



भारत सरकार  
GOVERNMENT OF INDIA  
पेट्रोलियम एवं विस्फोटक सुरक्षा संगठन  
PETROLEUM & EXPLOSIVES SAFETY ORGANISATION(PESO)  
कार्यालय उप मुख्य विस्फोटक नियंत्रक  
OFFICE OF THE DY. CHIEF CONTROLLER OF EXPLOSIVES  
18<sup>th</sup> K.M. STONE , GONDKHAIRY, AMRAVATI ROAD, NAGPUR -440023

# TENDER FORM

OF

ANNUAL CONTRACT

For providing Security arrangement for  
Departmental Testing Station premises

No. 32019/1/2014-15/Tender/DTS/Security Price: Rs 1000/-

TENDER NO. D-32019/1/2014-15/Tender/DTS/Security



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18<sup>th</sup> K.M. STONE , GONDKHAIRY, AMRAVATI ROAD, NAGPUR -440023

1. Name of Firm & Address:

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Phone : \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

2. Registration Nos.

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3. CST/LST/VAT No:

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4. Earnest Money D.D No.  
Issuing Branch & Date

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5. PAN/TAN Details

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Date:

Signature of tenderer

## Receipt and Opening of Tender

1.	Last date and time of submission of tender form.	25/02/2014 upto 1500 Hrs
2.	Date and time of opening of tender.	26/02/2014 at 1100 hrs
3.	Place of submission and opening of tender.	O/o Dy Chief Controller of Explosives , Petroleum & Explosives Safety Organization, 18 <sup>th</sup> K.M. stone , Gondkhairy, Amravati Road, Nagpur-440023( Maharashtra)

The offer shall be addressed to the Dy Chief Controller of Explosives , Petroleum & Explosives Safety Organization, 18<sup>th</sup> K.M. stone , Gondkhairy, Amravati Road, Nagpur-440023( Maharashtra).

Sealed tenders shall be dropped in the tender box provided in the O/o Dy Chief Controller of Explosives , Departmental Testing Station, Petroleum & Explosives Safety Organization, 18<sup>th</sup> K.M. stone , Gondkhairy, Amravati Road, Nagpur.

## **GENERAL TERMS AND CONDITIONS**

### **A- For Tenders.**

- (a) In case documents are not found in order as per requirements, the bid will be rejected.
- (b) Cost of tender document/form once paid is non-refundable.
- (c) Each page of the offer is to be signed and stamped.
- (d) The Dy Chief Controller of Explosives reserves the rights to accept or reject any tender without assigning any reason whatsoever.
- (e) In the event of any dispute with the decision of Tender committee ,the decision of the Dy Chief Controller of Explosives, DTS will be final.

### **B- Contract Period**

The Dy. Chief Controller of Explosives, DTS , Gondkhairy, Nagpur proposes to award security arrangement contract for providing round the clock security arrangement for the premises of Departmental Testing Station, Gondkhairy, Nagpur. **The period of security contract will be from 01.04.2014 to 31.03.2015.** The contract shall be for the period of one year subject to the decision of the Petroleum and Explosives Safety Organisation after observing performance during the first three months.

In case of acceptance of offer, a detailed MOU/ Agreement will have to be signed by the successful L1 bidder (Henceforth called as “*Service Provider*”) with Dy. Chief Controller of Explosives, DTS, PESO, Gondkhairy, Nagpur.

### **C- Termination of Contract :-**

The contract shall have provision for termination by either side with one month notice in writing. However, this clause shall not be applicable for the first three months period wherein the Petroleum and Explosives Safety Organisation shall reserve the right to terminate the contract if performance of the contractor is not found satisfactory.

### **D- Validity:-**

The price quoted must be firm during the tenure of the contract and offer must remain open for acceptance minimum up to 120 days from the date of opening the tender. Offer with a validity of less than 120 days will be liable for rejection without any further reference.

### **E- Late receipt of the offers:-**

Late/ delayed offers, fax offers/ messages, telegraphic offer and incomplete offers are liable to be rejected. Any late/ delayed tender received will not be accepted.

### **F- Earnest money deposit :-**

The earnest money deposit (EMD) Rs. 20,000/- (Rs. Twenty Thousand Only) shall be deposited along with the tender. Earnest money without interest will be returned to the unsuccessful bidders. The EMD will be payable by a demand draft, drawn on any nationalised/ Scheduled Bank in favour of "Chief Controller of Explosives" payable at "Nagpur".

### **G- Security Deposit:-**

Successful L1 bidder shall have to furnish security deposit of Rs 45,000/- ( Rs Forty Five Thousand Only) as performance security in the form of demand draft drawn on any nationalized bank in favour of "Chief Controller of Explosives" payable at "Nagpur". This will be refunded after the expiry of the contract.

### **H- Payment terms:-**

No advance payment will be made . The payment will be released on monthly basis. The service provider shall submit monthly bill along with the requisite documents within one week of completion of the month.

Service provider shall submit documentary evidence having deposited service tax in respect all the contract workers at the end of every quarter

Service provider shall also submit a copy of challan as a documentary evidence having deposited payment of Workman Compensation amount along with the monthly bill

### **I- Character Certificate:-**

The security guards by the successful bidder should have current character certificate issued by competent police authority and also should be medically fit. These documents shall be given by the successful bidder at the time of deployment of the personnel. Any replacement of personnel shall be intimated to this office and all necessary information/ document shall be submitted in advance to the Dy. Chief Controller of Explosives, DTS, PESO, Gondkhairy, Nagpur about security guards.

**J- Deployment of Security Personnel:-**

The contract is for deployment of 12 (Twelve) guards for round the clock security in the DTS for all 365 days. The guards will have to be deployed as per the deployment scheme of this office. Successful bidder will have to provide security round the clock in three shifts of 08 hours each.

**K- Compliance of statutory requirement:-**

- (a) The security service provider must possess valid labour licence under contract labour (Registration and abolition) Act, 1970 and the contract labour (Registration and abolition) Central Rules, 1971.
- (b) The security service provider shall ensure that various benefits to his security personnel in accordance with the provisions of various Acts as applicable in the state of Maharashtra as well as compliance of all Central and State statutory obligations as applicable to their personnel and same shall be entirely his responsibility with no liabilities what so ever may be attached to the Petroleum and Explosives Safety Organisation (PESO).
- (c) The security service provider must pay their security personnel's in accordance with the provisions of Minimum Wages Act and minimum Wages( Central ) Rules , 1950 and other statutory provisions applicable in the state of Maharashtra

**L. Other terms:**

- (a) Compliance of the provision of payments of compensation to the security personnel engaged by the security service provider due to accident, accidental death or injury while on employment in the DTS shall be the security service provider's responsibility
- (b) The detailed procedure for taking over of the buildings and the DTS premises for security purpose will be decided by the office . The buildings in the DTS in the locked condition will be handed over to security service provider for guarding after office hours and will be taken over by the DTS on the next working day at opening time. The same procedure will be followed every day through out the contract period.
- (c) The security guard shall attend the duty in proper uniform including shoes and cap provided by the security service provider with his agency's label and name of security guard. They shall be provided with whistle, torch and lathi etc. by security service provider.
- (d) All arrangement required for posting of security personnel shall be made at service provider's own cost..
- (e) Replacement of personnel, if required by the DTS due to any reason , shall be provided by the service provider within 24 hrs.

- (f) Any request for decreasing or increasing the strength of security personnel shall be complied by the service provider within 7 days of the notice in writing. The accepted rates of the contract will also be applicable to such change in the strength.
- (g) Any loss to property of Departmental Testing Station arising out of any negligence of security personnel shall be compensated by deducting service provider's bills based on market value of such property.

### **Description of Work**

The Departmental Testing Station ( DTS ) , is having testing facilities at 18 K.M Stone , Amravati Road , Gondkhairy , Nagpur spread over on 81 acres (approximately) of land. The security service provider has to provide the round the clock security arrangement for the above said premises. The total no. of security guards will be 12( twelve) on per day basis out of which adequate number of guards shall be deployed as per the requirement of DTS in each shift. The security service provider has to directly supervise on 24X7 basis including surprise visits and shall report to Dy. Chief Controller of Explosives , DTS , Gondkhairy , Nagpur on weekly basis.

### **BID**

The bid shall be strictly organized and submitted **as per following sequence.**

1. Table of contents :- List of documents enclosed with page no.
2. Earnest money deposit of Rs 20,000/- ( Rupees Twenty Thousand Only) in the form of demand draft drawn on any nationalized / Scheduled bank in favour of "Chief Controller of Explosives" payable at Nagpur
3. Tender form fee of Rs 1000/- ( Rupees One Thousand only ) in the form of demand draft drawn on any nationalized / Scheduled bank in favour of "Chief Controller of Explosives" payable at Nagpur shall be submitted.
4. The bidder shall be holding ISO 9001 certification for providing security services. ( Submit documentary proof)
5. CST/LST/VAT registration certificate as applicable.
6. PAN/TAN details.
7. Attested copies of Article of Association ( in case of registered firm ) , By laws and certificate of registration ( in case of registered cooperative Society ) , partnership deed ( in case of partnership firm )
8. Exemption certificate issued by competent authority. The agency shall be notified exempted by the competent authority under section 23 of Maharashtra Private Security Guards ( Regulation of Employment & Welfare Act 1981).
9. Bank Guarantee of Rs 10 lakhs ( Rs Ten Lakhs only )
10. Copy of income tax certificate for last three years.
11. Copy of shop/ Establishment certificate.
12. Valid labour licence issued by competent authority ( Regional Labour Commissioner( Central ) Labour Commissioner ( State)

13. A Copy of Provident Fund registration certificate. The service provider must fulfil the obligation of Provident fund, if he engaged more than 20 contract workers in all including of this office and also other organizations where the service provider undertakes such type of work, the contract workers shall be taken into account for fulfilling obligation of provident funds Rules.
14. A copy of certificate issued by Police Commissioner regarding running of establishment.
15. Experience certificate of minimum three years in Central / State Government department and Public Sector Undertaking in the same field.
16. Copies of registration with government department, Public Sector undertaking , if any
17. Copies of recent similar contracts with Govt Department/ Public Sector Undertaking executed during last three years.
18. Details about type and scale of work executed in last three years in different organization.
19. Copies of the letter of competent authority regarding rate of Minimum wages applicable at Gondkhairy.
20. List of guards under your employment with their respective provident funds number issued by the Provident Fund Commissioner , Nagpur and also details of employer code.
21. The copy of the undertaking of the agency in connection with the deployment of the guards( Contract Workers) at any other point
22. Certificate to the effect that all conditions mentioned in the tender will be agreed to.
23. The rate of Security guard( contract worker ) must be quoted on per day basis as per undermentioned proforma .

Basic Wages	
DA	
Provident Fund	
Workman Compensation	
Service Charge	
Service Tax	
Total	

24. All photocopies of bid documents need to be attested by gazetted officer.

Dy Chief Controller of Explosives  
Departmental Testing Station , Gondkhairy , Nagpur