



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)
IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051
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No. HD/45/SECS/2017/

Date: 27.01.2017

TENDER NOTICE

Centre for Materials for Electronics Technology (C-MET) is a Scientific Society under the Ministry of Electronics & Information Technology (MeitY), Government of India is a premier R & D Organization located at Cherlapally, Hyderabad.

Sealed tender are invited under Two-Bid System, i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound Security Agencies/Firms/Companies for providing Security Personnel round the clock, Housekeeping Personnel and other personnel as detailed in the tender. The detailed terms and conditions, etc. may be seen on our website www.cmet.gov.in. The tenders can be downloaded from our website.

Last date for submission of tenders : 20.02.2017 up to 15:00 hrs.

For and on behalf of Director General



No. HD/45/SECS/2017/

Date: 27.01.2017

TENDER NOTICE

Sealed Tenders are invited under Two-Bid System, i.e., Technical Bid and Financial Bid on behalf of the Director General, C-MET from reputed, experienced and financially sound Security-providing Agencies/Firms/Companies to enter into a contract for providing Security Personnel, House Keeping Personnel and other personnel at Centre for Materials for Electronics Technology (C-MET)), Hyderabad for an initial period of 12 months which may be further extendable.

2. Schedule:-

SI No	Description	Date & Time
i)	Last date & time for Deposit of Tenders	20.02.2017 1500 hours
ii)	Date & time for opening of Technical Bid	20.02.2017 1530 hours
iii)	Pre-Bid Meeting	15.02.2017 1600 hours
iv)	Place of opening of the Tender	C-MET, Hyderabad
v)	Date and Time for opening of Financial Bids for technically qualified bidders	To be decided by C-MET and intimated to the responsive bidders
vi)	Validity of tenders	90 days from the date of opening of tenders

- Interested and eligible Companies/Firms/Agencies may submit their tender document, complete in all respects, along with the Earnest Money Deposit (EMD) of `1,00,000/- (Rupees One Lakh only) and other requisite documents by **20.02.2017** upto 1500 hours in the Tender Box kept at C-MET Library at first floor. The tenders shall not be entertained after this deadline under any circumstances, whatsoever, C-MET will not be responsible for postal or any other delay.
- The C-MET reserves the right to amend / withdraw any of the terms and conditions in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason thereof. The decision of the Director General, C-MET in this regard shall be final and binding on all.

For and on behalf of Director General C-MET

I. Scope of Work and General Instructions for Tenderers.

- i. The C-MET requires the services of a reputed, well established and financially sound Agency/Firm/Company for providing various types of security personnel and Housekeeping personnel etc., as per bill of quantities. However, the actual numbers of Security/Housekeeping personnel and other personnel may vary from time to time depending on the requirement of the Laboratory and the contractor has to provide the security personnel as per the requirement to be intimated to him. The contractor shall be responsible for management of manpower, if any, provided by him including arranging timely arrival at duty place, punctuality in payment to the manpower in compliance with the statutory requirements and other terms & conditions of the tender.
- ii. The period of the contract shall be for an initial period of one year which may be extended by the Competent Authority as per the requirement of the Laboratory. However, the contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of Security/House Keeping personnel and other personnel deployed by the Agency/Firm/Company. The Laboratory also reserves the right to terminate the contract at any time after giving one month's notice to the selected Agency/Firm/Company.
- iii. This Laboratory requires Security Guards & House Keeping Personnel for the purpose of Security/House Keeping of the Laboratory. The other personnel such as Highly Skilled, Skilled, Semi Skilled and Unskilled from time to time. The remuneration of such personnel shall be as per CLC, Hyderabad notification issued from time to time. The qualification and experience in respect of such personnel shall be informed to the agency with period of requirement.
- iv. The wages of Security (Employment of Watch & Ward without arms) and House Keeping Personnel (Employment of Sweeping and Cleaning) excluding activities prohibited under the Act 1993, as notified by Memorandum by the Office of the Deputy Chief Labour Commissioner (Central), Hyderabad. the responding firms may submit their bid as per Memorandum of Office of the Deputy Chief Labour Commissioner (Central) vide No. 47(3)/2016-C2 dated 14.10.2016.
- v. The interested Agency/Firm/Company may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) `1.00 lakh (Rupees one Lakh only) in favour of the Centre for Materials for Electronics Technology (C-MET), Hyderabad.
- vi. The tenders have been invited under two-bid system, i.e., Technical Bid and Financial Bid. The interested Agencies/Firms/Companies are advised to submit two separate sealed envelopes clearly super-scribing "**Technical Bid**" for providing Security, House Keeping Services etc. and "**Financial Bid**" for providing Security, House Keeping Services etc., Both the sealed envelopes should be kept in a third sealed envelope superscribing "Tender for Providing Security Services, House Keeping Services etc., in C-MET".
- vii. The Earnest Money Deposit (EMD) of `1.00 lakh (Rupees One Lakh only) should necessarily be accompanied with the Technical Bid of the

Company/Firm/Agency in the form of a Demand Draft/Pay Order from any of the Nationalized/Scheduled Bank drawn in favour of the 'Centre for Materials for Electronics Technology (C-MET)', Hyderabad and valid for a period of 90 days. Bids not accompanied by either the requisite Tender Fee (if downloaded) or the Earnest Money of the requisite amount with proper validity will be summarily rejected.

- viii. The successful tenderer will have to deposit a Performance Security Deposit @ 10% of the total annual value of the contract within 15 days from the date of issue of the formal Contract Order by C-MET. The Performance Security Deposit will be furnished in the form of a Demand Draft or Bank Guarantee drawn in favour of the Centre for Materials for Electronics Technology (C-MET), Hyderabad.
- ix. The Performance Security Deposit (PSD) should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations under the contract and renewed from time to time, as the case may be.
- x. The tendering Agency/Firm/Company is required to enclose self attested/ duly authenticated photocopies of the following documents along with the Technical Bid failing which their bids shall be summarily/out rightly rejected and will not be considered further :-
 - (a) **PAN/GIR No.**
 - (b) **Service Tax Registration No.**
 - (c) **E.P.F. Registration No.**
 - (d) **E.S.I. Registration No.**
 - (e) **Registration under the Private Security Agencies (Regulation) Act 2005**
 - (f) **Registration with any concerned authority mandatory for a security agency to do business in Telangana State**

II. Pre-qualifications

- (i) Pre-qualification will be based on meeting the following minimum criteria regarding the Agency/Firm/Company experience, personnel and financial position, etc.
 - (a) **Financial Standings:**
Average annual financial turnover for similar works during the last three financial years, ending March 31, 2016, i.e., 2013-14, 2014-15 and 2015-16 should be more than Rs. 2.00 Cr per annum. (Relevant certified copies of the Annual Accounts to be enclosed).
 - (b) **Similar Work Experience:**
Experience of having successfully completed similar works, i.e., Outsourcing of Security Personnel to reputed organizations during last 05 (Five) years ending last day of month previous to the one in which applications are invited, i.e., before 31st December, 2016 should be any of the following :
 - At least three similar completed works for outsourcing of security personnel for period of one year with annual value \geq 30 Lakhs each (excluding service tax).

OR

- At least two similar completed works for outsourcing of security personnel for period of one year with annual value ≥ ₹45.00 Lakhs each (excluding service tax).

OR

- At least one similar completed works for outsourcing of security personnel for period of one year with annual value ≥ ₹90 Lakhs (excluding service tax).

The format for providing such information shall be as per 'Annexure – II-A'.

Definition of "Similar Works" – the Agency/Firm/Company should have rendered their services for providing Security Services and House Keeping Services to any Government Departments/PSUs or large reputed private sectors enterprises satisfactorily. Necessary relevant document to this effect shall have to be enclosed.

- (c) The Security and House Keeping services provider Agency/Firm/Company should have at least five years' experience in providing Security personnel to Government Departments or public sector companies/Banks or reputed large private sector etc.
- (d) An Affidavit stating that the Company/Firm/Agency is not/has not been black listed by Central/any State Government/PSU (Attach attested copy).
- (ii) Conditions/Deviations- no conditions/deviations which is either additional or in modification of the tender conditions shall be included in the tender, if the tender contains any such conditions or deviation from the tender conditions bids shall not be considered and will be out rightly rejected at the very first instance.
- (iii) Pre-bid tender meeting- the pre-bid meeting will be held on date & time and specified in the Notice Inviting Tender (NIT) in the Laboratory premises.
- (iv) All entries in the tender form should be legible and filled clearly; if the space for furnishing information is insufficient a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the Company/Firm/Agency.
- (v) The envelope containing Technical Bid shall be opened first on the scheduled date and time, i.e., at 15:30 hours on **20.02.2017** at Centre for Materials for Electronics Technology (C-MET), IDA Phase III, Cherlapally, Hyderabad in presence of the representatives of the Agency/Firm/Company, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Technical Evaluation Committee of C-MET. Financial Bids of such technically qualified, eligible bidders only meeting all the requisite criteria shall be opened on a date & place to be intimated by C-MET in presence of responsive bidders, if any, who wish to be present.

- (vi) The Competent Authority, i.e., the Director General, C-MET reserves the right to annul any or all the bids without assigning any reason thereof.
- (vii) The bidder shall quote the Technical & Financial Bids as per the formats enclosed at **Annexure-II & III**.
- (viii) **The Service charges for rendering the services should not be less than the TDS applicable percentage. Any tenderer quoting Service Charges less than the TDS applicable percentage will be rejected summarily.**

III. TECHNICAL REQUIREMENTS FOR THE TENDERING AGENCY / FIRM / COMPANY

The tendering Security and House Keeping services provider Agency/Firm/Company should fulfill the following technical specifications:

1. The Registered Office or one of the Branch Offices of the Security and House Keeping services provider Agency/Firm/Company should be located either in Hyderabad/Secunderabad or in Ranga Reddy district.
2. The Service Provider Agency/Firm/Company should be registered with the appropriate registration authority.
3. The Service Provider Agency/Firm/Company should have at least five years' experience in providing Security services to Government Departments or Public Sector Companies/Banks or large reputed Private Sector etc.
4. The Security and House Keeping services provider Agency/Firm/Company should have its Account in the name of the Company/Firm/Agency in any Commercial Bank.
5. The Security and House Keeping services provider Agency/Firm/Company should be registered with Income Tax and Service Tax departments.
6. The Security and House Keeping services provider Agency/Firm/Company should be registered with appropriate authorities under Employee's Provident Fund and Employee's State Insurance Acts. The attested copy of the certificates to be submitted alongwith the technical bid.

Non-compliance with any of the above conditions by the Security and House Keeping services etc., the provider Agency/Firm/Company will amount to non-eligibility for the services for which tender has been floated and its tender will be summarily rejected.

IV. TERMS AND CONDITIONS

A. General

- i. The contract will commence from the stipulated date as specified by C-MET after placing the Contract order will initially continue for a period of 12 months which may be extended, subject to satisfactory service rendered by the Service Providing Agency/Firm/Company, by such period(s) as may be decided

by/with the approval of the competent authority. The period of contract may, however, be curtailed or terminated by C-MET owing to deficiency of service, sub-standard quality of the Security personnel deployed, breach of contract, reduction or cessation of the requirements of work, as the case may be.

- ii. The Director, C-MET reserves the right to terminate the contract during initial period also after giving 30 days' notice to the Contracting Agency/Firm/Company.
- iii. The Service provider Agency/Firm/Company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency/Firm/Company, whatsoever.
- iv. The Tenderer will be bound by the information furnished to C-MET at the time of submitting the tender or at subsequent stage. In case, any such documents furnished by it are found to be false at any stage, it would be deemed to be a breach of terms and conditions of contract making it liable for legal action besides termination of contract.
- v. Financial bids of only those tenders who are declared qualified technically shall be opened and evaluated.
- vi. The Security personnel deployed by the Agency/Firm/Company shall be required to perform the duties on round the clock and in respect of House Keeping personnel etc., it shall be from 0830 hours to 1700 hours or 0900 hours to 1730 hours and on Saturdays it shall upto 1300/1330 hours respectively.
- vii. The Security/Housekeeping Services providing Agency/Firm/Company shall furnish the following documents in respect of the security personal who will be deployed at C-MET, Hyderabad before the commencement of work:
 - a) List of persons shortlisted by the Agency for deployment in C-MET containing their full details such as date of birth, marital status, address, educational and professional qualification, experience etc.
 - b) Bio-data of the person with a photograph affixed.
 - c) A copy of Aadhar Card.
 - d) Character Certificate from a Gazetted/Group A Officer of the Central/State Government/Autonomous Body/PSU.
- viii. In case, the person deployed by the successful Agency/Firm/Company commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risk, the succesful Agency/Firm/Company will be liable to take appropriate disciplinary action against such persons, including their removal from work, if required by the C-MET with immediate effect.
- ix. The Security and House Keeping services provider shall provide identity cards to the Security personnel so deployed in C-MET

carrying the photograph of the person and such personal information as name, date of birth, designation and identification mark etc.

x. The Security and House Keeping services provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in C-MET and an undertaking to this effect may be furnished by the Service Providing Agency.

xi. The Security and House Keeping services provider shall ensure proper conduct of its personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan / paan-masala and smoking of Bidi/Cigarettes, loitering without work etc.

i. The Agency/Firm/Company shall depute a Coordinator who would be responsible for immediate interaction with C-MET so that Security persons, deployed by the Agency/Firm/Company could be availed without any disruption of services.

ii. It will be the responsibility of the Security Service Providing Agency/Firm/Company to meet all other contingency expenses, i.e., Uniform, Rain coats, Gum boots etc., quarter for staying etc in respect of the Security personnel deployed by the Agency in C-MET and C-MET will have no liabilities in this regard, whatsoever.

The Security Service Providing Agency/Firm/Company shall be solely responsible for the redressal of grievances/resolution of disputes relating to Security Personnel, House Keeping Personnel etc., deployed in C-MET. The C-MET shall in no way, be responsible for settlement of such issues, whatsoever.

iii. The C-MET shall not be responsible for any damages, losses, claims, financial or other injury to any security personnel deployed by the Agency/Firm/Company during the course of their performing the duties, or for any payment towards any compensation, as the case may be.

iv. In case of termination of this contract on its expiry or otherwise, the security deployed by the Service Providing Agency/Firm/Company shall not be entitled to, and, will have no claim, for any absorption nor for any relaxation for absorption in the regular/other capacity in C-MET.

v. The contractor shall comply with all existing Central Govt. labour legislation and Acts, such as Contract Labour Regulation Act, Workmen & Compensation Act, Minimum Wages Act, payment of Wages Act, Provident Fund Act, ESI Act etc., For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour legislation in forced during the validity of the contract, the Contractor would be fully responsible and would indemnify the C-MET in case C-

MET is liable for the Lapse on the party of the disclaimer in this regard.

- vi. The contractor has to deploy the security supervisor/guards during Events, Holidays and Sundays also at no extra cost,
- vii. The staff deployed by the contractor should possess sound health and be free from any diseases especially contagious and frequently recurring diseases and they should be in uniform while on duty.
- viii. The contractor shall be responsible for the payment of wages and allowances as per Govt. of India Minimum Wages Act (Watch and Ward) and all statutory dues to the persons employed by him for providing the maintenance services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations.
- ix. Sub contracting of the contract is strictly prohibited.
- x. C-MET will not be responsible for the release of benefits to any individual such as Provident Fund, ESI, Pensioner benefits. Any changes in the Minimum Wages Act or in any other labor legislation or other statutory obligations during the validity period of the contract and it shall be the responsibility of the Contractor.
- xi. The Security agency should take care of the bio metric system(s) installed at C-MET campus and it should be monitored properly by security personnel.
- xii. The Security, Housekeeping and other personnel deployed at C-MET Hyderabad shall be insured through Group Accidental Insurance Policy to cover from any insurance company for an amount equivalent to 100 times of their minimum wages by the agency to cover the all sorts of risk during their deployment in C-MET. The expenditure shall be reimbursed by C-MET on production of proof.

B. FRAUD AND CORRUPT PRACTICES

1. The Agency/Firm/Company and its respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, C-MET may reject the bid without being liable in any manner, whatsoever, to the Agency/Firm/Company, if it determines that the Company/Firm/ Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the said Company/Firm/ Agency shall not be eligible to participate in any tender issued by C-MET for a period of 2 (two) years from the date such Company/Firm/ Agency is found/declared guilty by C-MET.

For the purposes of this clause 1, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. "Corrupt Practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the execution of the LOA or after the executive of the Agreement, as the case may be, any person in respect of any matter relating to this contract or the LOA or the Agreement, who at any time has been or is legal, financial or technical advisor of the Authority in relation to any matter concerning the said contract;
- b. "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c. "Coercive Practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding process;
- d. "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a conflict of Interest and
- e. "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Agency/Firm/ Company with the objective of restricting or manipulating a full and fair competition in the Bidding Process

C. LEGAL

- i. The Security and House Keeping services provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Employees Provident Fund (EPF), and Employees State Insurance Act (ESI) etc. in respect of the manpower deployed in C-MET.
- ii. The Security and House Keeping services provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to C-MET to concerned tax collection authorities from time to time as per the extant rules and regulations on the matter.
- iii. In case, the Security Tendering Agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof C-MET is put to any loss, obligation- monetary or otherwise, C-MET will be entitled to get itself reimbursed out of the outstanding bills of the Agency/Firm/Company or the Performance Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.

- iv. All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by C-MET. The decision/award shall be final and binding on both the parties. The Arbitration shall be governed under the Indian Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract. The venue of arbitration will be Hyderabad.
- v. The Laboratory reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

D. FINANCIAL

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of ` 1.00 lakh (Rupees one lakh only), in the form of a Demand Draft/ Pay Order drawn in favour of 'Centre for Materials for Electronics Technology (C-MET)', payable at Hyderabad failing which the tender shall be rejected out rightly.
- ii. The EMD in respect of the Agency/Firm/Company which does not qualify the Technical Bid (First Stage) and unsuccessful bidders shall be returned without any interest.
- iii. Further, if the Agency finally selected fails to enter into contract/deposit the requisite amount of performance security, within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
- iv. Bids, offering rates which are lower than the minimum wages (as applicable to Central Government orders) for respective categories will be rejected. The minimum wages applicable on the last date of submission of tender will be considered for evaluation.
- v. The successful Tenderer will have to deposit a Performance Security Deposit @ 10% of the total annual value of the contract, within 15 days of issue of the formal order. The Performance Security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Centre for Materials for Electronics Technology (C-MET), Hyderabad or Fixed Deposit Receipt (FDR) from a Commercial Bank. The Performance Security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligation of the Company/Firm/Agency.
- vi. In case of breach of any terms and conditions stipulated in the contract the Performance Security Deposit of the Agency will be liable to be forfeited by C-MET besides annulment of the contract.
- vii. The Agency/Firm/Company shall, first disburse the remuneration to the deployed manpower for the preceding month latest by 10th of the following month and thereafter submit the bill, in triplicate, along with the attendance sheet and proof of disbursement of payment to C-

MET. The Laboratory will release the payment within 15-days from the date of submission of bill complete in all respects.

- viii. The Claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A proportionate amount of the bill/ whole of the bill amount shall be withheld till such time the necessary documentary proof is furnished.
- ix. Clarifications on the tender documents – While all efforts have been made to avoid errors in the draft document, the tenderer is advise to check the same carefully and seek clarifications within in the scheduled period. No claim on account of any error detected in the tender documents shall be entertained.

(E) Penalties:

In the event of any complaint and /or non fulfillment of any of the terms of the agreement regarding indiscipline, misbehavior missing from the duty point etc., the Laboratory may impose fine not exceeding `10,000/- (Rupees Ten Thousand only) for any one of the above mentioned act depending upon its nature and the fine so imposed shall be recovered by deducting the amount from the pending bills or otherwise including security deposit submitted for this purpose. A written complaint from any of the section/laboratory head will be valid document for accepting the complaint. It will be the responsibility of the contractor to prove it to the entire satisfaction of the Laboratory that penalties need not be imposed. The decision of the Laboratory in this regard will be final and binding to the contractor.

Annexure-I

Details of Security Personnel required for C-MET

Sl. No.	Name of the Services post	No. of personnel required	Educational Qualification & Experience	Age
1	2	3	4	5
1.	Security Personnel	7 * (Round the clock with 8-hr shift)	High School with retired from Paramilitary force personnel or trained civilian	20-45* years of age
2	House Keeping Personnel (for Gardening, cleaning, office boy etc)	7 (8 hours shift) (6 x 8=48hrs.)	-	
3	Other personnel: Highly Skilled/ Skilled/ Semi Skilled/ Unskilled etc.	# (8 hours shift) (6 x 8=48hrs.)	As prescribed by C-MET commensurate with educational qualification and experience	Maximum 50 years.

* Out of which 3 will be deployed to perform the duties of ASO.

As per requirement from time to time.

Note: Number of personnel indicated in column 3 is approximate, it may increase or decrease as per requirement of the lab.

ANNEXURE-II

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Providing manpower at C-MET, HYDERABAD.

1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2.	Name of proprietor/Director of Agency/Firm/Company	
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.	
5.	Banker of Agency/Firm/Company with full address (Attach certified copies of statement of the Annual Accounts for the last three years)	
6.	PAN/GIR No. (Attach attested copy)	
7.	Service Tax Registration No. (Attach attested copy)	
8.	E.P.F. Registration No. (Attach attested copy)	
9.	E.S.I. Registration No. (Attach attested copy)	
10.	Documents showing completion at least one service of ≥ `90 Lakh per annum <u>or</u> at least two services of value of ≥ `45 Lakh each per annum or at least three services value of ≥ `30 Lakh each to provide manpower during the last 5 years.	
11.	Give details of the major similar contracts handled by the Tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last Five years. Attested copies of work orders may also be attached.	
12.	Affidavit stating that the Agency/Firm/Company is not / has not been black listed by Central / State Government / PSU (Attach copy)	
13.	Number of similar Security Services provided to Govt./private/PSU in last 5 years by the Agency (Attach Copy)	
14.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – Annexure-IV)	
15.	Details of Earnest Money Deposit Amount.	
16.	List of other clients(copies of work orders have to be furnished)	

Date
Place:

Signature of authorized person
Name:
Seal:

Details of work Experience

Name of the tenderer

SN	Name of Work	Work-I	Work-II	Work-III
1	Agreement /work order reference			
2	Name of the client			
3	No. of Security Guards / Housekeeping personnel provided			
4	Date of commencement of contract			
5	Actual date of completion of contract			
6	Total value of work done on completion (Entire contract period)			
7	Contract value (fee) for 12 months to be computed on proportionate basis			
8	Ref to clients certificate			

Note:

Only the value of contract as executed by the tenderer in his own name should be indicated.

i) All the details should be supported by documentary proof, i.e., clients certificates clearly indicating the required details as number of different categories of manpower supplied, commencement and actual completion date and contract amount payable etc., in addition they will be required to submit list showing name & address, category of manpower supplied and ESI, PF challan in support of the work experience.

DECLARATION

I, _____ Son / Daughter /
Wife of Shri _____ Proprietor/Director,
authorized signatory of the Company/Firm/Agency, mentioned above, is competent
to sign this declaration and execute this tender document;

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

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

Signature of authorized person

Full Name:

Seal:

Date:

Place:

ANNEXURE- III

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing manpower at C-MET, HYDERABAD

1. Name of Service Provider Company / Firm/ Agency:
2. The monthly remuneration should be quoted in the format given below. The details of manpower, their number have been indicated in Colum 2 and monthly remuneration payable to them indicated in S.No. 2. The Service Provider is required to clearly indicate the charges both in figures as well as in words. The monthly remuneration quoted shall be as per O/o Deputy Chief Labour Commissioner (Central), Hyderabad vide Memorandum No. 47(3)/2016-C2 dated 14.10.2016.

Components of Rate (in Rupees)

Sl No	Description	Security Guards	House Keeping Personnel	Other Personnel
		(A)	(B)	(C)
1	Security Personnel	Per Guard (round the clock with 8-hr shift)	Per person (with 8-hr shift)	Per person (with 8-hr shift)
2	Monthly Remuneration (as per minimum wages (Central Govt.))	`10,764/- per person	`9,724/- per person	As per CMW Act
3	All statutory as applicable to be specified in prescribed % on Sl. No. 2	EPF @ 13.36% on Sl. No. 2 ESI @ 4.75% on Sl. No. 2	EPF @ 13.36% on Sl. No. 2 ESI @ 4.75% on Sl. No. 2	EPF @ 13.36% on Sl. No. 2 ESI @ 4.75% on Sl. No. 2
4	Other Charges (if any) i.e., Reliever Charges (for labour holidays/ weekend holidays)	1/6 of Sl. No. 2 & 3	NIL	NIL
5	Administrative Charges / including Overhead & Agency Profit (pl specify) per person	Rs..... per person (indicate in percentage) % =	Rs..... per person (indicate in percentage) % =	Rs..... per person (indicate in percentage) % =
6	Service Tax as applicable	15% (at present)	15% (at present)	15% (at present)

3. The quoted rates shall be valid for 90 days from the date of opening of tender.
4. The taxes if not indicated above will be considered inclusive.
5. The bidder shall necessarily submit the cost break-up in support of rate quoted by him clearly stating the minimum wages, statutory charges, service charges and service tax etc. to evaluate their bid.

6. The Supervisor/Security Guard will be considered under watch and ward without arms and Housekeeping personnel will be considered under the Employment of Sweeping & Cleaning excluding activities prohibited under the Act, 1993.
7. The quoted shall be per shift of 8-hours per person per day. If the wages are revised subsequently by the Appropriate Government (Central Govt.), the incremental wages (only for wages component excluding any other charges) if applicable will be provided on submission of necessary circulars/orders of the Government.
8. The offer/bid which is not in compliance with the Central Minimum Wages Act, 1948 and any other labour law will be treated as invalid.
9. The contract is initially for one year but can be extended for further period of two years based upon the satisfactory performance of the security services and other terms & conditions as per Tender.
10. The number of manpower shown above is indicative and actual number may vary as per requirement.
11. All the columns should be clearly filled in link legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Signature of Authorized Person

Date:

Full Name:

Place:

Seal:

Financial Data

Name of the tenderer:

All amount in Rupees in Lakh

(in years)

S.No	Description	2013-14	2014-15	2015-16
1.	Annual Turnover from supply of Security and Housekeeping personnel			

NOTE:

- 1. Attach copies of the audited balance sheets, including all related notes, income statements for the last three audited financial year, as indicated above.**
- 2. The financial data in above prescribed Performa shall be certified by Chartered Accountant/Company Auditor under his signature & stamp.**

ANNEXURE-IV

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We hereby certify we have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature:

Name & Designation with office Seal

AGREEMENT of Contract for Providing the Security in C-MET

This agreement made on the Day of _____ Month Year Two Thousand Sixteen between the Centre for Materials for Electronics Technology (C-MET), IDA Phase-III, Cherlapally, HCL Post, HYDERABAD-500051, (hereinafter called "C-MET") of the one part, which expression shall include his successors and assigns and **M/s** (**herein after called "The contractor"**) which expression shall include his heirs, executors, administrators and assigns of the other part.

Whereas C-MET is desirous of hiring of contractual which should be deployed by the Contractor, **Viz** "....." etc. in C-MET Campus and has accepted a Bid of the Contractor for the execution and deployment of Security personnel therein.

Now this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) Tender No. _____
 - b) C-MET's Work Order No. _____ dated _____
3. In consideration of the payment to be made by the C-MET to the contractor as hereinafter mentioned, the Contractor hereby covenants with C-MET to execute and deployment of contractual manpower and remedy any defects therein in conformity in all respect with the provisions of this agreement.
4. The Centre for Materials for Electronics Technology (C-MET) hereby covenants to pay the Contractor in consideration of the execution and deployment of contractual manpower and the remedying of defects therein the Contract Price or such other sum as may become payable at the times and in the manner prescribed by this agreement.
5. Obligations of the Contractor – The contractor shall ensure full compliance of tax laws of the India with regards to this agreement and shall be solely responsible for the same. The contractor shall submit the copies of acknowledgements evidencing filling of returns every year and shall keep the employer fully indemnified against liability of tax, interest, penalties etc. of the contractor in respect thereof, which may arise.
6. The court at Hyderabad shall be the exclusive jurisdiction for all dispute arising out of this agreements between the parties.

In Witness whereof the parties hereto have this Agreement to be executed the day and year first before written.

Signed, Sealed and Delivered by the Said

Binding signature for and on behalf of
Centre for Materials for Electronics Technology (C-MET),
HYDERABAD.

Binding Signature of Contractor

In the presence of

Witness (1):

Witness (2):

PROFORMA FOR PERFORMANCE BANK GUARANTEE
(On stamp paper of appropriate value from any Nationalized Bank)

To,

M/s Centre for Materials for Electronics Technology (C-MET)
IDA Phase-III, Cherlapally, HCL Post,
HYDERABAD – 500 051.

Dear Sir,

In consideration of Centre for Materials for Electronics Technology (C-MET) (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to (herein after referred to as the said Contractor or Contractor' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. In terms inter alia, of the C-MET's Letter No. dated. and the General Conditions of Contract and upon the condition of the contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under in connection with the said contract up to a sum of `..... (Rupees..... only) amounting to 10 % (Ten) percent of the total contract value.

1. We. (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anyway payable by the contractor to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anyway payable in respect of the above to this guarantee up to an aggregate limit of `...../- (Rupees.....only).
2. We Bank further agree that The Employer shall be sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account thereof and the decisions of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.
3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the Bank of the fail liability to The Employer hereunder or prejudice the rights of The Employer against the bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respect and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.
6. The amount stated in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Contractor or as suffered or incurred by The Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the contractor arising up to and until midnight of
8. This guarantee shall be addition to any other guarantee or security whatsoever that The Employer may now or at any time anywise may have in relation to the contractor's obligations/ or liabilities under and/ or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.
9. It shall not be necessary for the Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.
11. We,the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Not withstanding anything contained herein above, our liability under this guarantee shall be restricted to `..... (Rupees.....) and this guarantee shall remain in force till and unless a claim is made on us within 3 (Three) months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities there under.

Datedday of2016.

For and on behalf of Bank.

Issued Under Seal

(In the letter head of the firm)

WAGES PAYABLE TO THE SECURITY AND HOUSE KEEPING PERSONNEL

S.No	Description	Wages as per Minimum Wages Act, 1948	EPF @ 12%	ESI @ 1.75%	Sunday/Holiday Wages*	NETT Wages payable
[1]	[2]	[3]	[4]	[5]	[6]	[7]={[3]+[6]} - {[4]+[5]}
1.	Security Guard	`10,764/-	`1292/-	`188/-	`1656/-	`10,940/-
2.	House Keeping Personnel	`9,724/-	`1169/-	`170/-	-	`8385/-
3.	Other Personnel	As per CMW Act	As per CMW Act	As per CMW Act	-	[7]=[3- {[4]+[5]}]

*4 Sundays during the month

I/We undertake that the agency will distribute the wages between 7th – 10th of each month directly to the bank account and a copy of acquaintances roll/details of bank transfer shall be provided.

I/We also undertake EPF/ESI received from the employer and deducted from the employee will be deposited in to EPIO & ESI respectively and proof will be furnished along with bill for the successive month.

Name of the Company:

Full Name & Seal