



Centre for Development of Advanced Computing (C-DAC)
A Scientific Society of Ministry of Communications & Information Technology
Government of India
Innovation Park, Panchavati, Pashan
Pune-411008
<http://www.cdac.in>

Tender for Providing Security Services at C-DAC Pune.

Tender No: CDACP/Admin/Security/2019/264

date:3rd July, 2019

C-DAC invites on-line bids from eligible bidders for providing Security Services at their premises at Pune.

Prospective Bidders may download the Tender Document from C-DAC's website (www.cdac.in) / <https://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given in the Tender Document, along with a document fee of Rs.1500/- (non-refundable) by Demand Draft favouring C-DAC, Pune payable at Pune.

Instruction for Online Bid Submission:

Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

Assistance To Bidders:

Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk on :- 0120-4200 462, 0120-4001 002, 0120-4001 005, 0120-6277 787

e-mail for Technical – support: eproc@nic.in

Bidders may please note that bids in hard form will not be accepted.



Tender Schedule

Tender No CDACP/Admin/Security/2019/264, dated 3rd July, 2019

Name and Address of the Organization	Centre for Development of Advanced Computing, S. No. 34/B/1, Innovation Park, Panchavati Pashan, PUNE 411008. e-mail: mmg@cdac.in
Date of Release of Tender	3 rd July, 2019
Last date of Uploading / Submission of bids	18 th July, 2019 1500 Hrs
Date of Opening of Technical bids	19 th July, 2019, 1500 Hrs
Place of opening of technical bids	C-DAC, Innovation Park, Pashan Pune 411008.



Section – I: Invitation for Bids (IFB)

1. Introduction:

Centre for Development of Advanced Computing (C-DAC) is a scientific society of Department of Electronics and Information Technology under the administrative control of Ministry of Communications & Information Technology, Government of India. C-DAC invites online bids from eligible bidders for providing Ex-servicemen security supervisors and Security Guards services at Pune as per Schedule of Requirements (Section IV).

2. Contact information:

Interested parties will be provided with an opportunity to inspect the premises at the address mentioned above during 1000 hrs and 1700 hrs from 4th July, 2019 to 17th July, 2019. C-DAC's Administration department may be contacted at the below given phone numbers for organizing the same.

Sh. Shriniwas Pownikar - Joint Director (Admin)

Mobile No: 9422530584

3. Two bid System (On-line)

The two bid system will be followed for this tender. In this system bidder must submit their offer in separate e-packets – online as explained below:

- **E-packet No. 1: "Technical Bid" shall contain: (in pdf format – online)**
 - a. Scanned copy of the Demand Draft towards tender fee of Rs.1500/- (Rupees One Thousand Five Hundred Only) drawn in favour of C-DAC payable at Pune. (The DD must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender)
 - b. Scanned copy of Demand draft towards Earnest Money Deposit of INR Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) drawn in favour of C-DAC payable at Pune. (The Demand Draft must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender).
 - c. Covering letter as per **Annexure – A** of this document.
 - d. Authority Letter as per **Annexure – B** of this document.
 - e. Duly filled Bid with proper seal and signature of authorised person (with name, designation & contact no.) (on-line in pdf formats only).
 - f. Copy of certificate of incorporation, Partnership deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.
 - g. Copies of certificates towards registration under labour laws, GST, Shops and Establishment Acts, Income Tax (PAN) issued by competent authority.
 - h. Copies of registration with Regional Provident Fund Office, ESIC Office and Police Commissioner office Pune
 - i. Copies of at least two agreements / contracts/ works orders(either completed or in force) in the name of bidder for providing 7 or more Ex-servicemen Security Supervisors and 100 Security Guards in last two years. Also attach signed and scanned copy of cliental list for our reference purpose.



- j. Copies of agreements with Govt. Departments / Public sectors undertaking / IT organizations in last two years.
- k. The copy of audited balance sheet for the financial year 2016-17 and 2017-2018 indicating the annual sales turnover or the certificate from the Chartered Accountant to this effect.
- l. Copy of certificate/s/document/s proving that firm/agency/company is having its registered / corporate / head office in Pune.
- m. Copy of breakup of minimum wages per month as per central government notification, including all statutory dues to each category of workmen like security Supervisors(Highly Skilled) and Security Guards (Skilled).
- n. Copy of PSARA licence as per provisions of the Private Security Agencies (Regulation) Act 2005, (A Central Act 29 of 2005) [PSARA 2005] and Rules made by the State of Maharashtra.
- o.** Other documents necessary in support of eligibility criteria.

Note: C-DAC reserves the right to reject the bid if any of the above listed document/s is not submitted.

- **E-packet - 2: "Commercial Bid "shall contain the Price Bid in in the prescribed format(xls file).**

The Tender Fee and EMD MUST be submitted in person or through post/ courier at the address mentioned at para 4 above on or before the last date of submission of bids. (C-DAC shall not be responsible for any postal delays or any other reason for not submitting the Tender Fees + EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the Due Date and Time. The representatives (maximum two) of bidders are welcome to attend the opening of the technical bids that are submitted online.

In case bidder requires any clarifications / information, they may contact C-DAC address given in Tender Schedule.

Note: Please do not upload "Commercial Bid" (prices quoted) in the technical bid packet. If the price quoted is uploaded in the technical bid packet, the bid will be rejected at the sole discretion of C-DAC.

4. Opening of commercial bids

Commercial bids of the qualified bidders only will be opened, in the presence of the bidders or their authorized representative of the bidders, who choose to attend, at the **time place and date** to be informed later.

The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

The bidder's name, bid prices, discounts and other appropriate details will be announced at the time of the opening of the commercial bids.

(End of Section - I)



Section – II: Instructions to Bidder (ITB)

1. Duration:

The security services comprising Security Guards and Ex-servicemen Security Supervisors, should be provided initially for a period of one year from the date of contract/ agreement. It may be extended further for the period up to two years depending upon the performance of services.

2. Order Placements:

The Supply Order(s) shall be released by:

Centre for Development of Advanced Computing (C-DAC)
S. No. 34/B/1, Innovation Park, Panchavati, Pashan,
Pune 411008, Maharashtra, INDIA

The payments shall be released by:

Centre for Development of Advanced Computing (C-DAC)
S. No. 34/B/1, Innovation Park, Panchavati, Pashan,
Pune 411008, Maharashtra, INDIA

3. Eligibility Criteria:

- a. The bidder should have at least two Contracts/Agreements/ Work Orders (either completed or in force) covering minimum 07 Ex-servicemen Security Supervisors and 100 Security guards in last two years, out of which at least one contract should be with Central Govt./ State Govt. / PSU / Govt. Societies.
- b. The bidder should hold valid and necessary license(s) issued by the statutory authorities for providing the manpower.
- c. The bidder should have an annual turnover of Rs.1,00,00,000/- (min) (Rs. One Crore minimum) for the financial year 2017-2018 and 2016-2017
- d. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Section – I.
- e. The bidder should have at least 5 years' experience in providing security manpower in Pune to large reputed organization including Govt. organization .
- f. The bidder must not be blacklisted by any Govt. organization/PSU/ Autonomous Institute or their contract should not have been terminated by C-DAC. A certificate or undertaking to this effect must be submitted.
- g. All other documents mentioned in Section 1 point no.3 of “Technical bid shall contain” to be submitted along with the technical bid.
- h. The bidder should have their registered/corporate/head office at Pune.
- i. The bidders should have valid registration with ESIC Pune and EPFO Pune, Police Commissioner Pune and other required statutory bodies.
- j. The bidder should have their valid salary operating account in a branch in Pune of any nationalized/scheduled/Cooperative bank.
- k. The bidder/agency should be in possession of License under PSARA i.e. The private security agencies(Regulation)Act.2005 and the rules made by the Maharashtra State.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. C-DAC reserves the right to reject any bid not fulfilling the eligibility criteria.



4. Exemptions:

If in the view of bidder, any exemption / relaxation are applicable to them from any of the eligibility requirements, under any Rules / process/ Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/ process/ Guidelines/ Directives. In this case the bidder must submit necessary and sufficient and valid documents along with the technical bid, in support of his claim. The decision about granting the exemption/ relaxation will be taken by Admin. Dept. of C-DAC.

The bidders should provide sufficient documentary evidence to support the eligibility criteria. C-DAC reserves the right to reject any bid not fulfilling the eligibility criteria

5. Amendment to Bidding Documents

At any time prior to the deadline for submission of bids, C-DAC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media. The Corrigendum Notice shall also be available on our web site. The amendments/ modifications will be binding on the bidders.

C-DAC at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

6. Preparation of Bids

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/add/delete/correct the clauses mentioned in the entire tender document.

7. Earnest Money Deposit (EMD)

- a. The Earnest Money Deposit (EMD) shall be submitted along with the technical bid. The EMD is required to be in the form of Demand Draft in favour of C-DAC payable at Pune, India, for an amount of INR 1,50,000/- (Rupees One Lakh Fifty Thousand Only).
- b. The Indian bidders registered with National Small Industries Corporation are exempted from payment of EMD. In this case the bidders must submit the copy of NSIC registration certificate valid till the date of completion of all obligations/ responsibilities of both parties.
- c. The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- d. The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of commercial bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit (Refer Clause 5 of Section III). However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- e. The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.
- f. The EMD may be forfeited:
 - i. If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - ii. In case a successful bidder, fails to furnish the Security Deposit as stipulated in this document.



If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

8. Period of validity of bids

- a. Bids shall be valid for minimum 90 days from the date of submission. A bid valid for a shorter period shall stand rejected.
- b. C-DAC may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

9. Submission of Bids

The Bid documents shall be neatly arranged in pdf format. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

10. Deadline for Submission of Bids

- a. Bids must be received by C-DAC before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids, being declared as a holiday for C-DAC the bid-closing deadline will stand extended to the next working day up to the same time.
- b. C-DAC may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

11. Late Bids

Any bid inadvertently received by C-DAC after the deadline for submission of bids, will not be accepted. C-DAC shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

12. Bid Opening & Evaluation of Bids

The bids will be examined based on eligibility criteria stipulated at Para 3 of Section – II and stipulated tender requirements to shortlist the eligible bidders. However, C-DAC may also seek feedback from bidder's client for evaluating and short-listing the bidders. In case of any adverse feedback from bidder's client, C-DAC reserves the right to reject their bid.

The bidders whose bid is found to meet the requirements as specified above will qualify for opening of the commercial bid and will be informed about the date and time of the opening of the commercial bid.

The bids shall be evaluated by the duly constituted Bid Evaluation Committee (BEC). The BEC shall be empowered to take appropriate decisions on minor deviations, if any.

The bidder's name, bid prices, discounts and such other details considered as appropriate by C-DAC, will be announced at the time of opening of the commercial bids.

13. Comparison of Bids

- a. Only the short-listed bids from the bid evaluation shall be considered for commercial comparison.
- b. The commercial bids will be compared on the basis of service charges quoted.



14. Award of Contract

- a. C-DAC shall award the contract to the eligible bidder whose bid has been accepted and determined as the lowest evaluated commercial bid. However, C-DAC reserves the right and has sole discretion to reject the lowest evaluated bid.
- b. If more than one bidder happens to quote the same lowest price, C-DAC reserves the right to award the contract to the bidder having larger annual turnover for the year 2017-2018.

15. Purchaser's Right to amend / cancel

C-DAC reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, etc.

C-DAC reserves the right to cancel the entire tender without assigning any reasons there for.

16. Corrupt or Fraudulent Practices.

It is expected that the bidders who wish to bid for this project have highest standards of ethics.

C-DAC will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;

C-DAC may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

17. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Director General, C-DAC shall be final and binding on all parties.

(End of Section – II)



Section III: Special Conditions of Contract(SCC)

1. Prices

1.1 The bidders must quote the management charges in percent of monthly billing amount (Monthly billing by way of salary offered in, social security payments, taxers duties for providing security services).

1.2 The service charges quoted shall be considered firm and no escalation will be permitted during the validity period of the contract /agreement.

1.3 Bidder must quote in INR only.

2. Taxes & Duties:

The bidder must mention clearly the applicable taxes & duties, as on date of submission of bids. In case of change in statutory rates of taxes & duties, the same as applicable on the date of providing of services will be paid.

3. Security Deposit (SD):

The Contractor shall provide a Bank Guarantee equivalent to one month wage bill, within 15 days from the date of signing the agreement. The Bank Guarantee will be valid for the contract period plus two months which shall be used in case Contractor fails to pay its staff or in case of violation of any of the terms and conditions of the contract or in case of any default. It shall be renewed from time to time as per the further renewals / amendment of the contract (if any).

4. Payments:

The payment will be made on monthly basis. The service provider should raise the invoice towards services provided by him at the end of every month.

The successful service provider shall submit their bills, in duplicate to the Office of Joint Director (Admin), along with the service reports duly endorsed by the Administration Department. Also along with the bills Service Report, the attendance sheet of employees, PF remittance form for previous month, ESI form for previous month, Service Tax remittance challan for previous month/quarter, Profession tax monthly return forms should be attached. Payment will be made within 45 days after receipt of the bill.

5. All payments are subject to statutory deductions, wherever applicable. TDS certificate will be issued by C-DAC where tax is deducted at source.

6. Penalty for unsatisfactory Services

If in view of C-DAC the services provided are not satisfactory or not up to the mark. C-DAC will issue the notice in writing to the contractor, seeking explanation and/ or giving reasonable time for rectification/ improvement. If the services are not improved or the improvements are not to the satisfaction of C-DAC, C-DAC reserves the right to levy penalty @ of 1% of annual service charges for each such notice.

CDAC reserves the right to cancel the contract in case the number of notices issued in a year exceed 3 or the total penalty imposed is more than 5 % of contract value.



The delay in improvements or any flaw in rendering services to C-DAC that is not attributed to Contractor viz. site preparation/ condition, arranging of material and the conditions arising out of Force Majeure will not be considered for the purpose of calculating penalties

7. Legal:

For all intents and purposes, the successful bidder shall be the “employer” within the meaning of different legislations in respect of manpower so employed and deployed at C-DAC for contractual services.

8. Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to Pune jurisdiction only.

9. Force Majeure:

C-DAC may consider relaxing the penalty and delivery requirements, as specified in this document under clause 4 of Section -III, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

10. Arbitration:

All disputes/claims of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc under this Contract, shall be referred by either party (C-DAC or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute to the Sole Arbitrator appointed by C-DAC. The venue for arbitration shall be at Pune. The arbitration proceedings shall be conducting in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

11. Termination:

If services are found to be unsatisfactory or if C-DAC is satisfied that the services are not satisfactory as per orders, C-DAC shall be at liberty to terminate the contract agreement with immediate effect. The decision of C-DAC in this regard is final and binding on the contractor/service provider. C-DAC as its sole discretion can terminate the contract without assigning any reason whatsoever by giving 30 days notice to the contractor/service provider.

If at any time during currency of the contract, C-DAC finds that

The Contractor's/service provider's services are found unsatisfactory,
OR

The Contractor's/service provider is involved in incorrect billing; C-DAC will be at liberty to obtain the services covered under this contract from alternative source (s) at the contractor's/service provider's risk and costs.

If any change takes place, C-DAC may, at its sole discretion, terminate the contract arrangement on such notice as C-DAC deems fit except when such change is accepted by C-DAC for the purpose of fulfilment of the accepted tender.

12. Indemnity:

Selected bidder shall save and indemnify and hold harmless C-DAC from any third party Govt. Claims, losses penalties, if any, arising in connection with this Contract/ agreement.



13. Assignment:

Selected bidder/ Party shall not assign, delegate or otherwise deal with any of its rights or obligation under this Contract without prior written permission of C-DAC.

14. Severability:

If any provision of this Contract is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

(End of Section – III)



Section – IV: Scope of Services

Part – I : Responsibilities of the Contractor:

1. The selected agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. C-DAC, shall in no way, be responsible for settlement of such issues whatsoever C-DAC shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation. In case C-DAC has to make any compensation/payment to any person deployed by selected agency, it shall be liable to reimburse to C-DAC such amount and all the expenses incurred by it in defending the case filed against regard. The selected agency shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
2. The selected agency shall provide a substitute well in advance if there any probability of person leaving the job due to his/her own personal reasons.
3. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular/confirmed employees of C-DAC, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not absorption in the regular/otherwise capacity in C-DAC. The Contractor should communicate the above to all the manpower deployed in C-DAC by the contractor.
4. The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government. The bidder will maintain proper record as required under the Law/Acts. Any increase in minimum wages by Central Government will be given along with ESI and PF as applicable.
5. The selected agency shall maintain all records/registers required to be maintained by him under various laws including those mentioned above and produce the same before the Statutory Authorities whenever required.

These shall among other things include the following:

- Muster Roll
 - Register of Wages
 - Register of Deductions
 - Register of Fines
 - Wage Slip
 - Register of Advances
6. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at C-DAC.
 7. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to C-DAC & income Tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
 8. In case, the service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof C-DAC is put to any loss/obligation, monetary or otherwise, C-DAC will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
 9. In case of any untoward incident, a joint enquiry will be conducted and decision arrived at shall be final and binding on both the parties.
 10. The agency shall **alone be liable** to pay compensation for any damage/death/injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work/duty at the centres during the contract period. The agency is fully responsible for such eventualities and he should indemnify C-DAC against any claim in this regards.



11. The selected agency has to exercise utmost vigil in the performance of duties. Any loss or damage caused by negligence on the part of the staff deployed shall have to be reimbursed by the bidder. Once it is established that the loss is because of lapse(s) on the part of the staff deployed, the successful bidder shall pay within 15 days, the purchase price or the market value of the lost/stolen article/property whichever is higher. In the event of failure to pay such amount the same will be recovered from the amount due to the successful bidder.
12. The Contractor shall be responsible for the entire criminal, civil, liabilities arising during the contract period by any of his/his employees' acts or omissions and he should indemnify C-DAC from such implication/eventualities/happenings.
13. The selected agency will indemnify C-DAC from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.

Part – II: General Requirements:

- 1.** The validity of contract will be initially for 1 year from the date of contract / agreement and it may be extended further for the period up to two years depending upon the performance of services.
2. The decision taken by C-DAC regarding fitness of workers shall be final and will be binding on the successful tenderer/bidder.
3. The successful bidder will abide by the provisions of Minimum Wages Act of central Govt.
4. Payment of PF: The service provider should deduct the Provident fund as per applicable rules, from salary of each person employed by him on minimum basic and deposit the employee and employer contribution to the PF account of employee in PF office. Copy of challan towards depositing the PF should be submitted to C-DAC office every month.
5. The service provider should deposit the salary of staff members to their bank account on or before 7th of every succeeding month and copy of acknowledgement received should be submitted to C-DAC. Staff members not having bank accounts should get salary by account payee cheque.
6. Bills including service charges and statutory deductions should be submitted to C-DAC for further processing.
7. Attendance: Attendance register in the prescribed format shall be maintained by service provider and kept at both the buildings (C-DAC Main bldg and Innovation Park bldg).
8. Persons employed by the service provider should mark their daily attendance (IN and OUT time) in the register.
9. Attendance/leave marked in the register should be considered for calculation of salary at the end of the month and for rising of service bill on C-DAC.
10. The rates quoted in the tender should be inclusive of all taxes, duties & levies applicable on the last date of receipt of the tenders. In case any additional tax / duties are levied subsequently or if the percentage of tax / duty is increased, then C-DAC will reimburse the additional component of the taxes / duties to the service provider on submitting satisfactory documentary evidence to prove that the tax is actually paid by the service provider to the respective Govt. agencies. The necessary deductions on account of Income Tax, service tax etc. will be deducted at source, if applicable as per Govt. rules from the bills submitted by the service provider and necessary TDS certificates will be issued.
11. Insurance coverage to be done by the service provider.
12. Service provider should provide 2 sets of uniforms for the Security Supervisors and Security Guards deputed in C-DAC, at his own cost. The uniform charges should not be deducted/recovered from the Supervisors/Guards deployed.
13. In order to ensure that the fulfilment of statutory obligations, service provider shall ensure that the payment of minimum Wages to the workmen of the service provider is made in the presence of a representative nominated by C-DAC.
14. The service provider shall issue the identity cards to his workmen on his own cost and shall be duly intimating in writing the caretaking cell as and when there is any change.



15. The service provider shall ensure to provide an alternate manpower or replace with a qualified standby in case any of the regular staff deployed is absent or on leave for more than 3 days.
16. The Service provider shall be responsible for the safety of all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good of any loss to the same if damaged during the execution of their duties which shall be recoverable from his monthly bill or other dues payable to the contractor by the company.
17. The Monthly bills for the service shall be submitted by the service provider based on the manpower services as provided during the month before 5th of every month and the same will be settled by CDAC within 45 days.
18. The service provider should deploy the security personnel after screening from Administration department, C-DAC, Pune.
19. The Contractor shall ensure that the Security Personnel deployed by him behave decently and do not indulge themselves in any such activities, which are unbecoming on the part of a person working in the Government Office.
20. The service provider shall be responsible for the good conduct and behaviour of his employees. If any employee of the Service provider is found misbehaving with the supervisory staff or any other staff member/ student of the Centre, the Service provider shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Joint Director(Admin) or any other Officer designated by the Executive Director, C-DAC, Pune. The Service provider shall issue necessary instructions to its employees to act upon the instructions given by the supervisory Staff of the Centre.
21. The service provider shall provide the following Labour for Executing the job for six days in a week with Sunday and National Holidays being an off:

Security Supervisors (Ex-Serviceman) : C-DAC, Pune 07 Nos

Security Guards (Male & Female) : C-DAC, Pune 43 Nos

No. of Security supervisors and Security Guards may be increased or decreased as per requirement of C-DAC.

22. The security supervisors and Security Guards provided by the service provider should be able to communicate in Marathi & English / Hindi)
23. The Security supervisors and Security Guards shall be deployed by the Service provider on all the seven days in a week and shall work in three shifts.
24. The employees provided by service provider shall work under the supervision of a Designated Responsible Member (DRM) from C-DAC and shall follow the instructions given by this DRM.

Part – III: Scope of Work:

1. The Contractor's normal jobs are defined as per Appendix "A", "SCHEDULE OF SERVICE".
2. The contractor shall be responsible for the good conduct and behavior of their employees. If any employee of the Contractor is found misbehaving with the supervisory staff or any other staff member/ student of the Centre, the Contractor shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Joint Director (Admin) or any other Officer designated by the Director, C-DAC, Pune. The Contractor shall issue necessary instruction to its employees to act upon the instructions given by the supervisory Staff of the Centre.



3. The Contractor and its staff shall take proper and reasonable precautions to preserve from loss, deduction, waste or misuse the areas of responsibility given to them by the Centre and shall not knowingly lend to any person or company any of the effects or assets of the Centre under its control.
 - (a) In the event of any loss being caused to the Centre on account of negligence/derelection of duties by the Contractor or Contractor's employee that shall be established after a joint inquiry comprising of the representative of the Centre and the Contractor, the Centre should get the same from the Contractor, up to the value recovered from the Contractor's current Insurance cover.
 - (b) The Contractor will be held responsible for the damages/sabotage caused to the property of the Centre due to any events of force major.
4. The contractor shall take day-to-day instructions from the Security Officer/ or his Deputy in his absence, of the Centre.
5. The employees of the Contractor shall be of good character and of sound health and shall be not more than 60 years of age. The Centre will have liberty to change this ratio by giving one month's prior notice, should the Centre will have liberty to increase/decrease the total number of manpower by giving at least two weeks notice to the Contractor.
6. The contractor shall maintain a complaint Book which will be made available to the Supervisory/DRM staff of the Centre.
7. The manpower proposed to be deployed by the Contractor shall be subject to screening by the Centre, to ascertain their antecedents, suitability and skills. Before deploying a person in the Centre the contractor shall furnish complete particulars and obtain written approval of the designated officer of the Centre. The Centre reserves the right to interview the person(s), if considered necessary, before giving approval.
8. Centre reserves the right to ask and require the contractor to remove any person deployed by the Contractor, without assigning any reason/notice.
9. The Contractor shall supply trained manpower. The Contractor shall also undertake at his own expense in consultation with the Centre, a continual updating of skills and procedure to be followed by the Security Staff provided to the Centre by organizing suitable training schedules for them. The Fire Fighting & Security training (Fire Drill) shall be carried out every 6 months. The Contractor shall also provide a tentative schedule/ plan for training its staff for one year. A proper record of the training of its staff shall be maintained by the Contractor. The Contractor will also include the training and updating skills of permanent Security Staff of Centre in consultation with the Security Officer of the Centre at no additional expense to the Centre. The Centre agrees to provide Space/Lecture Hall for such a training programme. The manpower supplied by the Contractor shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the Centre. In case of an outbreak of fire they should be able to undertake fire-fighting operations. The Staff Selected for



deployment will compulsorily undergo ON-SITE Training for at least 03 days under Contractors arrangements and expense.

10. The contractor shall supply uniforms (all weather) for Security Supervisors and Security Guards with nameplates and two pairs to the persons engaged by him. The Centre shall not allow Security Supervisors and Security Guards of the Contractor to work inside the Centre without the uniform except in cases where in specifically asked for. If during the period of contract the uniform is torn out, it shall be the responsibility of the Contractor to supply another uniform to the persons and he should ensure that the persons wear them while they are on duty in the Centre. The Contractor shall get the identity card of each employee checked by the Supervisory Officer/DRM of the Centre.
11. The Security Supervisors and Security Guards shall be required to work on a **three shifts** basis. No Security Supervisor and Security Guard will be allowed to perform duty in 2 shifts on a continuous duty on any day, he will not be allowed payment for the same and necessary deductions. The employee of the contractor shall work for maximum permissible days in a month or as specified by Labour Laws.
12. The Contractor will get all the staff supplied, verified of their antecedents, through Police verification and a certificate to this effect be furnished by the Contractor to the Centre before deployment of the staff. The contractor should maintain proper record/documents of the same.
13. C-DAC shall have a proper system of checking the security supervisors on duty, day and nights for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. Daily report to be submitted to the Supervisory Officer/DRM of deputed staff.

(End of Section – IV)

Section – V: Price Schedule

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Item Wise BOQ

Tender Inviting Authority: Centre for Development of Advanced Computing, Innovation Park, Pashan, Pune - 411008

Name of Work: Providing Security Services at C-DAC Pune

Contract No: CDACP/Admin/Security/2019/264

Name of the Bidder/ Bidding Firm / Company, Address, Contact details, e-mail:		
<u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)		
Sr. No	Description	Service charges in %
1	2	3
1	Service charges for providing Security Services as per Technical Bid:	
1.01	Service Charges as percentage of billing amount	
1.02	GST - percent of billing amount including service charges	

(End of Section – V)

ANNEXURE – A: COVERING LETTER

Date:

To:

Executive Director

Centre for Development of Advanced Computing (C-DAC)

Innovation Park, Panchavati, Pashan Road,

Pune - 411008 Maharashtra, INDIA

Subject: Submission of bid for providing Security Services

Dear Sir,

- a) We, the undersigned, offer to provide the Security services in response to your Tender No **CDACP/Admin/Security/2019/264** dated 3rd July, 2019.
- b) We undertake, if our proposal is accepted, to submit a Bank Guarantee for an amount as per terms stipulated in the tender.
- c) We hereby certify that my/ our firm has not been disqualified and / or blacklisted by any Office/ Department/ Undertaking of the State Government / Central Govt. of India, PSU/ Autonomous Body of Government of India, at the time of submission of this bid. Also our contract is not terminated in the past by C-DAC.
- d) We undertake that we will not change the name of our firm/agency/company at least one year from date of award of contract.
- e) We undertake that we will abide by all the terms and conditions of the tender document, including corrigenda.
- f) The undersigned is authorized to sign this bid document.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Place:

ANNEXURE – B: Authority Letter

Date:

To:

The Director General,
Centre for Development of Advanced Computing (C-DAC)
Innovation Park, Panchavati, Pashan Road,
Pune - 411008 Maharashtra, INDIA

Subject: Authority Letter

Reference: Tender No **CDACP/Admin/Security/2019/264**, dated 3rd July, 2019

Dear Sir,

We, M/s _____ (Name of the bidder) having registered office at _____
(address of the bidder) herewith submit our bid against the said tender document.

Mr./Ms. _____ (Name and designation of the signatory), whose signature is appended below, is
authorized to sign and submit the bid documents on our behalf against said RFP

Specimen Signature:

The undersigned is authorised to issue such authorisation on behalf of us.

For M/s _____ (Name of the bidder)

Signature and company seal

Name

Designation

Email

Mobile No.

(End of Document)