submitted by the contractor who resorts to canvassing will be liable for rejection.
32. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable for rejection.
33. Selection of the agency will be made on the basis of fulfillment of technical requirements as well as on the recommendations of the Departmental Committee on their physical verification of the existing sites of the tenderers with regard to standard of their security services.

34. The Director, CSIR-NEERI, reserves the right to accept or reject any tender partly or fully without assigning any reason, whatsoever.
35. The contractor shall declare in writing if he is related to any of the officers/employees of the Institute with details of relationship thereof.
36. Agencies/Contractors must have a well established Office/Branch Office at Nagpur so that the authorized person (other than deployed security personnel) of the agency may be made available within a short notice during exigencies.

**NOTE :- The tenderer must submit his tender form in original only
(Xerox copies are not permitted)**

Schedule of Wages/Rates (Item wise as under)

Sr. No.	Description	Security Supervisor (Rs. Per day/Shift) per person	Security Guard (Rs. Per day/Shift) per Guard
1	Current Basic wages + VDA (Minimum wages) (As notified by Govt. of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), Delhi vide Order No. 1/10/(6)/2018-LS-II dated 03.04.2018. For Security supervisors rates as per applicable under the head of "WATCH AND WARD (with arm)" should be quoted and for Security Guards as applicable to "WATCH AND WARD (without arm)").	732	673
2	EPF 13.16% (As per the provisions of "Employees Provident Fund and Miscellaneous Provisions Act, 1952").	96.33	88.57
3	ESIC 4.75% (As per the provision of "Employees State Insurance Act, 1948").	34.77	31.97
4	Bonus 8.33% (As per "Payment of Bonus (Amendment) Act, 2015). [However the actual payment will be made on Rs. 7000/- or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher].	19.44	19.44
	Total 1 to 4	882.54	812.98
5	Service Charge ____ % only on Minimum wages (Basic + VDA) i.e. only of Sr. No. 1.		
	Total (1 to 5)		
6	GST _____ %		

Note :

- The rates should be quoted both in words and figures to avoid ambiguity. The amount in words to be written just below the respective amounts in figures under each item.
- The rates should be quoted only for the items mentioned above i.e. for Sr. No. 5. No other rates to be quoted.**
- Providing uniforms and payment of washing allowance to the workmen will be at the cost of the contractor. No separate charges on this account should be included in the above schedule of rates as the same is to be borne by the contractor.
- The % of Service charge as at Sr. No. 5 above may be quoted considering the fact that all the Statutory Liabilities, providing Security Officer and other benefits including uniforms etc. will have to be provided by the contractor at his own cost. Payment against item no. 2, 3 and 4 will be made to them as at actuals and on reimbursable basis as per the supporting receipts/challans, documents.
- L1 will be decided on % of service charge basis.

Signature with date & seal of the contractor
(Name in Block Letters & Address)