



भारत सरकार

GOVERNMENT OF INDIA

पेट्रोलियम एवं विस्फोटक सुरक्षा संगठन

PETROLEUM AND EXPLOSIVES SAFETY ORGANIZATION

कार्यालय उप मुख्य विस्फोटक नियंत्रक

O/O DY CHIEF CONTROLLER OF EXPLOSIVES

विभागीय परीक्षण केन्द्र एवं प्रशिक्षण संस्थान

Departmental Testing Station & Training Institute

18 किमी गोंडखैरी,

18 KM Mile Stone , Gondkhairy

अमरावती रोड, नागपुर

Amrawati Road, Nagpur

पिन कोड/Pin Code – 440 023.

**विभागीय परीक्षण केन्द्र परिसर की
सुरक्षा व्यवस्था हेतु निविदा आवेदन पत्र प्रारूप**

**TENDER FORM OF ANNUAL CONTRACT
FOR PROVIDING SECURITY ARRANGEMENT FOR
DEPARTMENTAL TESTING STATION & TRAINING
INSTITUTE PREMISES**

No. 32019/1/2016-17/Tender/DTS/Security

Price :Rs. 1000/-



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Departmental Testing Station & Training Institute

18 किमी गोंडखैरी, /18 KM Mile Stone , Gondkhairy

अमरावती रोड, नागपुर /Amrawati Road, Nagpur

पिन कोड /Pin Code – 440 023.

1. Name of Firm & Address

Phone No. : _____

E-mail : _____

Mobile No. _____

2. Registration Numbers

3. CST/LST/VAT No.

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

5. PAN/TAN Details

Date : _____

Signature of Tenderer

Receipt and Opening of Tender

1.	Last date and time of submission of tender form	04/03/2016 upto 1100 Hrs.
2.	Date and Time of opening of tender	04/03/2016 at 1400 Hrs.
3.	Place of Submission and opening of tender	O/o. Dy. Chief Controller of Explosives, Petroleum & Explosives Safety Organization, 18 th K.M. Stone, Gondkhairy, Amravati Road, Nagpur- 440 023 (Maharashtra)

The offer shall be addressed to the Dy. Chief Controller of Explosives, Petroleum & Explosives Safety Organization, 18th K.M. Stone, Gondkhairy, Amravati Road, Nagpur- 440 023 (Maharashtra).

Sealed tenders shall be dropped in the tender box provided in the O/o. Dy. Chief Controller of Explosives, Departmental Testing Station & Training Institute, Petroleum & Explosives Safety Organization, 18th K.M. Stone, Gondkhairy, Amravati Road, Nagpur- 440 023 (Maharashtra).

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 in 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, Departmental Testing Station & Training Institute will be final.

B – Contract Period:-

The Dy. Chief Controller of Explosives, Departmental Testing Station & Training Institute, Gondkhairy, Nagpur proposes to award security arrangement contract for providing round the clock security arrangement for the premises of Departmental Testing Station & Training Institute, Gondkhairy, Nagpur. **The period of contract will be from 01.04.2016 to 31.03.2017.** The contract shall be for the period of one year subject to the decision of the Petroleum and Explosives Safety Organization 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, Departmental Testing Station & Training Institute, 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 where in the Petroleum & Explosives Safety Organization 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 officers/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) of **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 nationalized/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/Scheduled Bank in favour of **“Chief Controller of Explosives” payable at “Nagpur”**. This will be refund 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 the 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 the 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, Departmental Testing Station & Training Institute, 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 Departmental Testing Station & Training Institute 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 Organization (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 Departmental Testing Station & Training Institute shall be the security service provider's responsibility.
- (b) The detailed procedure for taking over the buildings and the Departmental Testing Station & Training Institute premises for security purpose will be decided by the office. The buildings in the Departmental Testing Station & Training Institute in the locked condition will be handed over to security service provider for guarding after office hours and will be taken over by the Departmental Testing Station & Training Institute 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 level and name of the

- 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 Departmental Testing Station & Training Institute due to any reason, shall be provided by the service provider within 24 hours.
 - (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 & Training Institute 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 & Training Institute, is having testing facilities at 18 K.M. Stone, Amravati Road, Gondkhairy, Nagpur- 440 023 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 number 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 Departmental Testing Station & Training Institute 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, Departmental Testing Station & Training Institute, 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 number.
2. Earnest money deposit of Rs. 20,000/- (Rs. 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/- (Rs. 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 shot/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 must fulfill 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 Government 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 under mentioned 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 & Training Institute Gondkhairy, Nagpur

GOVERNMENT OF INDIA
PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION

Security Contract at Petroleum & Explosives Safety Organization (PESO), Departmental Testing Station & Training Institute, Gondkhairy , Nagpur -440023 from 1st April 2016 to 31st March 2017

- A) The following Documents are required along with the bid failing which the quotation is liable to be rejected.
1. Exemption Certificate issued by competent authority _ The agency should be notified exempted by the competent authority under section 23 of Maharashtra Private security Guards (Regulation of Employment & welfare Act 1981).
 2. Bank Guarantee of Rs 10 Lakh (Rs Ten lakh Only) .
 3. The Agency should be certified by ISO.
 4. Copy of Latest income Tax Certificate
 5. Copy of Shop / Establishment Certificate.
 6. Valid labour Licence issued by competent Authority (Regional labour Commissioner (Central)) Labour Commissioner (State)
 7. A copy of Provident Fund Registration Certificate . The Contractor must fulfil the obligation of Provident Fund, if he engages more than 20 contract workers in all including of this office and also other organizations where the contractor undertakes such type of work, the contract worker shall be taken into account for fulfilling the obligation of Provident Funds Rules.
 8. A copy of Certificate issued by Police commissioner regarding running of establishment.
 9. Experience Certificate of minimum three years in Central / State Government Department and Public Sector Undertaking
 10. Copies of Registration with Government Department, Public Sector Undertaking.
 11. Copies of recent contract with Govt Department / Public sector undertaking executed during last three years
 12. Type and Scale of Work executed by you in the last 3 Years in different organization
 13. Copies of the letter of competent authority on rate of Minimum wages applicable at Gondkhairy
 14. List of Guards under your employment with their respective Provident fund number issued by the Provident fund Commissioner, Nagpur .
 15. The copy of the undertaking of the agency in connection with the deployment of guards (Contract Workers) in any other point
 16. Terms and Condition duly signed in token of acceptance
 17. EMD of Rs 20,000/- as bid security in the form of DD drawn in favour of Chief controller of Explosives , Nagpur , payable at Nagpur . The DD must be purchased after the date of publication of tender notice in news paper / departmental website www.peso.gov.
 18. The rate of Security guard (contract worker) must be quoted on basis of per day and should include service tax as applicable .
 19. service charges should be quoted separately . Quotations without service charge or Zero Service Charge will not be acceptable.
 20. The last date of the receipt of sealed quotation is 04/03/2016 upto 11:00 hrs and bid will be opened on 04/03/2016 at 14:00 hrs in Departmental Testing Station & Training Institute , Gondkhairy , Nagpur 440023
 21. The quotation will be opened in the O/o Dy Chief Controller of Explosives , Departmental Testing Station & Training Institute , Gondkhairy in the presence of the representative of the tenderers
- B) The Petroleum & Explosives Safety organization (PESO) has the right to reject any or all of the quotations in full or part without assigning any reason whatsoever
- C) The Bidder has to execute an agreement with DyCCE , Departmental Testing Station & Training Institute for one year with all terms and Conditions.
- D) Any terms and conditions or licence if any from the state or any other authority are to be abide by the bidder

Dy Chief Controller of Explosives

GOVERNMENT OF INDIA
PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION

Terms & Conditions for Security Contract at Petroleum & Explosives Safety Organization (PESO), Departmental Testing Station & Training Institute, Gondkhairy , Nagpur -440023 from 1st April 2016 to 31st March 2017

TERMS AND CONDITIONS

1. The Contractor must possess valid labour Licence under Contract Labour (Registration and Abolition) Act 1970 and the Contract Labour (Registration and Abolition) Central Rules , 1971.
2. You should ensure that various benefits of your personnel in accordance with the provisions of various acts as applicable in the State of Maharashtra. Compliance of all Central and State Statutory obligations as applicable to your personnel shall be entirely your responsibility with no liabilities whatsoever attached to the Petroleum and Explosives Safety Organization(PESO)
3. You must pay your workers 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. The proof of salary payment and other statutory payments CPF etc. to be produced along with monthly bill. The payment to the guards (security personnel) should be made by Cheque or through RTGS directly in their Bank Accounts, failing which montly bills will not be passed for payment.
4. The contract is for deployment of 12 guards (Civilian only) for round the clock security in the Departmental Testing Station & Training Institute for all 365 days . The Guards will have to be deployed as per the deployment scheme of this office . You will have to provide security in all the three shift round the clock with each shift of 08 hrs duration
5. The contract shall be for the period of one year , subject to the decision of the Petroleum & Explosives Safety Organization (PESO) after observing your performance during the first three months
6. 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 & Explosives Safety organization shall reserve the right to terminate the contract if performance of the contractor is not found satisfactorily.
7. If the contract is awarded to you , you shall not , without prior approval of the of the Petroleum & Explosives Safety organization (PESO) , in writing assign to any other party / parties the whole or part of work. Even where such approval is given by the PESO , the successful bidder shall not be relieved of his obligations / responsibilities under this contract.
8. The EMD of Rs 20,000/- in form of Demand draft in favour of Chief Controller of Explosives , Nagpur , payable at Nagpur from any Nationalised Bank should be submitted along with the tender form. The EMD submitted will be returned to all the bidder (except qualifying bidder L-1) without interest.
9. The selected contractor will have to furnish security deposit of Rs 45,000/-(Rs. Forty Five Thousand Only) as performance security in the form of Demand draft in favour of Chief Controller of Explosives , Nagpur , payable at Nagpur. This will be refunded after the expiry of the contract.

10. The security personnel deployed by you should have current character Certificate issued by competent Police authority and also should be medically fit. These document shall be given by you at the time of deployment of the personnel. Any replacement of personnel shall be intimated to this office and all necessary information / documents submitted before the new personnel can be deployed.
11. Compliance of the provision of payments of Compensation to your workers due to accident, accidental death or injury while on employments in the Departmental Testing Station & Training Institute shall be your responsibility.
12. The detailed procedure for taking over of the building and the area for security purpose will be decided by this office. The building after locking will be handed over to you for guarding after the day work is over and will be taken over by the department on the next working day at the opening time . The same procedure will be followed every day .
13. The guard shall be properly dressed in uniform with agency label and name of the security guard and shall wear shoes and cap, always with **WHISTLE, TORCH and LATHI**.
14. All arrangement required for posting of your personnel shall be made at your own cost. Charges for accommodation if provided by the department like drinking water , electricity and other charges shall be paid by you as per Govt rules which is applicable from time to time
15. Replacement of your personnel, if required by the department due to any reason, shall be provided by you within 24 hrs of the intimation given to you.
16. Any request for decreasing or increasing the strength of your personnel shall be complied by you within 7 days of the notice in writing. The accepted rates of the contract will also be applicable to such change in the strength.
17. Any loss to property of Departmental Testing Station & Training Institute arising out of negligence of your worker shall be compensated by deducting your bills based on market value of such property.

Dy Chief Controller of Explosives

The above conditions are acceptable to me

(Name and Signature of the Contractor with seal)