

I/8012/2024



NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
 (Ministry of Earth Sciences, Govt. of India)
 P.B. No. 7250, Akkulam, Thiruvananthapuram -695011, Kerala.
Website: <https://www.ncess.gov.in>

EAM-SC/1/2023-EAM-NCESS

23.01.2024

Security Service at NCESS on contract - 2024

Director, National Centre for Earth Science Studies, invites e-tenders from eligible persons / firms

Type of Tender	E-TENDER (OPEN)
E-Tender No.	EAM-SC/1/2023-EAM-NCESS
Item Description	Security Service at NCESS on contract -2024
Tender Type	Two Bid System: Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
Mode of Submission	Online Mode
Last date of submission of E-Tender	24.02.2024 (Saturday) 06.00 pm
Date & Time of Opening of Techno- Commercial bid	26.02.2024 (Monday) 11.00 am
Date & Time of Opening of Financial Bid	Will be announced later
Estimated Value	Rs.42,00,000/- (Rupees Forty Two Lakh Only)

TERMS AND CONDITIONS

1. The tenderer should see the document for details of the tender conditions and pre-qualification criteria in their own interest, in the website.
2. The Director, NCESS reserves the right to accept or reject all or any of the quotations.
3. The successful tenderer should execute an agreement with NCESS on a stamp paper worth Rs.200/-.
4. All statutory dues compliance legal and labour requirements and remittance are to be remitted by the contractor. TDS will be deducted as per rules.
5. A copy of pan card and ID proof details of contractor should also be provided. The contractor to whom the work is awarded should have valid PAN & GST number. Statutory deduction of Income Tax will be made from the bill.

I/8012/2024

6. Payment will be made against the bills, duly verified and certified by NCESS. Payment will be made only through PFMS/bank transfer.
7. No increase of rates will be allowed.
8. No advance payment or part payment will be made.
9. It is mandatory to produce PAN and GST number.

Senior Manager

IMPORTANT NOTE:

1. The bid document can be viewed on our website <https://www.ncess.gov.in>
2. The tender form and schedule in excel (BOQ) format should be downloaded and submitted through the e-procurement website - <https://eprocure.gov.in/eprocure/app>
3. The other required forms (Annexure 1 to 3) should be submitted in PDF format by 'logging on' in the website <https://eprocure.gov.in/eprocure/app>

Annexure-1

FORM OF NOMINATION

I _____ do hereby nominate and authorize
Sri./Smt. _____ aged _____
years of _____ village _____
Taluk _____ District residing at
_____ to receive all / any sum
found due to me under the terms of contract and details of contract in the event of my death before
the amount has become payable or having become payable but has not been paid.

Signature :

Name :

Address :

In the presence of witness:

1. Name & Address

Signature

2. Name & Address

Signature

I/8012/2024

Annexure-2

TENDER FORM**Security Service at NCESS on contract - 2024**

No	Details	To Be Filled by the Bidder
1	Name of Bidder / firm	
2	Address of the Bidder / firm	
3	Mobile number Telephone Number	
4	E mail ID (mandatory)	
5	PAN No (copy should be enclosed)	
6	Experience of the Contractor (copy should be enclosed)	
7	GST No.	
8	Bank account No. (mandatory) IFSC code (copy should be enclosed)	

DECLARATION

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the tender notice and understood the terms and conditions for this work as laid down by National Centre for Earth Science Studies, Trivandrum and I agree to abide the terms and conditions of the contract and also agree to undertake the work as per the description and as per rates quoted by me if my quotation is accepted.

*Date:**Name & Signature of the Tenderer*

I/8012/2024

TERMS & CONDITIONS & INSTRUCTIONS TO BIDDERS

1. Tenders are invited from Security agencies/contractors registered under the Private Security Agencies (Regulation) Act 2005. Proof of registration must be submitted along with the Technical - bid.
2. The Companies should have registered themselves with EPF / ESI / G.S.T / Income Tax authorities and submit proof of such registration.
3. They should have an office in Thiruvananthapuram for all co-ordination. Such office should be one point counter providing all solutions to NCESS regarding service conditions, billing purposes etc.
4. The Security agency must have not less than 60 men on rolls and has a current contract with any major institutions like Insurance Companies / Central or State Government Departments / Public Sector Undertakings / CSIR Labs / Large industrial / Educational campuses/ Reputed Companies. Copies of the contract with the contact numbers, addresses along with certificate of satisfactory performance must be attached with the Technical bid (see Sl.No.9 of Model Response Format for Technical Bid).
5. The agency should provide its personnel with seasonal and protective clothing, torches, lathies, rain coats, Gum boots, etc., as are required normally by security personnel.
6. Income-Tax (TDS) at the prevailing rate will be deducted from the monthly bill of the contractor.
7. The contract is for a period of one year extendable further up to one more year, subject to satisfactory performance. The Tenderer shall execute an agreement on a Non-judicial stamp paper worth Rs.200/- before taking up the contract.
8. Before signing the agreement, the contractor shall deposit 5% of the annual value of the contract as Security Deposit in the form of Bank Guarantee / Fixed Deposit Receipt in favour of Director, NCESS which would be released on expiry / termination of the contract and completing all contractual obligations.
9. The contractor shall have the necessary license under the Contract Labour (Regulation and Abolition) Act 1970 from the competent authority and should obtain the same in relation to NCESS within one month of award of contract.
10. Tenders shall remain valid for 120 days after the date of opening. In exceptional circumstances NCESS may request the Tenderer to extend the period of validity.
11. Before the award of work, if any tenderer withdraws his bid within the validity period (validity period = 120 days) or makes any modification in the terms and conditions, the bid will be rejected.

I/8012/2024

12. During the technical evaluation of the bid, NCESS may ask for any clarification relating to technical details. The request for clarification will be in writing and the response shall also be in writing. No other correspondence regarding the status of the bids will be entertained.
13. The near relatives of employees of this office are prohibited from participation in this tender. A declaration in the given format (Annexure-4) stating no relation to the staff of this office is to be furnished.
14. The Technical bid and Price bid must be submitted online through CPP Portal separately.
15. The rates quoted must not be less than the minimum wages prescribed by the State Govt. / Central Govt. whichever is higher. The contractor is free to quote higher than minimum wage to enable him to execute the work as per the terms and conditions of agreement/NIT.
16. The Director, NCESS Thiruvananthapuram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding.
17. Successful tenderer should complete the formalities like signing of agreement and payment of security deposit 15 days before the commencement of the work.
18. The contractor should parade the full strength of guards and supervisors in uniform.
19. The contractor should deploy Ex. Serviceman/Ex- Para military forces personnel only below the age of 60 years.
20. The contractor shall be responsible for the safety of the staff employed by him and he shall be liable to pay the necessary compensation in case of accidents.
21. NCESS will monitor the duties, to oversee that the assignment is carried out as per the contract, to assess the quality and levy penalty if the assignment is not carried out as per the contract and if the quality of services is found inferior and for any such deficiency related to the completion of the assignment.
22. Statutory charges of EPF, ESI and GST will be paid as per rates in force.
23. The rates quoted are not less than the minimum wages prescribed by the State Govt./Central Govt. whichever is higher. (The contractor may quote higher than minimum wages, if required, so as to enable the contractor to execute the work as per the terms of conditions of NIT/agreement).
24. Contractor's service charges per month on wages only should also be included in the rate quoted.
25. The Security agency should have ESI and PF registrations in Kerala. (Attested Certificates establishing this criteria shall be submitted).

I/8012/2024

26. The security agency shall provide the uniforms that are required for the Security staff and the Security staff will wear the uniform while on duty in all the shifts. The uniform should be neat and tidy.
27. It is specifically understood that the persons engaged or to be engaged for the work undertaken to be done by security agency, shall be preferably their members, that, for all statutory and other purposes, security agency shall be their employers and that security agency shall be responsible and liable for all statutory or other benefits and obligations which, the persons engaged by security agency are entitled to, including the benefits under ESI Act, PF Act, Minimum Wages Act and Workmen's Compensations Act.
28. It is specifically understood that NCESS shall not have any employer-employee relationship between them and the persons engaged by security agency for fulfilling the obligations under this agreement and that those persons are not the employees of NCESS. The security personnel shall have no claim for employment in the service of NCESS.
29. The security agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by him either by compensating to the persons engaged for work in NCESS or otherwise and that necessary insurance coverage will be taken by security agency to them, in respect of any injury in the course and out of their work / employment.
30. The Security guard will also take round of all the important and sensitive points of the premises as specified by the Competent Authority.
31. Security personnel shall also ensure door keeping duties.
32. The Security Guards should also have knowledge and should be well versed with the operation and usage of Security Checking Equipment.
33. The Guards on duty will also secure the vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises.
34. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises, if any.
35. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
36. The Security Guards should be trained to extinguish fire with the help of fire extinguishers and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
37. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan. Security personnel should be sensitized for their role in such situations.
38. The Security Guards are required to display mature behavior, especially towards female staff, female visitors, and elderly.

I/8012/2024

39. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
40. The Security personnel must watch that there is no un-identified/ unclaimed/ suspicious objects/ person in the Building/ Premises.
41. The vehicles that enter the premises must be identified, noted in the register and parked at designated places.
42. The visitor should be allowed inside the office building, only with proper passes to be issued by security staff including entry in visitor's Register.
43. Office files/ papers/ equipment or machinery may be allowed to take out of the building only with proper gate pass under the signature of competent authority.
44. The price quoted is inclusive of all charges i.e. Minimum wages (Basic, VDA, CCA, etc.), Reliever charges, Uniform allowance, Holiday allowance, washing allowance, Supervision charges, transport charges, Overtime, Annual Bonus, gratuity, LWF, Service charges, PF, ESI, any other statutory charges, etc. Applicable GST may be levied.

I/8012/2024

Annexure-3

TECHNICAL BID

Technical Bid for the work Regulation of movement of men, materials and vehicles at the entry and exit points of the Institute and guarding of vital installations at NCESS, Thiruvananthapuram.

Sl. No.	Technical Requirement	Details of Compliance by the Agency	Please write the corresponding page number(s) of your technical bid for reference.
1.	Tender Document		
2.	Registration under Private Security Agencies(Regulation)		
3.	Licence issued under contract Labour (R&A) Act, 1970.		
4.	Goods and Service Tax Registration certificate		
5.	EPF Registration No		
6.	ESI Registration No.		
7.	Income Tax PAN card Copy		
8.	Clientele, background and reputation		
9.	More than 60 men on rolls having experience in security work with names.		
10.	At least three years' experience in the field. Copies of the balance sheet for the last three years must be attached in the Technical bid.		
11.	Office address in Trivandrum district		
12.	Capability to provide wireless communication equipment to the security		
13.	Have your firm ever been debarred by any Court of law OR penalized by any Government/Private organization?		

Date:

Place:

Signature of the bidder:

Name & Address of the
Tenderer with Office Stamp:

I/8012/2024

Annexure-4**Declaration regarding near relatives to be submitted by the Tenderer**

We/Ihereby certify that none of our relatives as defined in the tender documents is/are employed in the O/o the National Centre for Earth Science Studies. In case at any stage, it is found that the information given by us is false/ incorrect, NCESS shall have the absolute right to take any action as deemed fit without any prior intimation to us/me.

Date:

Place:

Signature of the bidder:

Name & Address of the
Tenderer with Office Stamp: