For and on behalf of the Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harilal Sar, Madhuban (Deoghar) Jharkhand- 815353 sealed Technical & Financial bids are invited from reputed manpower agencies for hiring of Security Personnel (02 unarmed guard) for the year 2019-2020 (w.e.f May 2019 to April 2020). Technical & Financial Bids should be submitted in separate envelopes. Bid will be opened on 14.03.2019 at 4.00 PM in the Office Premises.

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<th>Description</th>
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<td>2% of Contract amount for one year.</td>
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Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harilal Sar, Madhuban (Deoghar) Jharkhand- 815353

The tender documents may be downloaded from website (www.csb.gov.in) and its cost amounting to Rs 500.00 (non refundable) shall be remitted through RTGS to BSM&TC, MADHUPUR through SBI current Ac no.11159045064 IFSC code : SBIN0003033. The receipt of RTGS payment & UTR Number should be enclosed along with Financial Bid by bidder, otherwise it will not be accepted.
INVITATION TO BID

1. Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Haridar, Madhumpr (Deoghar) Jharkhand- 815353 invites quotation/tender completed in all respects from qualified registered licensed manpower agencies for providing Security Service for Watch & Ward works in two shifts of eight hours each. The contract will be for a period of one year.

Last date for submission of Bid : 14.03.2019 upto 02.00 PM
Date of Opening : 14.03.2019 04.00 PM

2. The tender document (complete) may be obtained from the E-mail : bsmctemad.csbcnic.in or website (www.csb.gov.in) and its cost amounting to Rs. 1000.00 (non refundable) shall be remitted through RTGS to BSM&TC, MADIHPUR through SBI current A/c no.11159045064 IFSC code : SHIN0003033. The receipt of RTGS payment & UTR Number should be enclosed along with Financial Bid by the bidder, otherwise it will not be accepted.

3. The quotations/tenders shall be duly filled in and signed by the bidder and shall be addressed in sealed cover to the Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Haridar, Madhumpr (Deoghar) Jharkhand- 815353 so as to reach on or before 14.03.2019 upto 02.00 PM the date and time specified above. All the quotation/tenders must be accompanied with EMD of appropriate value by receipt of RTGS payment and UTR no. The EMD amount shall be remitted through RTGS to BSM&TC, MADIHPUR through SBI current A/c no.11159045064 IFSC code : SHIN0003033. The receipt of RTGS payment & UTR Number should be enclosed along with Financial Bid by bidder, otherwise it will not be acceptable.

4. The quotation will be opened by a committee on the date and time specified above in the presence of bidder or bidders representatives who choose to attend at Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Haridar, Madhumpr (Deoghar) Jharkhand- 815353

5. The rates quoted in the quotations/tenders shall remain valid for a period of 01 (one) year.

6. The quotation which are not accompanied with requisite EMD indicated above will be rejected.

7. The bidding documents are not transferable.

8. The rate of wage will be as per latest central labour commissioner circular for security guard without arms for C region.

9. Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Haridar, Madhumpr (Deoghar) Jharkhand- 815353 reserves the right to accept or
reject any tender or all the tender either in full or in part without assigning any reason whatsoever therefore. The decision of Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harilalpur, Madhubani (Deoghar) Jharkhand-815353 is final and binding on the agencies and no correspondence will be entertained from any party in this regard.

10. Bidders attention please- In the communication dated 17-09-2014 issued by the Ministry of Commerce & Industry, Department of Commerce, while upholding the OM dated 28-01-2014 issued by the Department of Expenditure, Ministry of Finance have indicated that quotations offered over and above the minimum wages of the Central/State Government pertaining to service Charges/Administrative Charges quoted by the bidder necessarily has to be over and above zero percent. Zero percent includes all derivates of Zero upto 0.9999[1%] and thereof. Further, it is also indicated that the said clause has to be mentioned in the bid document itself that “if the firm quotes “Nil” consideration, the bid shall be treated as unresponsive and will not be considered.
INSTRUCTION TO BIDDERS

1.0 INTRODUCTION

BSM&TC, Central Silk Board, Ananad Ashram, C.R.Mitra Road, Harlitar, Madhubpur (Deoghar) Jharkhand- 815353 is functioning under Ministry of Textiles, Govt. of India and is a Premier Central Government Organization. It is located at the address as below:

BSM&TC, Central Silk Board, Ananad Ashram, C.R.Mitra Road, Harlitar, Madhubpur (Deoghar) Jharkhand- 815353

1.1 The date stipulated in the tender notice regarding issue of application schedules are firm. Under no circumstances they will be relaxed unless officially extended.

1.2 The EMD shall be deposited / remitted separate through RTGS to BSM&TC MADHUPUR through SBI current A/c no. 11159045064 IFSC code : SBIB0003033. The receipt of RTGS payment & UTR Number should be enclosed along with Financial Bid by the bidder, otherwise it will not accepted.

1.3 10% of the contract value shall be the Security Deposit. The same shall be remitted through RTGS to BSM&TC, MADHUPUR through SBI current A/c no. 11159045064 IFSC code : SBIB0003033. The receipt of RTGS payment & UTR Number should be submitted before entering into agreement with the successful bidder. All bidders are expected to read the tender document containing qualifying conditions and participate in the tender process before quoting/responding to the bid. The Security Deposit will be released after satisfactory completion of contract. It does not carry any interest.

1.4 THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.R.Mitra Road, Harlitar, Madhubpur (Deoghar) Jharkhand- 815353 reserves the right to accept or reject any or all tenders without assigning any reasons therefore.

[Signature]

Scientist C

[Stamp]
Schedule (3.5 OF GUIDELINE OF THE Tender Document)

Schedule of work for the Security Service Contract at THE Scientist C, BSM&TC, Central Silk Board, Anand Ashram, C.B.Mitra Road, Harlahar, Madhuban (Deoghar) Jharkhand- 815353

(To be filled by the CSB Unit)

Security arrangements by the Agency as detailed below:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Type of Security Personnel</th>
<th>Number of person</th>
<th>Place of posting (Security points)</th>
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<tbody>
<tr>
<td>I</td>
<td>Security Guards</td>
<td>2) Unarmed guard</td>
<td>BSM&amp;TC, Central Silk Board, Anand Ashram, C.B.Mitra Road, Harlahar, Madhuban (Deoghar) Jharkhand- 815353</td>
</tr>
<tr>
<td></td>
<td>(Trained &amp; efficient guards)</td>
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<td></td>
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Total - 92 (Two)
For and on behalf of the Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 sealed Technical & Financial bids are invited from reputed manpower agencies for hiring of Security Personnel (02 unarmed guard) for the year 2019-2020 (w.e.f May 2019 to April 2020). Technical & Financial Bids should by submitted in separate envelops. Bid will be opened on 14.03.2019 at 4.00 PM in the Office Premises.

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Last date for submission of Bid : 14.03.2019 upto 02.00 PM  
Date of Opening : 14.03.2019 04.00 PM  
Earnest money Deposit : 2% of the quoted /contact amount of one year

2. Interested manpower agencies may downloaded the tender paper from website(www.csb.gov.in) and its cost amounting to Rs.500.00 (non refundable) shall be remitted through RTGS to BSM&TC, MADHUPUR through SBI current A/c no.11159045064 IFSC code : SBIN0003033. The receipt of RTGS payment & UTR Number should be enclosed alongwith Financial Bid by the bidder, otherwise it will not accepted.

3. The quotations/tenders shall be duly filled in and signed by the bidder and shall be addressed in sealed cover to the Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 so as to reach on or before 14.03.2019 upto 02.00 PM the date and time specified above. All the quotation/tenders must be accompanied with EMD of appropriate value by receipt of RTGS payment and UTR no. The EMD amount shall be remitted through RTGS to BSM&TC, MADHUPUR through SBI current A/c no.11159045064 IFSC code : SBIN0003033. The receipt of RTGS payment & UTR Number should be enclosed alongwith Financial Bid by bidder, otherwise it will not be acceptable.

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5. The rates quoted in the quotations /tenders shall remain valid for a period of 01 (one) year.

6. The quotation which are not accompanied with requisite EMD indicated above will be rejected.

7. The bidding documents are not trasferable .

8. The rate of wage will be as per latest central labour commissioner circular for security guard without arms for C region.

9. Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 reserves the right to accept or
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Scientist ‘C’
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<tr>
<td>8</td>
<td>Bid letter from contractor</td>
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Scientist - C
2.0 TERMS AND CONDITIONS OF THE CONTRACT

2.1 The Contractor/Agency shall provide trained & well disciplined security for eight hours shift basis. He/Agency shall deploy an effective strength of 02 Security Guards wherever applicable every day. The total No. of Security Guards, Head Guards, Supervisors, Sweeper, plumber may vary depending on the location(s) and from time to time.

2.2 The contractor/Agency should have minimum five years (05) of experience in providing security services and should have experience in providing services in Central and State organizations/Public Sector undertaking for a minimum period of 3 years. He should have on his rolls sufficient number of efficient security personnel to meet the requirement of CSB.

2.3 The Contractor/Agency should provide the Agencies’/His annual turnover from Security Services (Rs.200 lakhs) supported by documents.

2.4 The contractor/Agency should be in a position to deploy very efficient Security Guards to manage the security issues duly supervised by Ex-service men as specified by the CSB through posting the security personnel in such a manner so as to ensure, attending to the following:-

(a) Every aspect of the security, personal security, prevention of unauthorized movement of the goods/stranger avoiding damage of any kind to the unit in which service is being provided.

(b) Detection/tracing of the persons involved in theft and report the matter to the authority concerned.

(c) Movement of men, materials and machinery at all the locations of BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 as per security points.

(d) Screening and recording all incoming and outgoing persons, vehicles and materials.

(e) Verification of gate passes and visitor’s identity and check for persons visiting CSB wear a “VISITOR BADGE” and he/she should have sufficient reason to see a person of the CSB.
(f) Introducing anti-theft measures.

(g) Reporting of cases of theft to the local police and the CSB authorities and follow-up of each case.

(h) Providing escort services to men, materials and valuable, if necessary.
(i) Informing and assisting the fire brigade staff in emergency.

(j) Prevention of entry of unauthorized persons to the premises with due regard to vigilance of the entire campus during and after office hours and in staff quarters on all days.

(k) Performance of any other task assigned by the CSB in the interest of security.

(l) To provide Security for the CSB Property in areas/locations at BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlataar, Madhupur (Deoghar) Jharkhand- 815353 as and when required for.

(m) The contractor/Agency should furnish balance sheet for the past two years, so also Income Tax returns filed for the last 2 years to evaluate the credential of the Contractor/Agency.

(n) The Certificate for having providing services to Sate and Central Government Organizations.

(o) The Agency should have been recognized by Directorate General of Resettlement of Government of India (or) by the State Government.

2.5 The deployed Security personnel of the Contractor/Agency on duty may avail the facility of the departmental canteen (wherever available) on payment of charges at the rates applicable to the regular employees of the CSB.

2.6 The rate shall be quoted as below:-

a. The rates quoted should be in **“Two parts.”**

(i) consolidated sum amounting to total monthly emoluments payable to work force engaged by the Contractor in terms of agreement consisting of statutory minimum wages, as notified by the office of then Chief Labour Commissioner (Central) Ministry of Labour & Employment, New Delhi for the watch & ward security services and for those category uncovered such as Supervisors etc., to be in accordance to the Minimum Wages quoted by the respective State Government Notification as applicable on the date of submission of bid supported by the copy of the Notifications plus the rate of EPF, ESI remittance per month per worker in any circumstances the wages should be paid to
security guards as per the notification issued by the State Government under Minimum wages notification from time to time.

(ii) Any proposal for enhancement of Minimum Wages should be supported by revised Notifications issued from time to time from the same authority referred to herein.

b. Agency Commission or Service charges may be quoted per month for the services rendered by the Contractor to CSB in terms of the agreement. These charges once quoted and accepted will remain valid for the entire period of one year of the contract.

c. The above rates shall be subject to statutory deductions which may become due under the relevant clause of the agreement.

d. Income Tax/Service Tax as per the prevailing rates under relevant Acts shall be deducted at source.

2.7 A Security Deposit equivalent to 10% of Annual Contract value either in the form of Bank Guarantee or Demand Draft drawn in favour of the BSM&TC, MADHUPUR should be furnished before commencement of contract. If contract/work is awarded, it will be refunded only after satisfactory completion of contract period, without any interest thereon.

2.8 The payment will be made in consideration of due and satisfactory performance of all the services rendered by the Contractor’s work force in terms of the Agreement in the preceding month on monthly basis on receipt of the bill and claim for service charges in accordance to the minimum wages as may be admissible to the work force as indicated in para 2.6 (i) above. The said bill and the claim will be certified by a concerned officer/official of the CSB for satisfactory performance of the contract during the period.

2.9 No advance payment will be made to the contractor/agency under any circumstances.

2.10 An agreement incorporating the terms and conditions which forms part and parcel of this bid documents(s) shall be signed by the Contractor/Agency on a non-judicial stamp paper as fixed by the concerned State Govt. for execution of agreement before commencement of contract.

GUIDELINES FOR PREPARATION & SUBMISSION OF QUOTATION/BID

A. PREPARATION OF BID

3.0 The bidder is advised to visit BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 and other locations indicated in the document and examine the work requirements thoroughly and obtain for himself on his own responsibility all information that may be
necessary for furnishing required information in the bid and entering into a contract. The cost of visiting the site shall be at bidder’s own expense.

3.1 The bidder is expected to examine carefully all instruction, terms and conditions of the agreement from and bidding documents. Failure to comply with the requirements of bid submission will be at the bidders own risk. Bids which are not substantially responsive to the requirements of the bidding documents will be rejected.

3.2 To be eligible for award of contract, bidders shall provide evidence satisfactory to The Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 of their eligibility and of their capability and adequacy of resources to carryout the contract effectively. To this end, all bids submitted shall include the following information.

a. Copies of original documents.

b. Certificate of Registration of the firm under Contract Labour Act. Place of registration and principal places/business of the company or firm of partnership thereto constituting the Bidders.

c. The copies of receipts of the payments received by the party from different organizations for carrying out similar works will be preferred over other documents and certificates.

3.3 Bid from a joint venture is also acceptable.

3.4 The information furnished in the bid by the bidder and all correspondence and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language provided they are accompanied by the appropriate translation in the above stated language. For the purpose of interpretation of the bid, the English language shall prevail.

3.5 The contract shall be for the entire works (s) as shown in the schedule and unit rates and prices submitted by the bidder. The Contract is for a period of 01 year and bidder should confirm that his offer (contract) period quoted in the bid is for 1 year for evaluation.

3.6 The bidder shall fill the rates for providing security personnel and works described in the Bill of Quantities (BOQ)

3.7 All kinds of duties, taxes, Service Tax as applicable and any other Govt. levies payable by the contractor under the contract or for any other cause, shall be specified and included in the rates. Subsequent claims for any tax/duties will not be entertained, unless
there is change in the Central/State Government announcements by way of notification issued from time to time.

3.8 Bids shall remain valid and open for acceptance for a period of 120 days, extendable up to 180 days after the date of bid opening.

3.9 The bidder shall furnish, as a part of his bid, an EMD @ Two (2) percent of the total value of the contract. The EMD shall be submitted only in the form of Demand Draft/Bankers Cheque from any Nationalized Bank drawn in favour of BSM&TC, MADHUPUR. EMD in any other form other than Demand Draft/Bankers Cheque will not be accepted. Any bid not accompanied by an acceptable EMD will be rejected by THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353. EMD of unsuccessful bidders will be refunded as quickly as possible without any interest. The EMD of the successful bidder will be refunded without interest only after award of the contract. The EMD will be forfeited if a bidder withdraws or modifies his bid during the period of bid validity or in the case of a successful bidder, if he fails within the specified time limit to sign the agreement, and/or commence performance of his obligation as specified therein.

3.10 The bidder shall submit his offer only in the bid document issued to him by the THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353. The bidder may for his reference keep a copy of the bid document.

3.11 The documents shall be types or written in indelible ink and shall be signed by a person or persons duly authorized to sign the contract. Proof of providing security personnel and permission of then licensing authority to provide such security service must be produced.

3.12 All pages of the bid including where entries or amendments have been made shall be signed by the person or persons signing the bid.

3.13 The complete bid shall be without alterations interlineations or erases, except those to accord with instructions issued by the THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353. Or as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the person or persons signing the bid.

3.14 Only one bid may be submitted by each bidder. No bidder may participate in the bid of another for the same contract in any relation whatsoever.

B. SUMISSION OF BIDS
3.15 The bidder shall seal the bid documents in an envelope and this should be addressed to the

THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram,
C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353

And shall bear the following identifications over the envelop :-

a. Bid for “SECURITY WORK”
b. Reference No. of bid-----------------
c. Name and address of the bidder.

3.16 If the envelop(s) is not sealed and marked as instructed above, the bid will be rejected by THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353

3.17 The last date for receipt of bid is up to 14.03.2019 upto 02.00 PM

3.18 Bids must be received by THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 at the address specified above. Any bid received after the due date and time will be rejected.

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OPENING OF QUOTATIONS/TENDERS AND AWARD OF THE CONTRACT

A. OPENING OF QUOTATIONS/BIDS

4.0 The technical quotations/bids will be opened at BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 on 14.03.2019 at 4.00 PM. in the presence of bidders or their authorized representatives, who choose to be present at BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353.

4.1 Bids determined to be substantially responsive will be checked by the CSB for any arithmetic errors in computation and submission. Errors will be corrected as follows:

   a. In case, the rate in works and figures differ, or figure in words the lowest rate shall be taken as correct.

   b. All errors in total in the amount column and carrying forward totals shall be corrected.

4.2 The amount arrived as per 4.1 (a) & (b) in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of the bid, his bid will be rejected and the E.M.D. will be forfeited.

4.3 All disputes arising out of the above shall be mutually settled and the decision of THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 all matters shall be final and binding on the bidder.

B. AWARD OF CONTRACT

4.4 THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated bid price, provided further that the bidder has the capacity and resources to carryout the contract effectively.

4.5 THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 or any other Officer authorized by him reserved the right to accept or reject any or all the bids without assigning any reason therefore.

C. SCHEDULE OF WORK AND BILL OF QUANTITIES (BOQ) FOR THE SECURITY & OTHER SERVICES CONTRACT AT BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353
Schedule (3.5 OF GUIDELINE OF THE Tender Document)

Schedule of work for the Security Service Contract at THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353

(To be filled by the CSB Unit)

Security arrangements by the Agency as detailed below:-

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Type of Security Personnel,</th>
<th>Number of person</th>
<th>Place of posting (Security points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Security Guards (Trained &amp; efficient guards)</td>
<td>2) Unarmed guard -02</td>
<td>BSM&amp;TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353</td>
</tr>
</tbody>
</table>

Total – 02 (Two)

Scientist - C
To be filled and submitted to THE Scientist C, BSM&TC, Central Silk Board, Ananad Ashram, C.B.Mitra Road, Harlatar, Madhupur (Deoghar) Jharkhand- 815353 in a sealed cover along with bid letter and EMD.

The rates must be quoted on monthly basis in respect of Ex-servicemen category for efficient Guards separately and the rates of sweeper and plumber must be quoted on the Agriculture rate as provided by from time to time by CLC, New Delhi. The rates for both the categories and the proof of Security Guard need to be attached by the Agency Separately as detailed below:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Type of Security Personnel</th>
<th>Number of person</th>
<th>Rate per person</th>
<th>Total Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Security Guards (Trained &amp; efficient guards)</td>
<td>1) Unarmed guard 02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST PER MONTH IN FIGURE = Rs.

TOTAL COST PER MONTH IN WORDS (Rupees----------------------------------
----------------------------------)

Signature & Seal of the

Date: Contractor/Agency of the Bidder
TECHNICAL BID REQUIREMENTS/CONDITIONS

1. The tendering manpower Company/Firm / Agency should fulfil the following conditions:

(i) The tendering manpower Company/Firm/Agency should be located either in Ranchi or any District of the Jharkhand.

(ii) The Company/Firm /Agency should have at least three years experience in providing manpower to public Sector Companies/Banks and Government Departments/Ministry etc.

(iii) The Company/Firm/ Agency should have its own Bank Account.

(iv) The Company/Firm/ Agency should also be registered with Income Tax and Service Tax departments. The certificate issued by Service Tax department should be specifically for manpower recruitment agency.

(v) The Company/Firm/ Agency should also be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(vi) The Company/Firm/Agency should provide the Agencies/His annual turnover from Security Services (Rs. 2.00 lakhs) supported by documents.

(vii) Addresses on various certificates issued by the above said authorities should be the same as the Registered/Operative office of the firm/company/agency.

2. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (duly attested by Gazetted by Officer of the Government of India or of the State Government) alongwith the Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:

(i) The Registration certificate.

(ii) The copy of PAN/TAN card.

(iii) The Copy of the IT return filed for last three financial years alongwith Balance Sheet

(iv) Including Receipts and payments accounts.

(v) The Copies of EPF & ESI Certificates.

(vi) The Copy of Service Tax registration certificate.

(vii) The Copy of GST registration certificate.

3. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

4. All entries in the tender form should be legible and filed clearly. If the space for Furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid
Form. In such cases, the tender shall be summarily rejected. Copies of as in Para 2 should be enclosed in order as placed.

5. The Firm should have experience of supplying Security Guard in the Government Department.

**TECHNICAL BID FORM**

(To be opened on 14.03.2019 at 4 PM)

<table>
<thead>
<tr>
<th>Application for Providing 2 Nos. unarmed Guards,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Tendering Company/Firm/Agency(Attach certificate of registration)</td>
</tr>
<tr>
<td>1. Name of Proprietor/Director of Company/Firm/Agency</td>
</tr>
<tr>
<td>2. Full Address of Registered office Telephone No.</td>
</tr>
<tr>
<td>3. Fax No.E.mail address.</td>
</tr>
<tr>
<td>4. Full Address of Operating office Telephone No. Fax No.E.mail address.</td>
</tr>
<tr>
<td>5. Banker of Company/Firm/Agency with full address(Attach certified copy statement of A/c for the last three years)</td>
</tr>
<tr>
<td>6. PAN No/TAN No.</td>
</tr>
<tr>
<td>7. GST. Registration No. (Attach attested copy)</td>
</tr>
<tr>
<td>8. EPF Registration No (Attach attested copy)</td>
</tr>
<tr>
<td>9. ESI Registration No. (Attach attested copy)</td>
</tr>
<tr>
<td>10. Financial turnover of the tendering Company/Firm/Agency for the last 3 Financial years.</td>
</tr>
</tbody>
</table>
11. Details of Earnest Money Deposit (2%) of total Bid amount  D.D. /P.O No & date: Drawn to Bank:

DECLARATION

1. I ____________________________ Son/Daughter/Wife of ________________________________
   Shri ________________ ________________ ________________ ________________ ________________ Proprietor/  Director, authorized signatory of the Agency/Firm mentioned above, is competent to sign this declaration and execute this tender documents.

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

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

Date                                                                                     Signature of authorized person

Full Name:

Place:

Seal:
BILL OF QUANTITIES
(BOQ) (FINANCIAL BID
PROFORM)
(To be opened on 14. 03. 2019 at 4
PM)

To be filled by all bidders.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars Security</th>
<th>Gun man</th>
<th>Sweeper</th>
<th>Plumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic + VDA As on-</td>
<td>Guard</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>---- vide G.O.I.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notification No-----</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>---------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dated-------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy enclosed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PF on Basic + VDA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ESI on Basic + VDA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Service charges of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Agency not</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>below than 1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(one percentage)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1+2+3+4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>GST as applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. The wages should not be less than the rates of minimum wages notified by the Central Government and for those category of personnel uncovered in the Central Notification to be as per the Minimum Wages notified in the respective State Notification for Security personnel from time to time. The tenders/bidders are advised to indicate the rates in the above format only.

Signature & Seal of the

Date: Contractor/Agency or the bidder
LETTER FROM CONTRACTOR/BIDDER/AGENCY

Date:

To
THE Scientist C,
BSM&TC, Central Silk Board,
Ananad Ashram, C.B.Mitra Road, Harlatar ,
Madhupur (Deoghar) Jharkhand- 815353

Sir,

Sub: Security Service & other Manpower Contract -
reg. Ref: Tender Notice Ref No,------------------------

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Having inspected the site and having examined the terms and conditions of contract, and Schedule for the above mentioned work, I the undersigned offer to undertake the security arrangements, sweeping and plumbing works at Central Tasar Research & Training Institute, Central Silk Board Nagri, Ranchi located at Nagri, Ranchi at a total cost of Rs.------------------------ per month on the basis of rate details mentioned in the Schedule of Work and Bill of Quantities (BOQ).

My bid is accompanied with earnest money of Rs.------------------------ (as per the conditions). I undertake, if my bid is accepted to commence the work and complete the same within the time stipulated as per the conditions indicated in the tender document.

Seal of the Contractor/Agency or the Bidder.

Yours faithfully

Name of the authorized
Signatory/Designation