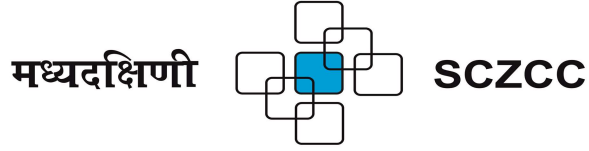


No.

Tender Fee : Rs.500/-

**South Central Zone Cultural Centre, Nagpur**  
(Ministry of Culture, Government of India)



TENDER DOCUMENT

FOR

**Procurement of Security Services**

56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001

Tel: 0712-2562974, 2565107 Fax: 0712-2560966

Email: [director@sczcc.gov.in](mailto:director@sczcc.gov.in)

Website: [www.sczcc.gov.in](http://www.sczcc.gov.in)

# South Central Zone Cultural Centre, Nagpur

(Ministry of Culture, Government of India)

56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001

## **Notice Inviting Tenders**

Sealed Tenders are hereby invited by the Director, SCZCC, 56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001 from the Contractors who provide Security services.

Sealed tenders are invited only from those vendors who can furnish following details, without which their bids will be summarily rejected:

1. Firm's Registration Number
2. EPF Registration Number
3. ESI Registration Number
4. PAN Number
5. GST Registration
6. Details of similar works undertaken by the firm / vendor with other Government organisations / department with amount of work.
7. Photo copies of documents in support of Sl. Nos. 1 to 6 above.

Name of Work : Providing Security services for  
**South Central Zone Cultural Centre**  
56/1, Civil Lines, Opp. MLA Hostel,  
Nagpur-440001

Time allowed for completion : 12 Month

Tender Fee : Rs.500/-

Earnest Money Deposit : 10,000/-

Security deposit : 10% of Contract Value (to be deposited before start of work)

**Note:** This tender schedule should be returned with all papers intact without detaching any part of the document.

The DIRECTOR, SCZCC, Nagpur, reserves the right to reject any or all tenders or to allot part of the works to different agencies, without assigning any reason thereof.

**DIRECTOR**  
**South Central Zone Cultural Centre**  
56/1, Civil Lines, Opp. MLA Hostel,  
Nagpur-440001

## **Tender Notice No. SCZCC/ADMN/17/GHT/313/2018**

I	Authority, Designation and Address	The <b>Director</b> , South Central Zone Cultural Centre, 56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001 Website: <a href="http://www.sczcc.gov.in">www.sczcc.gov.in</a>
II	Name of the work and Place of execution	Providing Security Services for SCZCC, Nagpur & Shilpgram, Khajuraho, (MP) and deploying additional security duty events on as required basis
III	Tender documents - Place and due date for obtaining tender	Tender documents can be downloaded from website / or obtained from <b>11.06.2018</b> to <b>22.06.2018</b> at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : <b>22.06.2018</b> Time : 4.00 P.M. Place : At the address mentioned in column I
V	Date, time and place of Tender Opening	Tech. Bid Opening : <b>25.06.2018</b> Time : 3.00 P.M. Place : At the address mentioned in column I Price Bids: Date will be intimated separately
VI	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected

Sealed tenders are invited for providing Security Services for SCZCC, Nagpur and Shilpgram, Khajuraho, M.P. from well-established reputed firms/registered Security Agencies. The bid should be sealed by the bidder and duly superscribed as Tender No: SCZCC/ADMN/17/GHT/313/2018 and name of the tender with due date for submission.

Intending eligible bidders may download the tender documents from the official website i.e. [www.sczcc.gov.in](http://www.sczcc.gov.in). They must ensure that requisite tender fee/cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "The Director, SCZCC, Nagpur", with their tender, failing which the tender will be treated as incomplete and will be ignored.

The EMD & Tender fee (Demand Draft) should be enclosed with the technical bid of tender document.

**Director**  
**SCZCC, Nagpur**

## **DISCLAIMER**

The information contained in this Tender document or information provided subsequently to the bidder(s) or applicants whether verbally or in documentary form, by or on behalf of SCZCC, Nagpur, is provided to the bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions, subject to which such information is provided.

This TENDER document is not an agreement and is neither an offer nor an invitation to offer by SCZCC, Nagpur. This TENDER is to invite proposals from applicants who are qualified to submit the bids ("Bidders"). The purpose of this TENDER is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids). This TENDER does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs, without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this TENDER and wherever felt necessary obtain independent advice. SCZCC, Nagpur, makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. SCZCC, Nagpur, may in its absolute discretion, but without being under any obligation to do so and without prejudice to its rights, update, amend or supplement the information in this TENDER.

The information contained in this TENDER document is selective and is subject to update, expansion, revision and amendment. SCZCC, Nagpur, does not undertake to provide any bidder with access to any additional information or to update the information in this TENDER document or to correct any inaccuracies if any therein, which may become apparent. SCZCC, Nagpur, reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all bidders or can be accessed in website of SCZCC, Nagpur. Any information contained in this TENDER document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by SCZCC, Nagpur.

Information provided in this TENDER is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SCZCC, Nagpur, does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, SCZCC, Nagpur, also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER.

SCZCC, Nagpur, reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this TENDER at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of SCZCC, Nagpur, shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

## **SECTION-I**

### **TENDER DOCUMENT**

#### **1. THE ELIGIBILITY CRITERIA**

- 1.1 The bidder should be a registered and Bonafide Security Agency, having similar experience of at least four (4) years.
- 1.2 Average annual financial turn over during the last 3 years ending 31st March of previous financial year should be at least 3 times of the estimated cost of this tender, which should be certified by chartered accountant.
- 1.3 Proof of similar experience during the last three (3) years in the field
- 1.4 Any contractor, having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

#### **2. TENDERING PROCESS:**

- 2.1 The tenders are invited on a two bid system i.e. the qualifying bid (technical bid including tender fee and EMD) and then the financial bid:

- (i) The tender form for Technical bids prescribed at Annexure–I (Attached) complete in all respect (Including Tender fee and EMD) should be submitted in sealed cover super scribed – **“Technical Bid - Providing Security Services” and Tender number.**
- (ii) **Exemption of EMD:** The firm or the bidder who have valid registration with National Small Industries Corporation (NSIC) as on the date of submission of bids are exempted from payment of EMD. If exemption from submission of tender fee is claimed, valid supporting document as required if not submitted along with techno-commercial bid, then the offer will be considered as non-responsive and will not be processed further.
- (iii) The tender form for Financial bids prescribed at Annexure–II (Attached) complete in all respect should be submitted in sealed cover super scribed – **“Financial Bid – Providing Security Services” and Tender number.**
- (iv) The above two sealed covers should be put together in another big cover/envelope which should be sealed properly. The cover shall be and super scribed as **“Tender No: SCZCC/ADMN/17/GHT/313/2018 and Name of Tender “Providing Security Services” and addressed to**

**“The Director,  
South Central Zone Cultural Centre,  
56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001”**

Further, the sentence **“NOT TO BE OPENED”** before due date and time of tender opening, should also to be indicated on this envelope. If the outer big envelope is not sealed and marked properly as above, SCZCC will not take any responsibility for its misplacement, premature opening etc. The Envelope

should be dropped in the Tender Box at SCZCC in the above address on or before the due date and time.

2.2 **Contents of the Technical Bid:** The tender form for Technical Bid is as per Annexure-I, complete in all respects.

The bidder In this regard should submit the following documents in the Technical Bid:

- (i) Financial status: The annual turnover of the bidder for the last three years.  
(Copies of I.T. returns, P & L A/c and balance sheet duly certified by chartered accountant to be enclosed)
- (ii) The bid should be accompanied by two separate Demand drafts for Tender Fee for **Rs.500/- (non-refundable)** and Bid Security (EMD) of **Rs.10,000/- (Rupees Ten Thousand Only)**. The bid received without tender fee and Bid Security (EMD) will not be considered.
- (iii) Copies of documentary evidence of similar work carried out during the last 3 years, (Eligibility criteria) alongwith the value of work completed.
- (iv) Copies of the following documents to be enclosed:
  - a. Copy of PAN Card,
  - b. Copy of GST registration certificate.
  - c. Copy of Registration / Incorporation of the firm/company
  - d. Registration details with Labour Commissioner i.e. EPF/ESIC
  - e. Other related documents,

2.3 **Contents of Financial Bid:** The financial bid shall contain the financial details of the tender as per Annexure II.

## SECTION-II

### INSTRUCTIONS TO BIDDERS

#### 1. INTRODUCTION

##### 1.1 Definitions:

- (a) "SCZCC" South Central Zone Cultural Centre, Nagpur.
  - (b) "Bidder" means any registered entity engaging in business such as a Public Ltd, Proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
  - (c) "Security Agency" means any registered entity engaging in business such as a Public Limited, proprietorship, partnership, private concern or corporation who are providing the Security Services under the contract.
  - (d) "Scope" means standards of works mentioned in Section IV, which the Security Agency is required to take during the contract period.
  - (e) "Price" means the price payable to the Security Agency under the work order for the full and proper performance of its contractual obligations.
  - (f) 'Parties' mean SCZCC as one part and the Security Agency as the other part
- The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.

##### 1.2 CLARIFICATION OF THE BID DOCUMENTS BY THE SECURITY AGENCY:

A prospective bidder, requiring any clarification of the Bid Documents shall notify SCZCC in writing or by Fax at SCZCC's mailing address indicated in the Invitation for Bids. The clarification will be accepted till 2 (two) days before from the due date of tender. The reply will be communicated to respective bidders.

#### 2. PREPARATION OF BIDS

- 2.1 Clause by Clause compliance demonstrating substantive responsiveness to all the conditions by signing and stamping on all the pages of the original bid document No. \_\_\_\_\_ by authorized person(s),
- 2.2 The financial bid shall contain price schedule in which the values will be filled in the appropriate columns.
- 2.3 Conditional bids will not be accepted.
- 2.4 The Security Agency shall submit his tender, only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.

*Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self-attested.*

### **3. BID PRICES:**

- 3.1 The Service Charges to be charged by the Security Agency should be clearly indicated, based on the wages structure given in the tender, which the selected tenderer will have to adhere.
- 3.2 Prices indicated on the Price Schedule shall be entered in the following manner:
- (i) The service charges shall be quoted clearly.
  - (ii) All the taxes and levies included in the rate quoted shall be clearly mentioned.
  - (iii) It should be ensured that the amounts are written in such a way that interpretation is not possible. No blank space should be left.
- 3.3 Any short coming in the payment structure by contractor is liable to lead in cancellation of contract.

### **4. BID SECURITY (EARNEST MONEY DEPOSIT):**

- 4.1 The bidders shall furnish, as part of his bid, a Bid Security (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/ Banker Cheque from any Nationalized Bank in favor of "SCZCC – The Director, South Central Zone Cultural Centre," payable at Nagpur. The BS/EMD will bear no interest whatsoever. The EMD & Tender fee should be enclosed with the Technical Bid of tender document.
- 4.2 The bid security is to protect SCZCC against the risk of bidder's conduct, which would warrant the bid security's forfeiture.
- 4.3 A bid not secured in accordance with Para 4.1 shall be rejected by SCZCC being nonresponsive at the bid opening stage and returned to the bidder.
- 4.4 The bid security/EMD of the unsuccessful bidder will be discharged /returned to them at the earliest / 30 days after award of contract/order. The BS/EMD of successful bidder will be retained as Retention Money and the same will be returned after one month from the date of settlement of final bill without any interest.
- 4.5 The bid security may be forfeited:
- (a) If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to SCZCC.
  - (b) In the case of a successful bidder, if the bidder fails to sign the contract and does not furnish the security deposit.
  - (c) Failure to fulfill the contract terms & conditions

### **4.6 SECURITY DEPOSIT:**

The selected Security Agency shall furnish a Security Deposit in the form of Bank Guarantee (from any one of the Nationalized Bank or SBI) or by Demand Draft for 10% of the total Contract Value of one year. This Security Deposit should be furnished within 10 days of the issue of the Contract. This Security Deposit will not bear any interest. The Security Deposit will be refunded after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Bank Guarantee, it should be valid for 2 months beyond the contract period for lodging the claims, if any. The Bank Guarantee should be furnished in the format prescribed by SCZCC only.

### **5. PERIOD OF VALIDITY OF BIDS:**

Bid shall remain valid for 90 days after the date of bid opening prescribed by SCZCC.



**6. FORMATS AND SIGNING OF BID:**

- 6.1 All pages of the Technical bid and Financial Bid, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 6.2 The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

**7. LATE BIDS:**

Any bid received by SCZCC after the due date & time for submission of bids prescribed by SCZCC shall be rejected.

**8. OPENING OF BIDS BY SCZCC:**

- 8.1 SCZCC shall open bids in the presence of bidders or their authorized representatives who choose to attend, at 3:00 P.M. on Tender opening date. The bidder's representatives, who are present, shall sign in a register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
- 8.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- 8.3 The date fixed for opening of bids, if subsequently declared as holiday by the SCZCC, Nagpur, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

**8.4 The Two bid tendering process comprises the following:**

- (i) The *technical bids* will be opened in the first stage, at 3:00 P.M. on Tender opening date and the same will be scrutinized and evaluated by the competent committee/authority with reference to parameters prescribed in the tender documents and the offers received from the bidders.
- (ii) In the second stage, the *financial bids* of only the technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract. The financial bids of the eligible bidders will be opened after intimating the date and time to bidder through mail/fax, etc.,

**9. CLARIFICATION OF BID DOCUMENTS BY SCZCC**

To assist in the examination, evaluation and comparison of bids SCZCC may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

**10. TENDER EVALUATION:**

- 10.1 SCZCC shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 10.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance. The technically qualified bidders only will be called for financial bid opening.

- 10.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by SCZCC. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Security Agency does not accept the correction of the errors, his bid shall be rejected.
- 10.4 The evaluation and comparison of responsive bids shall be done only on the Service Charges offered inclusive of all Levies & Taxes i.e., as indicated in the Price Schedule of the Bid Document.**
- 10.5 SCZCC may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 10.6 L1 Bidder will be selected based on the Service charges quoted. The Bidder whose financial / Price Bid is accepted will have to enter into an agreement with SCZCC, Nagpur, as per pro forma given within eight days from the date of issue of work order.
- 11. CONTACTING SCZCC:**
- 11.1 No bidder shall try to influence SCZCC on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- 11.2 Any effort by a bidder to influence SCZCC in SCZCC's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
- 12. SCZCC'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**
- SCZCC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder or bidders. **Any deviations / irrelevant specifications in this tender will not be accepted.** Final decision of accepting or rejecting any/all bid(s) will be at the discretion of SCZCC.
- 13. PLACEMENT OF ORDER:**
- SCZCC shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. SCZCC shall have full rights to place order fully or partially of the total requirement.
- 14. AWARD OF CONTRACT:**
- 14.1 SCZCC reserves the right to terminate the contract if the services are found unsatisfactory with two month notice.
- 14.2 SCZCC reserves the right to disqualify the Security Agency for a suitable period who habitually failed to execute the services. SCZCC reserves the right to blacklist a bidder for a suitable period, in case, he fails to honour his bid without sufficient reasonable grounds.
- 14.3 The Security Agency shall strictly comply with the terms and conditions of contract. In case of violation of any of the terms, the contract shall be liable for cancellation immediately.

**15. JURISDICTION:**

The civil court, Nagpur, will have the jurisdiction.

**16. ARBITRATION:**

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, shall be settled amicably between the parties through negotiations and conciliation whether during the existence of the contract and after the completion or abandonment of the contract. In case the parties are not able to settle the dispute or difference through negotiations and conciliation, such dispute or difference shall be referred to a sole arbitrator who would be appointed by the Director, SCZCC, Nagpur, as per the Arbitration & Conciliation Act, 1996. The venue of the arbitration shall be at Nagpur. The language of the arbitration proceedings shall be in English.

### SECTION-III

#### **Scope of Service of Security Agency**

1.
  - i) To check/prevent unauthorized person(s) from entering the premises of SCZCC.
  - ii) To apprehend miscreants, prevent tampering of doors, windows, locks of laboratory rooms/ workshop/stores/offices/guest house etc. of SCZCC and to prevent/interfere if there is any attempt to damage/remove any property of SCZCC including machinery etc. stored inside the premises.
  - iii) To arrange for inspection of areas at regular interval during day and night along the boundary wall from inside and check/prevent any unusual sign, movement, damage etc.
  - iv) To blow whistle at regular interval during night hours to identify the location of security personnel and to keep them alert.
  - v) To take part in firefighting rescue operation etc. in the event of emergency.
  - vi) To show utmost courtesy to the employees and visitors.
  - vii) To submit daily report in the morning or at such time as required by the Admin. Officer of SCZCC or his/her representatives about the security violations if any.
  - viii) To co-operate with SCZCC in all matters relating to security.
- ii) The agency shall conduct surprise checks during night time to ensure proper working of the security personnel, at least once in a week and the report of such visits may be intimated to Admin. Officer, SCZCC.

Round the clock security arrangements, including Saturdays, Sundays and Holidays to be provided at the SCZCC, NAGPUR Campus, at Plot No. 56/1, Civil Lines, Opp. MLA Hostel, Nagpur, Maharashtra-440001, as per following duty points and requirement on shift basis.

#### **Security Manpower requirement\*\*:**

Sr. No.	Duty Point	SCZCC, Nagpur		Shilpgram, Khajuraho, M.P.	
		Un-skilled Security Guards without Arms	Lady Security Guard	Un-skilled Security Guards without Arms	Lady Security Guard
1.	<b>Main Gate and Campus Patrolling</b>		On required basis		On required basis
	<b>Shift Timing:</b>				
	7.00 a.m. to 3.00 p.m.	<b>2</b>	-	<b>2</b>	-
	3.00 p.m. to 11.00 p.m.	<b>2</b>	-	<b>2</b>	-
	11.00 p.m. to 7.00 a.m.	<b>2</b>	-	<b>2</b>	-

**\*\*Security Agency shall engage the necessary number of security personnel as required by SCZCC from time to time.**

2. The Security Agency may preferably engage ex-servicemen well trained in the field of security services **with three years' experience**. They should be literate (Head Guard / Supervisor with at least 10+2 certificate and Guards with at least 10<sup>th</sup> Certificate), able to read, write and understand Marathi, Hindi and English languages. They should have first-aid training in the area of industrial security and in handling fire-fighting equipment.
3. The security personnel must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the Security Agency shall be asked to replace that person.
4. The Security personnel assigned duties at the campus, should deal with staff, students and customers / visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the Security Agency shall be asked to replace that person.
5. Security personnel must be alert, vigilant, smart, intelligent, efficient, physically fit and below 50 years of age. They should also be conversant with the fire-fighting equipment and rescue operation.
6. The agent shall submit complete Bio-data along with the recent photographs of security personnel to be deployed in SCZCC. Police Verification in respect of each deployed employee should be conducted by service provider and Report of the same should be submitted to SCZCC. No security personnel with doubtful attendance/ integrity/lack of devotion to duty shall be deployed to work.
7. The agency shall provide necessary hands on training to the security staff in order to make sure that they are able to perform to the best of their ability.
8. The security supervisor / guards shall not be changed by the security agency until and unless so warranted.
9. SCZCC, NAGPUR will not be responsible to provide any residential accommodation to security personnel deployed by security agency.
10. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students / customers / visitors. During Sundays/holidays or after office hours on working days, the security shall be extra vigilant.
11. The tenderer shall ensure that the security staffs engaged by the Contractor shall not smoke beedis, cigarettes or intake alcohol nor they are allowed to chew pan, tobacco items etc. during duty hours.
12. It would be the responsibility of the Security Agency to maintain and ensure full-proof security at the Centre by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.
13. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that SCZCC, NAGPUR's property, whether equipment or materials, are not allowed to be taken out of the campus, without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
14. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
15. The Security guards will carry out occasional random checks of 2 wheelers and 4

wheelers of staff and students while leaving the campus to ensure that none of the property of SCZCC, NAGPUR is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of SCZCC, NAGPUR.

16. SCZCC, NAGPUR officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances SCZCC, NAGPUR reserves the right to cancel the security contract or impose a penalty of Rs.2000/- per such occurrence.
17. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake, etc., the security persons on duty shall immediately intimate the Director and / or other officers. List of Residential phones or Mobile phone numbers of SCZCC, NAGPUR Officers shall be available with the Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the SCZCC, NAGPUR officers immediately.
18. After office hours on working days and Sundays/Holidays, Security Supervisor on duty at the Centre shall also receive phone calls/messages from other institutions/organizations and depending upon the urgency of the matter, relay such messages to the concerned officials of SCZCC, NAGPUR.
19. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the security personnel, the security agency shall be held fully responsible, and the Centre shall be entitled to deduct appropriate amount + penalty from contract fees payable to the Agency. The amount of loss or damage as determined by the Director, SCZCC, NAGPUR shall be final and binding on the Security Agency.
20. Similarly the Security Agency shall be responsible for theft, fire or any other damage in the Institute occurring on account of carelessness of the security personnel. The amount of damage as determined by the Director, SCZCC, Nagpur, in such cases, shall be final and binding on the security agency.
21. The security personnel on duty, will not leave the duty point on completion of their 8-hours shift duty, unless and until the next person on duty takes over/or reliever person takes charge. In case any security guard falls sick, the security agency shall be responsible to provide reliever person out of its pool of security guards, at its own cost.
22. The Security Agency shall maintain record of major/minor incidents on daily basis and report the same to the Director /or any other official authorized in this regard. The Agency will also enquire about any incidents, like theft, indiscipline, disobedience or any unauthorized activities/criminal activities happening in the campus. The security agency shall also be responsible to lodge complaints with police authorities in such instances and take follow-up action for recovery of lost material/equipment.
23. The security personnel at the main gate will also maintain a log-book for Centre's transport vehicles as well as vehicles hired from the Transport Contractor for each tour undertaken, name of the officer/faculty using the transport facility, meter readings, place visited etc.
24. The Security Agency shall provide torches with dry cells, batons, Whistle, Stick, raincoats, umbrella or any other materials required to its staff of guards and

supervisors, along with uniforms, at its own cost.

25. The security personnel shall keep watch at various points designated including patrolling the campus, especially after office hours. In the event of power failure at any time, the security personnel should use emergency lights and place them at vantage points, as also intensify patrolling. The security guard shall also keep a check and avoid wastage of electricity and water.
26. To manage key of doors inside SCZCC, NAGPUR building/office vehicles etc., and issue to authorize persons only.
27. To switch off and switch on electrical switches, fans, computer systems, closing of water tapes etc., after the office hours.
28. The agency may require to co-ordinate/liaise with local authorities such as Vizag Police/Traffic Police, etc., in connection with the security service as per requirement of prevailing legislation in such matters as called for.
29. The security guards should check that no street dogs enter the campus premises.
30. The same security personnel should not be given more than 8 hours of duty in a day. If it is found that the same security personnel is around duties for more than 8 hours in a day an amount equivalent to two shift's will be deducted from the bill for such incidence.
31. The posts/couriers received at the main gate should be handed over to the concerned immediately on receipt. However if the same is not delivered the reason there of should be brought to the notice of the SCZCC, NAGPUR in-charge officer and no post/courier should be kept at main gate for more than 3 days.
32. The Rooms/Cabins of the officers should be kept locked when the officer is not present. The security will be held responsible for any theft/missing.
33. The contractor will ensure deployment of required staff on all days of the week in three shifts. The security staff deputed by the contractor will ensure safety of man, materials, stores and property of SCZCC and guidelines laid down by SCZCC from time to time. The contractor will not charge the additional payment to provide the security services on holidays, Sunday and odd hours during SCZCC, NAGPUR events / functions.
34. The security staff will ensure that all the main gate/doors/windows are properly closed and locked and the fans, lights etc. are properly switched off after office hours and on Holidays. They will not open office area without the permission of the SCZCC authority until or unless it is necessary.
35. The security staff will always be vigilant and any suspicious activity noticed during and after office hours and any unusual happening in the surrounding area should bring to the notice of SCZCC authority immediately.
36. Payment will be deducted on pro-rata basis and as applicable in the event of absent of any security personnel on any day or so; however, it is strongly recommended for a suitable substitute/replacement during one's absence SCZCC shall not be liable for payment of any compensation in the event of any injury, death etc. caused to the security personnel, while on duty at SCZCC premises.

## **FINANCIAL TERMS AND CONDITIONS**

1. The payment shall be released on monthly basis after satisfactory completion of the job and for the shifts actually done by the guards (excluding absent shifts) on submission of bills in duplicate by the contractor. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
2. However, in the event that there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved.
3. The Contractor shall submit the monthly bill to SCZCC, NAGPUR, along with the copies of attendance register duly certified by the SCZCC, NAGPUR officials. Copies of previous month's wage register as well as EPF deposits challans, EPF Electronic Challan cum Return (ECR) and ESI deposits Electronic Challan cum Return (ECR) should also be submitted with every bill. Photo copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.
4. In the event of failure in discharge of the duties of security services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ Rs.2000/- (Rupees Two Thousand only) per day per person which shall be recovered from the bills or otherwise from security deposit. For purpose or imposing penalty, the decision of Director will be final and binding on the contractor and shall not be subject to dispute or arbitration.
5. The Contractor shall at all times be responsible to maintain all types of liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or other Industrial Legislation in force from time to time
6. There will be no employer employee relationship between SCZCC and the agent or the security personnel. SCZCC shall not bear any liabilities such as Wages, PF/ESI contribution, Bonus, Medical benefits etc. arising out of deployment of security personnel in SCZCC. The agency shall maintain record of payment of wages, EPF, ESI Contribution etc. and shall provide documentary proof of the same along with details of wages paid, each month in respect of personnel deployed in SCZCC.
7. All payments and receipts would be rounded off to the nearest rupee.
8. **Security Deposit:** The contractor should deposit security deposit either in the form of Bank Guarantee (from any one of the Nationalised Bank or SBI) or by Demand Draft for 10% of the total Contract Value of one year. This Security Deposit should be furnished within 10 days of the issue of the work order. This Security Deposit will not bear any interest. The Security Deposit will be refunded after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Bank Guarantee, it should be valid for 2 months beyond the contract period for lodging the claims, if any. The Bank Guarantee should be furnished in the format prescribed by SCZCC only.
9. The Contractor will be responsible for all payments due to the workers deployed for this job. SCZCC, Nagpur, will in no event be liable in this regard. The contractor should indemnify SCZCC, Nagpur, against any such liability and from any proceedings in this regard.
10. The Security Agency shall not assign, transfer, pledge or sub contract this contract without the prior written consent of this office.
11. The Security Agency will also maintain necessary registers, records, notes and documents and submit the required returns as prescribed by various statutory regulations.
12. The transportation, food, accommodation, uniform, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel



- of the Security Agency will be the responsibility of the Security Agency.
13. The Security Agency shall be contactable at all times and message sent by E-mail / Fax / special Messenger from this Centre to the Security Agency, shall be acknowledged immediately on receipt on the same day.
  14. Pro forma for Technical Bid (Form I to Form III) and Commercial bid are enclosed. The rate quoted for all security personnel as on date of opening of the tender should not be less than the rates fixed by the Labour Commissioner under Minimum Wage Act as applicable for Security services in Maharashtra. A copy of the authority in this regard should be enclosed.
  14. **The conditional and incomplete tenders are liable to be rejected. Director, SCZCC in his sole discretion unconditional and without having to assign any reason reserve the right**
    - a. **to accept or reject the lowest tender or any other tender or all the tenders.**
    - b. **to accept any tender in full or part.**
  15. If there is a requirement to extend the contract beyond the contract period and when there is a delay in making the next contract, contractor should agree for extension of the Security services, on the same terms & condition of the contract.
  16. With commercial bid, the breakup details of EPF, ESI, bonus etc., should be enclosed.
  17. Minimum Eligibility Criteria:
    - 1) The firm should be registered with Service Tax Department.
    - 2) The firm should have an office in Nagpur.
    - 3) The company/firm should have at least Five years experience in this business.

Note:

1. *Statutory levy, if any, may be separately indicated.*
2. *Terms & Conditions of contractor should be authenticated / signed with the seal & returned with the offer.*
3. *A cliental list along with contact person/address if any may be provided along with offer. Copies of PO from clients may be enclosed for reference.*

**Technical Bid for Providing Security Services**

To  
Director,  
South Central Zone Cultural Centre,  
56/1, Civil Lines, Opp. MLA Hostel,  
Nagpur, M.S. Pin-440001

Sir,

Subject: **Providing of Security services on contract basis**

The undersigned have read and examined in details the tender document in respect of providing Security services on contract basis; do hereby express our interest to provide such services.

**Correspondence Details:**

Our correspondence details are:

1	Name of the Company	
2	Address of the Company	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	PAN and GST details	
6	Telephone No. (with STD code)	
7	Mobile No.	
8	E-Mail of the contact person	
9	Fax No.(with STD code)	

**Document forming part of the bid:**

We have enclosed the following:

1. Form I : Minimum Eligibility
2. Form II : Declaration Letter
3. Form III: Check list
4. Financial Bid
5. Letter of authorization in the name of the contact person representing the company
6. E-payment mandatory form.
7. EMD

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)  
Name & Designation

**TECHNICAL BID**  
**FORM I - MINIMUM ELIGIBILITY**

The details in respect of the company are as given under:

1	Name of the Company	
2	Year of Registration / Incorporation	
3	Number of Employees as on _____	
4	Details of prior experience in similar service. Name of the Company / Firm / Agency along with its address and details of contact person to whom Security services were provided	
5	Details of registration with EPF:  GST and ESI:	
6	PAN number (copy of PAN card should be enclosed)	

Yours faithfully,

(Signature of the Authorized person)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Phone No. :

Mobile No. :

E-Mail :

**TECHNICAL BID**  
**FORM II - DECLARATION**

Declaration Letter on official letter head stating the following:

1. We have carefully gone through the various terms and conditions listed in Sections 'I' and 'II' above for providing security services at SCZCC, NAGPUR. We agree to all these conditions and offer to provide security services at SCZCC, NAGPUR. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Centre premises and have acquainted ourselves with the tasks required to be carried out, before making this offer.
2. I/We having our office at ..... that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.
3. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Yours faithfully,

(Signature of the Authorized person)

Name :  
Designation :  
Date :  
Place :  
Phone No. :  
Mobile No. :  
E-Mail :

Business Address :  
Seal :

**TECHNICAL BID  
FORM III – CHECK LIST**

**The Tender not accompanying the following documents is liable to be rejected at the time of opening itself:**

Sr. No.	Required Documents	Checklist ✓
1	Copy of Company Registration Certificate	
2	Copy of Income-Tax Returns for last two years	
3	Copy of Service Tax registration Certificate	
4	Copy of License under Contract Labour Act	
5	Copies of work order / purchase order of clients executed earlier	
6	Client list of the contractor	
7	Copy of Registration with EPF office	
8	Copy of Registration with ESI office	
9	Copy of PAN	
10	Declaration Letter in Letter head as per Form-II	
11	Verify Signature at all the pages of tender documents and enclosed	
12	Tender fee by way of DD for Rs.1000/- {To be enclosed with Technical Bid}	
13	EMD - DD for Rs.10,000/- {To be enclosed with Technical Bid}	
14	Please mention <b>Number of years of</b> experience in executing Security Services:	
15	if any other things	

Date:

Place:

**Financial Bid for Security Services**  
**SCHEDULE RATES OF WAGES**

Sr. No.	Description	Charges Per Person Per Shift (8 hours) Per Month in Rupees	
		<u>Un-skilled</u> Security Guards Without Arms	<u>Lady</u> Security Guards
1.	Basic wages	<b>7600</b>	<b>7600</b>
2.	VDA	<b>3256</b>	<b>3256</b>
3.	HRA 5%	<b>543</b>	<b>543</b>
4.	Traveling	<b>1500</b>	<b>1500</b>
5.	Paid leave 6%	<b>651</b>	<b>651</b>
6.	Washing Allowance	<b>600</b>	<b>600</b>
7.	Liveries 3%	<b>326</b>	<b>326</b>
8.	Total	<b>14476</b>	<b>14476</b>
9.	PF (Employees share 12%)	<b>(-) 1737</b>	<b>(-) 1737</b>
10.	ESIC (Employees share 1.75%)	<b>(-) 253</b>	<b>(-) 253</b>
11.	Salary take home	<b>12486</b>	<b>12486</b>
12.	PF (Employer share 13.36%)	<b>1934</b>	<b>1934</b>
13.	ESIC (Employer share 4.75%)	<b>688</b>	<b>688</b>
14.	To be claimed	<b>17098</b>	<b>17098</b>
15.	Any other charges, if any service charges/ management fee should include all expenditure on providing resources / managerial/ supervisory/ administrative services by all means to get the work done through the deployed Security Staff. This shall be based on total amount in percentage (Non-realistic/ vague quotation of this may amount to disqualification)		
16.	GST 18%		
17.	Total:		

*No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.*

Manpower charges claimed as wages by the contractor shall be reimbursed on the basis of payment made by contractors to their workers deployed at SCZCC, Nagpur.

Any rates quoted in any other manner than the above will be summarily rejected.

In case the minimum wages is revised upward as per Labour, the contractor is not entitled for revision of his service charges.

- a. I/We undertake to take responsibility of statutory liabilities such as minimum wages. P.F., ESI, Bonus etc. and will charge as per actual contribution made to concerned authorities against documentary proof and no service charges/Admin overhead will be payable on these contribution.

- b. The total amount of wages shall be calculated on the basis of number of shifts for which a security person has actually worked on the basis of wages of Security services accepted by SCZCC.

I/WE agree to keep the offer open for acceptance up to 03 months.

I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the SCZCC, Nagpur, the offer will remain open for acceptance till the next working day.

Demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ on the ----- for sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is enclosed with the technical bid as earnest money in the event of my tender being accepted.

I/We agree to furnish a security deposit as follows (here indicate the manner in which security is deemed to be furnished).

I/We do hereby declare that the entries made in the tender and appendixes/schedules attached with Technical Bid are true and also that we shall be bound by the act of my/our duly constituted attorney, Shri \_\_\_\_\_ whose signature are appended hereto in the space as specified for the purpose and of any other person who in future may be appointed by me/us his stead to carry on the business of the concern whether any intimation of such charge is given to SCZCC, Nagpur, or not

Yours faithfully,

( \_\_\_\_\_ )  
Signature of Tenderer  
(Capacity in which signing)

Date:

Place:

Signature:

Name of the authority \_\_\_\_\_ Contact No: \_\_\_\_\_

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**(To reach on or before date of bid opening)**

To  
The Director  
SCZCC,  
Nagpur

Sub: Authorization for attending bid opening on \_\_\_\_\_  
(date) in the Tender for provision of Security Services to SCZCC,  
Nagpur.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_  
(Bidder) in order of preference given below:

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
I		
II		

- 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.*
- 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not re*



**E-PAYMENT MANDATE FORM**

To  
The Director  
SCZCC,  
Nagpur

Sir,

Kindly pay any amount due to me /us to our Bank Account as detailed below either by Electronic Clearance / Electronic Fund Transfer mode and the payments shall continue to be made in my/our below mentioned account till a change is requested by me/us. The Service Charges, if any, levied by the bank will be borne by me/us. We also declare that the particulars given below are correct and complete. If the transaction is delayed or not effected at all for incomplete information, I /we would not hold SCZCC, Nagpur, responsible.

<b>Sr. No.</b>	<b>Item Description</b>	<b>Details</b>
1.	Name of the bidder / Company / firm	
2.	Name of the Bank	
3.	Name of the Branch :	
4.	Branch Code :	
5.	Branch IFSC Code :	
6.	Type of account :	
7.	Account No. :	
8.	Bank Telephone No. with code :	
9.	Bank Branch address:	

Place:

Name & Signature of the Agency with seal

Date: