



**E- Tender Document For
Providing Comprehensive Security
Services at SAI CRC Bhopal & its Units
for the year 2018-19**

**SPORTS AUTHORITY OF INDIA, UDHAV DAS MEHTA
(BHAIJI), CENTRAL REGIONAL CENTRE, GRAM GORA,
BISHENKHERI, POST- SURAJ NAGAR,
BHOPAL (MADHYA PRADESH) PIN- 462044**

Telephone: 0755- 2696930, 2696924, Fax: 0755- 2696811

Websites: <http://sportsauthorityofindia.nic.in> & <http://saicrc.in>

Invitation for Online Bid

Sports Authority of India, Central Regional Centre, Bhopal invites **online Bids on two bid system for Providing Comprehensive Security Services at SAI Central Regional Centre, Bhopal & Its Units (Madhya Pradesh & Chhattisgarh)** from reputed & registered agencies/company/firm. Tender forms can be downloaded from the CPP Portal <http://eprocure.gov.in/eprocure/app> & <http://sportsauthorityofindia.nic.in>

- 1) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions given in this document may disqualify the bidders for the tender exercise. The Regional Director, SAI CRC Bhopal, reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

IMPORTANT INFORMATION RELATED TO TENDER

1.	Scope of Work	Providing Comprehensive Security Services at Sports Authority of India, Central Regional Centre, Bhopal (Madhya Pradesh & Chhattisgarh)
2.	Bid Reference No.	90/SAI/RDCC/Security Services/OTE/2018-19
3.	Date of issue	12.02.2018
4.	Earnest Money & Tender Cost Deposit	EMD of Rs.4,00,000/- & Tender Cost of Rs.1,000/-
5.	Last Date for Submission	08.03.2018 04:00 PM
6.	Address for Offline Submission EMD & Tender Cost	Scanned copy of Earnest Money (Bid Security) & tender fee are to be uploaded online and Hard Copy of the same must be sent to the office of Regional Director, SAI CRC Bhopal, Gram Gora, Bishenkheri, Post- Suraj Nagar, Bhopal (Madhya Pradesh) Pin-462044 on or before Bid Submission Date & Time as mentioned in Critical Date Sheet, If hard copy of the same not received on or before bid closing date & time, the tender will be rejected.
7.	Date of Opening of Technical bid	09.03.2018 at 04:00 PM
8.	Date of Opening of Financial bid	Will be notified at a later date after completion of technical evaluation
9.	Contact for any queries	rdsaibho-mp@gov.in 0755-2696930-24

CRITICAL DATE SHEET

Publication of the Tender Document	12.02.2018 (06:00 PM)
Start Date of Downloading of Bid Document	13.02.2018 (11:00 AM)
End Date of Downloading of Bid Document	08.03.2018 (04:00 PM)
Start Date of Bid Submission	13.02.2018 (11:00 AM)
End Date of Bid Submission	08.03.2018 (04:00 PM)
Start Date for Clarification	13.02.2018 (11:00 AM)
End Date for Clarification	28.02.2018 (06:00 PM)
Bid Opening Date	09.03.2018 (04:00 PM)

2. Bidder may also download the Bidding Documents from the web site- www.sportsauthorityofindia.nic.in www.saicrc.in & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect and should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.
3. Bids shall be submitted online only at CPP website: <http://eprocure.gov.in/eprocure/app> Tenderers/Bidders are advised to follow the instructions provided in the **clause (B) Instruction of bidder for online bid submission** for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>
4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPP) website <http://eprocure.gov.in/eprocure/app> and SAI website www.sportsauthorityofindia.nic.in **shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner**, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with SAI.
5. Intending tenderers are advised to visit again CPP website <http://eprocure.gov.in/eprocure/app> and SAI website www.sportsauthorityofindia.nic.in at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. **Manual bid shall not be accepted.**

(Meena Bora)
Regional Director
SAI CRC Bhopal

A- INSTRUCTIONS FOR ONLINE BID SUBMISSION:

1) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in//eprocure/app>.

2) REGISTRATION:

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These will be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/ eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi) Bidder's then log in to the site through the secured log-in by entering their user ID's/passwords and the password of the DSC / e-Token.

3) SEARCHING FOR TENDER DOCUMENTS:

- (i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

4) PREPARATION OF BIDS:

- (i) Bidder should take into account corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the technical bid documents to be submitted as indicated in the tender document, **they can be in PDF format**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (vii) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5) SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iii) **Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.**
- (iv) Bidder should prepare the EMD as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- (x) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in **.pdf format**. All bids **(both Technical and Financial should be submitted in the E-procurement portal)**.

6) ASSISTANCE TO BIDDERS

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be enquires from the 24x7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005 Mobile : +918826246593 and E-Mail : support-eproc@nic.in

B- BIDDER’S ELIGIBILITY CRITERIA:

- 1) The bidder should be approved/recognized/registered by Govt. of India/State Govt. for providing Security Services. Copy of relevant certificates should be attached.
- 2) Service Provider should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971.
- 3) The bidder must comply with the statutory requirement, such as registration with ESI, EPF, PAN, TIN/TAN & GST etc. and shall **submit proofs thereof**.
- 4) Must have a valid (as on bid submission date) license for security services as stipulated under the Private Security Agencies (Regulation) Act, 2005 and as amended/revised for the past three years. The security guards deployed by the agency should satisfy the eligibility conditions stipulated under the said Act and should have been properly trained under a supervisor.
- 5) The bidder must have been in existence for the last five year. (Attach copy of relevant certificates, Registration details etc.).
- 6) The bidder must have implemented/implementing atleast three contracts of deployment of security personnel to Central/State Government during the last 5 years.
- 7) **The bidder must have biometric attendance machine (submit the proof)**
- 8) The bidder must have atleast 100 or more workers continuously on roll for the last six months. **For proof EPF challan should be submitted.**
- 9) The Agency/Contractor must have sound financial stability with an average annual turnover of INR 1.5 Crore in preceding three financial years in similar services. (Copy of audited balance sheets, Profit & Loss and ITR certificates with matching PAN No. must be enclosed).

- 10) The Agency/Contractor should not have been blacklisted by any Govt., Semi-Govt. Deptt., or any other organization. ***An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm along with the Tender Fee & EMD. (As per Annexure-V)***
- 11) Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- 12) Each **Agency/Contractor** shall submit only one Tender for the entire scope of work. **Agency/Contractor** who submits more than one tender or part tender will be treated as non-responsive & rejected.

Note: All the documents should be submitted in PDF format.

C- TENDER COST & EMD/BID SECURITY:

- 1) **Tender Cost:** The bidder should submit a demand draft of **Rs. 1,000/- (Rupees One Thousand only)** towards non-refundable **tender fee, drawn in favour of "Regional Director, SAI CRC Bhopal"** payable at Bhopal in a sealed envelope super-scribed as **"Tender fee & Tender No. "90/SAI/RDCC/Security Services/OTE/2018-19 dated dated 09th February, 2018"** on or before last date & time of submission of bids. In the absence of tender cost & EMD, the tender will be rejected.
- 2) **EMD/ Bid Security:** Bidder should furnish an EMD of an amount of **Rs.4,00,000/- (Rupees four lac only)** in the shape of Demand Draft from a scheduled bank in India drawn in favour of **"Regional Director, SAI CRC Bhopal"** payable at **Bhopal**. This EMD should be submitted in sealed envelope super-scribed as **EMD & Tender No. "90/SAI/RDCC/Security Services/OTE/2018-19 dated 12th February, 2018"** on or before last date & time of submission of bids. In the absence of tender cost & EMD, the tender will be rejected. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.
- 3) The firms registered with National Small Industries Corporation (NSIC) & MSME for Providing Comprehensive Security Services only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

This envelop having tender fee & EMD should reach to the Office of Regional Director, Sports Authority of India, Central Regional Centre, Gram Gora, Bishenkheri, Post Suraj Nagar, Bhopal, Madhya Pradesh Pin-462044 on or before last date & time of submission of bid i.e. 08.03.2018 at 04:00 PM.

- 4) **Unsuccessful Bidders' EMD/Bid Security will be returned to them without any interest, after expiry of the Bid validity period, but not later than thirty days after conclusion of the resultant contract. Successful Bidder's earnest money will be returned without any interest, after receipt of performance security from that Bidder.**
- 5) The amount of EMD is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.

D- MODE OF SUBMISSION OF TENDER

The Agency/Contractor has to submit online bids through e-procurement portal <http://eprocure.gov.in/eprocure/app> Technical bid (Cover -1) & Financial bid (Cover- 2).

COVER-1 : TECHNICAL BID

The technical bid must be accompanied with the following documents:-

TECHNICAL BID, UPLOAD THE FOLLOWING DOCUMENTS IN THE TECHNICAL BID :-

- a. Scanned copy of Tender Fee against payment of Tender Document downloaded from the CPP portal along with **Annexure-I**.
- b. Scanned copy of Demand Draft on account of Earnest Money Deposit (EMD) as per **Annexure-I**.
- c. Documents required Eligibility Criteria **Annexure-II** along with the documentary proof.
- d. Scan copy of performance statement & qualification criteria as per **Annexure-III (A & B)** along with the documentary proof.
- e. Bid submission form as per **Annexure-IV**
- f. Scan copy of Affidavit for as per **Annexure-V**.
- g. Scan copy of NEFT form **Annexure-VI**
- h. Scan copy of Declaration on the Company's letter head stating acceptance of the terms and Conditions mentioned in the tender documents. **Annexure-VII**
- i. Additional documents, if any.

COVER-2: FINANCIAL/PRICE BID

Financial offer should be submitted in PDF as per the format as per **Annexure-VIII** through CPP Portal.

E- OPENING OF TENDER

1. Authority reserves the right to accept or reject any or all bids without assigning any reasons.
2. Authority also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. Technical bid submitted online will be opened as per mentioned in critical date sheet in the Office of the Regional Director, SAI CRC Bhopal in the presence of tender opening committee (Bid openers). The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The documents submitted in the technical bid will be evaluated by the Committee. The bidders fulfilling the eligibility criteria mentioned in the tender will be considered for further process of tender. The bidders do not fulfill the eligibility criteria will not be considered for further evaluation.
4. Technical bids of only those bidders who have submitted cost of tender documents & Bid Security as per terms of NIT will be opened.
5. The date and time of opening of Financial bids shall be informed to all such Tenderers who qualify in technical evaluation. The tenderer's representative may choose to attend the opening of financial bids.

F- EVALUATION OF TENDERS

- 1) **The committee constituted by the SAI CRC BHOPAL shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.** All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- 2) The bid of the bidders who submit their bid in CPP Portal through online in the proper format and the required EMD & tender cost sent to this office on or before closing the bid submission time will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- 3) Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 4) SAI CRC BHOPAL may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder.
- 5) The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- 6) The successful bidder will be the one who emerges LI (Lowest-1) of responsive bids. In case, the two or more firms offer the same rates, such firms shall be asked to submit sealed revised offer but the revised quoted rates should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.

G- AWARD OF CONTRACT:-

- 1) SAI CRC BHOPAL may award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 2) Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.
- 3) **Execution of the agreement on Rs.1,000/-(Rupees one thousand only) Stamp Paper within 15 days of the receipt of award letter.**
- 4) It is the responsibility of the bidders to read all terms and conditions of the documents or bids before entering in to an agreement for security services.

H- VALIDITY OF BID

Bid submitted by Bidder shall remain valid for acceptance for a period of 180 days from the date of opening of the BID. Bidders shall not be entitled during the said 180 days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the SAI CRC Bhopal.

I-TERMS & CONDITIONS

- 1) **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** SAI CRC Bhopal reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.
- 2) **PERFORMANCE SECURITY/ SECURITY DEPOSIT.**
 - a) **The successful bidder shall deposit interest free performance security/security deposit of Rs.12,50,000/- (Rupees twelve lac fifty thousand only) in the shape of Demand Draft from a scheduled bank in India drawn in favour of "Regional Director, SAI CRC Bhopal" payable at Bhopal, within 15 days from the date of receipt of the letter awarding the contract.**
 - b) Failure of the successful Bidder in providing Performance Security/security deposit, Bidder liable for forfeiture of its bid security and, also, for further actions by SAI against it as per SAI norms and other administrative actions as deemed fit by the SAI.
- 3) **TERMINATION:** Notwithstanding anything contained herein before to the contrary, the SAI CRC Bhopal shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing. Similarly, if the **Agency/Contractor** wants to rescind the contract, he/ she are required to give at least 60 days' notice for withdrawal of services.
- 4) **PENALTY.** The penalties to be imposed on violation of terms and conditions of agreement as mentioned in the above terms & conditions are listed at one place as under:-

S.N	Description of irregularities	Penalty
1.	For absence	Equal to double the wage
2.	Fail to report on time	Treated as Absent
3.	Public complaint on misconduct	Rs. 1,000/- per incident
4.	Fail to commence the work	1% of the cost of order per day subject to 10% for 10 days delay. After 10 days the contract will be cancelled.
5.	Any claim for double duty charges for more than 8 hrs. duty shall be summarily rejected.	Payment more than 8 hrs. duty is not liable to be paid by SAI.
6.	Any other irregularities	Penalty as decided by the Competent Authority of SAI

- 5) **WAGES TO SECURITY PERSONNEL.**
Rate quoted should not be less than minimum wages Act as per notified by the Central Govt. or State Govt. of Madhya Pradesh whichever is the highest which shall stand revised upwards to the extent notified by administration from time to time.

- 6) **TAXES, DUTIES AND LEVIES.** All taxes, GST, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BID's shall be borne by the **Agency/Contractor**.
- 7) **BIOMETRIC ATTENDANCE MACHINE: The successful bidder will fully responsible for installing biometric attendance machine for accurate attendance of security personnel deployed by agency.**
- 8) **PERIOD OF CONTRACT:** The contract shall be for a period of one year from the date of signing agreement which can be extended for further period of one year on the same terms & conditions subject to satisfactory job execution by the agency/contractor.
- 9) **AGENCY/CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT:** If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of SAI, CRC, Bhopal.
- 10) The selected Agency/Contractor (Contractor) will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.
- 11) These conditions will also form part and parcel of the agreement to be executed with the successful Agency/Contractor. With mutual consent between the SAI, CRC Bhopal and the Contractor any other point can be included in the agreement at the time of its execution.
- 12) The contractor may be required to increase/decrease Security personnel at agreed rate and terms and conditions as and when required by the SAI CRC Bhopal.
- 13) Leave will be given as per the leave policy of the labour department State/Central Government
- 14) The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labour laws namely Industrial Disputes Act, Minimum Wages Act, Workmen Compensation Act, the Contract Labour (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Earned Leave, Shops & Establishments Act, Factories Act, or other labour rule, regulation applicable and amended from time to time.
- 15) The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. **The contractor should be responsible for linking of UAN's and transfer & issue the ESIC card to employee, if any.**
- 16) The Agency/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.
- 17) The security personnel provided by Agency/Contractor shall not be treated as the staff of SAI, CRC Bhopal for any purpose whatsoever. The Agency/Contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job.
- 18) The Agency/Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labour Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him and keep SAI CRC Bhopal indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Agency/Contractor will abide by all the rules and

regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above mentioned rules and regulations and SAI CRC Bhopal or his authorized representative shall be entitled to inspect all such records at any time.

- 19) **The disbursement of salaries/wages/dues of the person deployed will be through RTGS/NEFT by 05th day of every month as per biometric attendance, failing which a penalty of Rs. 1000/- for per day till payment release shall be levied and the same shall be deducted from contractor's bill.**
- 20) After disbursement of salary/wages of each employee, agency/contractor will submit the bill along with deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month & biometric attendance of each security personnel along with bills. **The proof of the disbursement of salary individually to be attached with the bill.**
- 21) Non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency/Contractor will also be liable to pay the disputed outstanding amount. The SAI CRC Bhopal shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency/Contractor to make regular payment to the workers engaged by him as per the minimum wage act.
- 22) The contractor will be responsible for opening individual PF accounts of the employees, if they do not have and will provide him their with PF passbooks and ESI Card. He needs to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
- 23) That, the contractor will submit a copy of Bio-data along with ID proof & residential proof to the SAI CRC Bhopal as and when the person is deployed at SAI CRC Bhopal for and up to the period of duration of his contract with the centre.
- 24) That, the contractor will submit the EPF/ESI account of each individual employee appointed on outsource basis showing therein the total deposit of EPF/ESI account in a particular financial year of the office for information.
- 25) That, it is further understood and agreed between the parties that any changes in the payments structure viz ESI, PF, Bonus, gratuity and GST etc. as per the change in the law are recoverable from the client within the said statutory provisions of law. The service provider will be raising bill to SAI CRC Bhopal accordingly. SAI CRC Bhopal will have all rights to recover the amount paid in excess due to change in statutory provisions if any.
- 26) That, all the payments will be made through RTGS for the services provided by the contractor directly to the contractor who will raise the bills accordingly on monthly basis.
- 27) That, the rates to be paid to the contractor should not be less than Minimum Wage Act and regulations as applicable and notified from time to time in the official gazette of Govt. of India.
- 28) That, the contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970, Minimum wages Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance Act including EDLI, Payments of Bonus Act 1965, Payment of Gratuity Act 1972, private Security Agencies (Regulations) Act 2005, National, Casual, Annual Festival, Maternity, Leave Acts as applicable and as amended from time to time or any other rule framed there under from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by contractor. The rates so allowed to and paid to contractor shall include all such statutory liabilities and no excess amount shall be paid by SAI, CRC Bhopal.

- 29) That it will be the full responsibility of the contractor to deposit the statutory liabilities as applicable as per rule to the concerned department of the Central / State Government or the controlling agency, duly furnishing a copy to SAI, CRC Bhopal.
- 30) That, SAI CRC Bhopal shall not be liable for any default on the part of the contractor on his failure to fulfill the statutory requirements and the liability shall be the contractor's alone.
- 31) None of the employees of the Agency/Contractor shall enter into any kind of private work at different locations during working hours.
- 32) Based on the requirement, the candidates recommended by the Agency for engagement/deployment will be decided by SAI CRC Bhopal and decision of the SAI CRC Bhopal will be final in this regard. In case SAI CRC Bhopal in its discretion finds any deployed person as not desirable and not suitable for whatsoever the reasons will be at the sole discretion of the SAI CRC Bhopal and upon so being notified by SAI CRC Bhopal, the Agency shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to SAI CRC Bhopal.
- 33) The persons employed by the Contractor will not indulge in any unlawful or illegal activities which are against the interests of the SAI CRC Bhopal.
- 34) The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for SAI CRC Bhopal. The contractor should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination of contract on recurring instances.
- 35) SAI CRC Bhopal shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
- 36) The Agency shall not sub-contract the services to the personnel sponsored by him.
- 37) SAI CRC Bhopal reserves the rights to award the contract and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
- 38) SAI CRC Bhopal is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the vendors.
- 39) In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the SAI CRC Bhopal shall have the right to claim the damages from the Agency.
- 40) The Regional Director, SAI CRC Bhopal shall have the 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.
- 41) In case of any deficiency in services by security personnel so deployed on contract basis, provide lesser number of Security then the minimum required or in the case of disobedience by the security personnel so deployed on duty, the Regional Director, SAI CRC Bhopal or any other officer authorized by him/her shall be at liberty to impose penalty as may be deemed fit up to Rs. 10000/- (Rupees Ten thousand only) for each such occasion after giving him an opportunity of being heard in person. The decision of the Regional Director, SAI CRC Bhopal shall be final and binding on the contractor.

42) Termination of the contract:-

The contract may be terminated in any of the following contingencies:

- i) On the expiry of the contract period, without any notice;

OR

- ii) On giving one month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;

OR

- iii) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.

OR

- iv) On Contractor being declared insolvent by the competent Court of Law without any notice;

OR

- v) In case the Contractor is not interested to continue the contract he will give minimum two months notice. If the Contractor does not give the requisite notice as mentioned above, then his security deposit shall be forfeited and Bank Guarantee shall be invoked.

"Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period".

- 43) In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Regional Director, SAI CRC Bhopal may further deem fit in public interest or revoke the contract, namely:
- a) Legal heirs, in case of sole proprietor
 - b) Next partners, in the case of company of firm
 - c) Otherwise the Director or his nominee SAI, CRC Bhopal shall reserve the right to settle the matter according to the circumstances of the case, as he/she may think proper.
- 44) The Courts at Bhopal only shall have the jurisdiction for the purpose of this agreement.
- 45) In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Regional Director, SAI, CRC Bhopal or his nominee on mutual agreement between both the parties.
- 46) The award of such Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his/her office or resigning or refusing to work or neglecting his/her work or being unable to act for any reason whatsoever the Regional Director, SAI CRC Bhopal shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. The Arbitration and Conciliation Act, 1996, which came into force on 25.01.1996, shall deem to apply to arbitration proceedings. The venue of the arbitration shall be Bhopal.

- 47) The Contractor shall provide the copies of the relevant records during the period of contract or otherwise even after the contract is over when ever required by SAI CRC Bhopal.
- 48) The contractor alone shall exercise the control over the personnel deputed and beyond the terms and conditions stipulated herein; the personnel shall be governed by the rules and regulations of the contractor.
- 49) The Contractor shall abide by and follow all the Local and Central Laws strictly.
- 50) That the contractor shall be responsible for any loss or damage caused or suffered by SAI CRC Bhopal on any account of negligence of the security personnel supplied for by the contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of SAI, CRC Bhopal by any act or omission on the part of contractor's employees/ personnel shall be borne by the contractor. In the eventually or such occurrence of loss or damage, the enquiry shall be made by the officers of the contractor in consultation with the officer of SAI, CRC Bhopal. The decision of the Regional Director, SAI, CRC Bhopal shall be treated as final in this regard after the said enquiry.
- 51) That in case of any disciplinary inquiry to be conducted against any delinquent personnel provided for by the Contractor to SAI CRC Bhopal, the same shall be held by the Officer of the Contractor, in consultation with the Regional Director of the SAI CRC Bhopal.
- 52) **Corrupt or Fraudulent Practices:** It is required by all concerned namely the Bidders to observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the SAI: -
 - (a) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
 - (b) Will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the SAI if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or gross/deliberate negligence in executing the contract.
 - (c) SAI reserves the right not to conclude Contract and in case Contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.

- 53) That in case of any dispute arising out of this agreement between the contractor and SAI, CRC Bhopal, the same shall be referred to the sole arbitration of the concerned officer as appointed by the Regional Director, SAI, CRC Bhopal who may him/her self take cognizance of the matter or depute/ nominate any officer of the said office or any other person who's decision shall be final and binding between the parties. Such arbitrator shall give a seasoned award. An officer of SAI, CRC Bhopal, in case he/she is nominated, as the sole arbitrator shall cease to be so in case he resigns, retires, suspended or his/her services are terminated or otherwise cease to be an officer. A new arbitrator shall be nominated by the Regional Director, SAI CRC Bhopal in such as eventuality. Supply of services, personnel (Security) shall however continue to be supplied by the contractor under the terms of this agreement. The submission of any dispute to the arbitrator shall not prejudice the rights of the contractor in any manner whatsoever.
- a. That the courts covering the area of SAI CRC Bhopal only shall have jurisdiction to entertain, try and to decide any dispute arising out of this contract/ agreement.
 - b. That this agreement can be terminated by either party on giving prior notice in writing (without assigning any reason) as per corresponding terms of termination of contract.
 - c. The persons provided by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and administration of the contractor and in no case, a relationship of employer and employee between the said employee and the SAI CRC Bhopal shall accrue/ arise implicitly or explicitly.
 - d. The Contractor will abide by all the terms and conditions stated herein and directions given to him from time to time as per the need of the hour.

I have read and understood all the Terms & Conditions of the Tender and hereby undertake to abide by same.

Authorized Signature

Name & Address of the firm with seal

SENSITIVE POINT & TENTATIVE REQUIREMENT OF SECURITY PERSONNEL

1. The illustrative list of Security with approximate cost to the office through outsourcing to be engaged by the SAI CRC Bhopal & its units during the period of contract shall be as under:-

(A) SAI CRC Bhopal:-

S.No.	Sensitive Point/Area	Shifts duties			Total No. of guards in three shifts
		1st 0600 to 1400	2nd 1400 to 2200	3rd 2200 to 0600	
1.	Main entrance gate No. 02 of SAI Campus(Two security guard plus one supervisor)	02+01	02+01	02+01	06+03
2.	Main entrance gate No. 01 of SAI campus	01	01	01	03
3.	Hostel No. 01	01	01	01	03
4.	Hostel No. 02	01	01	01	03
5.	Hostel No. 03	01	01	01	03
6.	Hostel No. 04	01	01	01	03
7.	Multipurpose Hall	01	01	01	03
8.	Modern Fitness Centre	01	01	01	03
9.	Hockey Pavilion	01	01	01	03
10.	Administrative Building	01	01	01	03
11.	Guest House	01	01	01	03
12.	Lower Lake boat club	01	01	01	03
13.	Water Harvesting Pond	01	01	01	03
Total Nos. of Security Guard					Security Guard = 42
					Supervisor = 03

(B) STC's & SAG Centre under SAI CRC Bhopal (Madhya Pradesh & Chhattisgarh):

S.No.	Sensitive Point/Area	Shifts duties			Total No. of guards in three shifts
		1st 0600 to 1400	2nd 1400 to 2200	3rd 2200 to 0600	
1.	STC Tikamgarh	01	01	01	03
2.	SAG Dhar	04	04	04	12
3.	STC Raipur	03	03	03	09
4.	STC Rajnandgaon	01	01	01	03

2. The points can be altered as per requirement by the Competent Authority.

3. The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of Security **including Female Security Guard** shall be communicated to the Agency at the sole discretion of SAI CRC Bhopal as and when the need arises during the period of contract.
4. The contractor shall ensure protection of the personnel & property of the Sports Authority of India, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the Sports Authority of India building.
5. Security supervisor to be deployed round the clock , 365 days in a year.
6. Security Supervisor in main gate & for patrolling should be civilian/ Ex serviceman/Para Military Force (Round the clock, 365 days in a year).
7. **The agency should plan deployment of female security guard in the girls hostel in the day time and male security guard in the night time.**

Authorized Signature

Name & Address of the firm with seal

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor shall have to provide round-the-clock security services in the SAI CRC BHOPAL Office Premises as mentioned in this tender document & monitoring of incoming and outgoing movement of material, staff, and safety of land, Govt. property, building (including furniture, fixture equipments etc) in SAI Central Regional office at Madhya Pradesh.

The agency shall ensure protection of the personnel & property of the SAI CRC BHOPAL & its Units, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the SAI CRC BHOPAL premises. In case of any incident such as theft, robbery, fight, accident inside SAI CRC BHOPAL premises, it is the responsibility of Security agency to coordinate with Nodal designated Officer in lodging of FIR, legal proceeding etc.

Site Visit: The bidder is advised to visit the premises to get the onsite assessment of the work on any working day between 10:00 AM to 5:00 PM by taking permission and acquaint himself with the operational system prior to the submission of the tender documents. The costs of visiting shall be borne by the bidder.

1) DUTIES AND RESPONSIBILITIES OF SECURITY STAFF:

- a) The Security Agency will be responsible for overall security arrangements of the SAI CRC BHOPAL & its units Office Premises entrusted/ covered in the contract.
- b) Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
- c) Security Supervisor shall ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- d) No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores.
- e) The Guards on duty shall also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Sports Authority of India.
- f) Deployment of Guards/Security Supervisors will be as per the instructions of the authorized nodal officer from time to time and the security agency will be responsible for their optimum utilization.
- g) The Guards on patrol duty should take care of all the water harvesting pond, play fields, grounds, hostels & all the open area all over the premises.
- h) It should be ensured that flowers, plants, trees and grassy lawns are not damaged either by the staff or by the outsider or by any cattle.
- i) The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.

- j) In emergency situations, security staff/supervisor/Senior Security Supervisors deployed shall also participate as per their role defined in the disaster plan, if any, Security personnel should be sensitized for their role in such situations.
- k) The Security Guards shall assist the visitors in reaching their desired department/locations,
- l) The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- m) Any other duties/responsibilities assigned by the Administration department may be incorporated in the agreement. The same shall also be binding on the contractor.

2) RESPONSIBILITIES OF SECURITY AGENCY:

- a) The agency shall engage only such guards and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.
- b) The minimum qualification of Security staff should be minimum 8th pass. The security supervisors should be possessing educational certificate minimum 12th with full training and experience in security and fire fighting measures from a institution of repute.
- c) The contractor shall deploy his personnel only after obtaining the approval of Sports Authority of India duly submitting curriculum vitae (CV) of these personnel's. The Sports Authority of India shall be informed at least one week in advance and service providers shall be required to obtain the Sports Authority of India's approval for all such changes along with their CVs.
- d) The agency at all times should indemnify SAI CRC BHOPAL against all claims, damages or compensation under the provisions of payment of wages Act 1936, The Payment Of Wages (Amendment) Act, 2017, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Private Security Agencies (Regulation) Act 2005, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate government, shall be ensured all the time.
- e) The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
- f) Number of duty hours per guard should be as per the provisions in the labour laws and in no case shall exceed 8 hours. The observance of all the labour laws will be sole responsibility of the contractor in relation to the staff hired/employed by him.
- g) The Department shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and it reserves the right, in its sole discretion, to effectively ask the contractor to replace any or all the Personnel/s on any ground, whatsoever. The Contractor also agrees to provide any additional Personnel/s (at the same prevailing rates) or reduce the existing strength of Security Personnel as and when the Department desires the contractor to do so. The Department will decide the strength and duties of Personnel/s according to its needs from time to time in its sole discretion.

- h) The contractor will deploy supervisors as per the need given by the Department. The supervisor shall be required to work as per the instructions of Department.
- i) The contracting agency shall not employ any person below the age of 18 years and above the age of 60 years. Security personnel so engaged shall be trained for Providing Comprehensive Security Services and fire fighting services before joining.
- j) The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Department will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
- k) The security agency will ensure that all the gates and all doors and windows are properly closed after office hours and on all holidays so that no such untoward activity can be carried out by anyone resulting in any loss to property or persons by any lapse and security.
- l) The security agency should provide the minimum security points required for comprehensive security services as per mentioned in the tender.

3) PLACE OF DUTY, WORKING HOURS AND PUNCTUALITY:

- a) The personnel so deployed shall have to report for duty at the above places or a new location.
- b) **The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by SAI CRC BHOPAL from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed.**
- c) The shifts details are provided in the **Appendix-I**. Each shift will be of 8 hrs and more than 8 hrs. duty by any security personnel shall not be entertained. Any claim for double duty charges for more than 8 hrs. duty shall be summarily rejected.
- d) The personnel will have to report to the 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 SAI CRC BHOPAL.
- e) Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the agency deployed, the supervisory staff will move in their areas of responsibility.
- f) The guards engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which invites a compensation of Rs.500/- on each occasions and habitual offenders in this regard shall not be allowed to be deployed.
- g) The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Patients/ Visitors/ Attendants and should project an image of utmost discipline. The agency shall have right to removed any person in case of staff complaints or as decided by representative of the SAI CRC BHOPAL if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

4) COMPENSATION:

- a) In case any of agency's deployed personnel under the contract is (are) absent, compensation equal to double the wages of number of guards/supervisors absent on that particular day shall be payable to SAI CRC BHOPAL and the same shall be deducted from the agency's bills.
- b) In case any of agency's guards deployed under the contract fails to report in time and agency is unable to provide suitable substitute in time for the same it will be treated as absence and compensation of double the wages shall be payable to SAI CRC BHOPAL.
- c) In case any public complaint is received attributable to misconduct/misbehavior of agency's guards, a penalty of Rs.1,000/- for each such incident shall be levied and the same shall be deducted from the agency's bill. Further the agency shall forthwith take steps for replacement of such guard.
- d) The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis / ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
- e) The agency will provide to the Authority a list of all personnel so deployed with permanent and present address along with their latest photographs.
- f) It shall be responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in SAI CRC BHOPAL invariably wear ID card during office hours.
- g) The agency shall replace within twenty four hours any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the Security supplied by the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change /replace the personnel at any point of time without assigning any reason.
- h) SAI CRC BHOPAL shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.
- i) The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. SAI CRC BHOPAL will be free to recover it from the security deposit given by the agency or from any other dues or recover as per law.
- j) The agency's security personnel working in the Authority should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Authority. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
- k) The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act.
- l) The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in SAI CRC BHOPAL. The SAI CRC BHOPAL shall, in no way, be responsible for settlement of such issues whatsoever.
- m) In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Security Providers will be liable to be forfeited by the SAI CRC BHOPAL besides, annulment of the contract and other legal resource.

- n) The agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/suspicious objects/persons in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- o) The successful bidder who is awarded the contract by SAI CRC BHOPAL will retain all the documentary proofs/papers deposited with the respective statutory bodies /Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents/papers will be necessarily submitted within seven days by the Security Service Provider as and when they are requisitioned by SAI CRC BHOPAL, failing which a penalty of Rs.500/- per day shall be deducted from the monthly bill of the agency.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between SAI and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.



UDHAV DAS MEHTA (BHAJI) CENTRAL REGIONAL CENTRE

**Gram Gora, Bishenkheri,
Suraj Nagar, Bhopal (MP)- 462044**

Email: - rdsaibho-mp@gov.in

Tel: 0755-2696930, 2696811(fax)

Bid Reference No. 90/SAI/RDCC/Security Services/OTE/2018-19

Date 12.02.2018

**E-TENDER FOR PROVIDING COMPREHENSIVE SECURITY SERVICES AT SAI CRC
BHOPAL & ITS UNITS (MADHYA PRADESH & CHHATTISGARH
FOR THE YEAR 2018-19**

EMD: DETAILS OF EMD/BID SECURITY DEPOSITED

1. Name of Bidder/Tenderer
- Details of EMD/Bid Security:
 - Draft No. & Date
 - Name of Bank & Branch
 - (with address)
 - Amount

TENDER COST: DETAILS OF TENDER COST DEPOSITED

1. Name of Bidder/Tenderer
2. Details of Tender cost:
 - Draft No. & Date
 - Name of Bank & Branch
 - (with address)
 - Amount

Signature of the bidder

Name of the authorized person.....

Name of the Firm & Seal



UDHAV DAS MEHTA (BHAJI) CENTRAL REGIONAL CENTRE

**Gram Gora, Bishenkheri, Suraj Nagar,
Bhopal (MP)- 462044**

Email: - rdsaihbho-mp@gov.in

Tel: 0755-2696930, 2696811(fax)

Bid Reference No. 90/SAI/RDCC/Security Services/OTE/2018-19

Date 12.02.2018

**E-TENDER FOR PROVIDING COMPREHENSIVE SECURITY SERVICES AT SAI CRC
BHOPAL & ITS UNITS (MADHYA PRADESH & CHHATTISGARH
FOR THE YEAR 2018-19**

BIDDER'S ELIGIBILITY CRITERIA

The following details /documents /certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

Sr. No.	Description	Proof Attached at Page No.
1.	Registration certificate from Govt. of India/State Govt. for Providing Comprehensive Security Services. Copy of relevant certificates should be attached.	
2.	Valid license issued by Regional Labour Commissioner under Contract Labour Act or any other Act/Rule. (Copy attached)	
3.	PF Registration with PF Code Number; (Copy attached)	
4.	ESI Registration; (Copy attached)	
5.	Registration with GST; (Copy attached)	
6.	PAN number (Copy attached)	
7.	Agency implemented atleast 3 contracts of deployment of security personnel for similar work to Central/State Govt. during the last 5 years.	
8.	Valid (as on bid submission date) license for security services as stipulated under the Private Security Agencies (Regulation) Act, 2005	
9.	The agency attached proof for having biometric attendance machine.	
10.	The agency deployed atleast 100 or more security personnel continuously on roll for the last six months. For proof EPF challan should be submitted	

11.	Income Tax Returns for the last three years	
12.	Certificate of Chartered Accountant showing annual turnover Rs.1.5 Crore for the last three financial years (2014-15, 2015-16 & 2016-17). Copies of Balance Sheet, Profit and Loss Account statement etc must be enclosed.	
13.	<i>An affidavit in original (on Rs.100/- non-judicial stamp paper duly notarized) to this effect shall be given by the firm along with the Tender Fee & EMD for agency has ever been blacklisted by any Govt., Semi Govt. Deptt, or any other organization.</i>	
14.	Undertaking by the bidder confirming the availability of adequate Security personnel of requisite qualification and experience for deployment at SAI CRC Bhopal.	
15.	National Electronic Fund transfer (NEFT) Form as per Annexure-VI for payment in Indian Rupee.	

Note: Enclose copies of the relevant documents.

Signature and Seal of Bidder

PERFORMANCE STATEMENT

(For the period of last five years)

Bid Reference No. : _____

Date of opening : _____

Name and address of the Bidder : _____

Name and address of the department where worked : _____

S. N.	Order placed by (full address)	Order number and date	Order placed on	Description and quantity of services	Value of order	Date of completion of Contract		Remarks indicating reasons for delay if any	Are the services provided Satisfactorily?
						As per contract	Actual		
	1	2	3	4	5	6	7	8	9

Note: The documents regarding proof of above performance statement must be attached.

Signature and seal of the Bidder

QUALIFICATION CRITERIA**Bid Reference No.**

01

SN	Qualification Criteria
1.	Five years experience in the field of Security Services out of which three years in Government Organizations and PSU's.
2.	Successful completion certificate issued by the officer not below the rank of Section Officer, of at least three similar works, each of value not less than 40% of the estimated cost put to tender or two similar works, each of value not less than 60% of the estimated cost, or one similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 5 years ending on the last day of the month previous to the one in which the tenders are invited. These works should be carried out in Central/State Govt. Sports Authority of India/PSUs/Autonomous bodies or other similar organizations. "Similar work" means providing security services.
3.	Average annual financial turn-over should be Rs. 1.5 Crore during the last three consecutive financial years. <i>If accounts for 2016-17 are not finalized, then 2013-14, 2014-15 & 2015-16)</i>

2. In support of above, the Bidder shall furnish scanned copy of the required documents, Performance Statement is to be as per proforma in **Annexure-III (A)**.
3. Requirement of scanned copy of the documents as listed at **bidder eligibility area** is also a part of the qualification criteria. Upon selection of the successful Bidder, it shall be required to furnish the documents in original for verification purposes.
4. Authority reserves the right to accept or reject any or all bids without assigning any reasons.
5. Authority also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
6. Technical bids will be evaluated as per qualification criteria given in mentioned in the (Qualification_Criteria & Performance Statement) in the tender documents.

BID SUBMISSION FORM

To
 The Regional Director
 Sports Authority of India
 Central Regional Centre
 Gram Gora, Bishenkheri,
 Post Suraj Nagar,
 Bhopal 462044

Ref.: Your Bidding Document No . 90/SAI/RDCC/Security Services/OTE/2018-19

We, the undersigned have examined the above mentioned Bidding Document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to provide Man Power Staff in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

We further confirm that, if our Bid is accepted, we shall provide you a performance security of required amount in an acceptable form in terms of **Rule no.2 in clause (I) terms & condition** for due performance of the contract.

We agree to keep our Bid valid for acceptance for 365 days or for subsequently extended is also period one year, if any, also agreed by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We agree to provide qualified workers as indicated in the Tender Documents for security services as per terms & conditions of the tender documents.

We also agree to submit the bill on monthly basis and accept for making payment to the workers as per the wages approved by SAI, Head Office, New Delhi time to time.

We agree to the compliance of applicable Labour & other Laws in force.

We agree that all other payments like payment under Workmen Compensation Act etc shall be borne & payable by us.

We agree to keep the SAI indemnified of any claim/damages, if any that SAI may have to pay with respect to the service and the deployment of any of our workers for SAI's work.

We agree to all terms and conditions mentioned in the tender documents.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that there is no case pending with the police or any other investigating agency (ies) against the proprietor/firm/partner or the company.

We confirm that no near relative of ours is an employee in SAI who is connected with the award and executive of the contract.

We confirm that we are competent to contract and we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any

 [Signature with date, name and
 designation] Duly authorized to sign Bid
 for and on behalf of Messrs _____
 [Name & address]

**FORMAT OF AFFIDAVIT FOR SUBMISSION OF THE OPEN TENDER ENQUIRY ON
Rs.100 JUDICIAL STAMP PAPER**

Bid Reference No. 90/SAI/RDCC/Security Services/OTE/2018-19

Date 12.02.2018

I hereby certify that the M/s..... address..... firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in all respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signature

Name & Address of the firm with seal

NEFT MANDATE FORM

Bid Reference No. 90/SAI/RDCC/Security Services/OTE/2018-19

Date 12.02.2018

To

Date.....

The Regional Director
Sports Authority of India
Central Regional Centre
Gram Gora, Bishenkheri,
Post Suraj Nagar,
Bhopal 462044

Sub: NEFT PAYMENTS

We refer to the NEFT being set up by SAI. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS .TRANSFER MANDATAE FORM

Name of City	
Bank Code No.	
Bank 's name	
Branch Address	
Branch Telephone / Fax no.	
Agency/Contractor Bank Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Agency/Contractor name as per Account	
Telephone no. of Agency/Contractor	
Agency/Contractor E-mail ID	

[Signature with date, name and
designation] For and on behalf of Messrs _____

[Name & address of the bidder]

Enclose a copy of Crossed Cheque

Bid Reference No. 90/SAI/RDCC/Security Services/OTE/2018-19

Date 12.02.2018

DECLARATION

1. I,----- Son/ Daughter / Wife of Shri -----
Proprietor / Director /authorized signatory of the Service Provider, mentioned above, am
competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;

3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/We, am/ are well aware of the
fact that furnishing of any false information / fabricated document would lead to rejection
of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized
person

Date:

Name: Place:

Seal:

Note: - The same to be furnished on company letter head.

FINANCIAL BID/ PRICE BID

(To be enclosed with price bid in a separate cover marked "Cover- 2")

File No. **90/SAI/RDCC/Security Services/OTE/2018-19**Date **12.02.2018****Bidder Name & Address:**

S. No	Description of personnel	Category	Monthly wages including weekly off (In Rs.)	EPF, If applicable as per latest rule	ESI If applicable as per latest rule	Contractor Service Charges in percentage on monthly wages	Total (4 +5+6+ 7)	GST on Total	Grand Total (8+9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Security Guard	Un-skilled							
2.	Security Supervisor	Semi skilled							
3.	Gun Man	Skilled							

NOTE:

- 1) The rates quoted above are as per Minimum Wages Act fixed by the Central Govt. or State Govt. of Madhya Pradesh whichever is the higher **(A copy of latest notification should be enclosed along with financial bid).**
- 2) Rates for PF & ESI as applicable shall be quoted.
- 3) Contractor's service charges shall be inclusive of all the incidental charges, if any involved in successful completion of the work as per scope defined in the tender documents.
- 4) All levies/taxes/duty etc other than GST shall be assumed to be mandatorily included in the service charges.
- 5) GST, if applicable, & EPF/ESIC shall be reimbursed on production of proof of payment to Government, after exercising all due checks.

- 6) Any alteration/cutting/over-writing in the rates should be attested by the authority signing the bid. Bids received with alteration/cutting/over-writings without attestation will not be considered. No blanks should be left which would make the bid liable for rejection.
- 7) **If a firm quotes 'NIL' Service charges/consideration, the bid shall be treated as unresponsive and will not be considered.**
- 8) The qualification and its related document are duly authenticated by the service provider/contractor. In case of any fraud, misrepresentation etc. the contractor can be held liable the penalized for the same.

Bidder Name

Firm Name.....

Firm Address.....

.....

Date

**Signature of the bidder with designation
& firm seal**