



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY,**  
(A Scientific Society, under Ministry of Electronics & Information Technology,  
Govt. of India) SHORANUR ROAD, M.G. KAVU, P.O. ATHANI, THRISSUR  
PIN -680 581. Tel No.: 0487 – 2201156-59; Fax 0487 – 2201347

**TENDER NOTICE**

**Notification No. CMET/TH/ADM/05/2018**

Sealed Tenders are invited from reputed firms/contractors registered with Directorate General of re-settlement, Ministry of Defence or State Sainik Board , for the following works at this office. The details of works to be done and terms & conditions are given in our website. **The tenders should reach on or before 13<sup>th</sup> December, 2018 at 15.00 hrs last date and time at the Admn. Officer, C-MET, Athani-P.O., Thrissur-680581 superscribing 'Quotation for Security Personnel'.** C-MET reserves the right to reject any tender in full or part thereof without assigning any reason.

Sd/-  
**ADMINISTRATIVE OFFICER**

# **TENDER DOCUMENT**

## **CONTRACT for PROVIDING SECURITY PERSONNEL**

### **I. PRE-QUALIFICATION CRITERIA**

The Agency/Contractor shall ;-

- i) be registered either with Directorate General of Resettlement or with State Sainik Board ; proof of the same shall be submitted.
- ii) have registration under ESI/EPF Act;
- ii) Experience of at least three years similar work in large organizations; such as companies, schools/colleges, hospitals, Government Offices, PSUs etc.

### **II. GENERAL INFORMATION ON WORK TO BE UNDERTAKEN**

1. The Agency shall provide full security for C-MET properties and its men within its premises by engaging Ex-servicemen security guards with all necessary equipments and uniform for the security guards shall be provided by the contractor only.
2. For above purpose, the security guards are to be posted at three security posts for 24 hours whole day ( 9 security guards of 8 hrs duty).
3. Ensure no unauthorized person enters the premises of C-MET
4. Ensure no property of C-MET is taken out without permission of an authorized officer.

### **III. GENERAL TERMS AND CONDITIONS FOR TENDERERS REGARDING SUBMISSION OF QUOTATION**

- i) Period of the contract will be for one year from the date as mentioned in the Contract award order. The same may be renewed further one or more years subject to maximum three years on the same terms and conditions at the discretion of the C-MET in consultation with the Contractor
- ii) Tenderers may quote their Agency charges and other administrative charge on total work mentioned above on monthly basis in the prescribed format; Annexure I(a) and Annexure I(b). The Tender without Agency charges will not be considered.
- iii) The monthly wages shall be the minimum wages applicable to WATCH AND WARD for area B, notified by the Office of Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India. In addition to the monthly wages, all other statutory obligations such as minimum wages, PF,

ESIC, Bonus (8.33%) as per Payment of Bonus Act, Leave with wages (4.80%) etc., payable shall be indicated by the Tenderers.

- iv) All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- v) Only one quotation should be submitted by each party.
- vi) Unsigned quotations will be rejected.
- vii) C-MET reserves the right to cancel any of the quotation which are incomplete or for any other reasons and it reserves the right to cancel the entire process at any point of time before finalization.
- viii) C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserve the right to accept or reject any party of the tender without assigning any reasons.
- ix) Corrections if any, must be attested. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- x) The authority of the person signing the tender, if called for, should be produced.
- xi) Tenderer should submit along with their quotation, proof of satisfying the eligibility conditions; such as Registration under ESI/EPF Act, Work experience and workforce.

#### **IV. METHOD OF TENDER EVALUATION**

- i) All the tenders received on or before the last date of submission will be opened by a Committee of officials before the representatives of the tenders whoever present on the date and time specified;
- ii) The tenders opened will be then verified by the Committee, whether or not it is signed and all the documents required for verification of eligibility are enclosed or not. If it is not, the tender will be treated as “non responsive” and will be rejected.
- iii) The Pre-Qualification criteria is verified and only those meeting the pre-qualification criteria will be considered for further evaluation
- iv) Only those tenders which satisfies the terms and conditions will be further considered for financial evaluation. Financial evaluation will be based on total Agency charges and other administrative charges including GST, quoted by the parties. If any of the Tenderer has not registered under GST, his quotation also evaluated after adding GST, which otherwise payable by C-MET as reverse charge.
- v) Final selection of the Contract is on Lowest Quote basis

#### **V. OTHER TERMS AND CONDITIONS OF THE CONTRACT**

- i) The persons engaged by the contractor shall not be / deemed to be employees of C-MET and hence has no right for regular employment.

- ii) It shall be the responsibility of the Contractor to ensure compliance with all Labour law provisions, including the payment of minimum wages as declared by Central Government and other statutory payments payable to the Security Guards.
- iii) The revision of rate on account of revision in minimum wages and in other statutory payments as notified by the Govt. Authorities will be considered as and when it is made applicable.
- iv) Contractor has to attach following documents alongwith the bills:
  - a. Proof of having deposited employee's as well as employer's contribution towards PF & ESIC. PF & ESI amounts, in respect of the workers engaged by the Contractor, have to be deposited by 15th of each month for every completed previous month.
  - b. Proof of having paid wages to his workers within 7th day of the following wage period. Wages must be paid to the worker engaged by the contractor in presence of an officer authorised by C-MET and the Wage Register, which is to be signed and certified by the said officer.
  - c. Copy of Attendance sheet of workmen concerned.
  - d. Certification by the Concerned Officer regarding the work satisfaction
- v) The payment of Contractor bill will be made within seven working days on its submission, after effecting the statutory deductions; such as TDS under Income Tax Rules and also under GST Act, if applicable.
- vi) The contractor has to maintain all books, registers, form & other related documents which are prescribed under Contract Labour (regulation & abolition) Act, 1970 & its central rules 1971, Minimum Wages Act 1948 & its central rules, EPF & MP Act 1952, ESIC Act 1948, and all other concerned Acts/ labour laws & its central rules.
- vii) The Contractor shall observe and abide by the provisions of all laws, rules and regulations and shall also obtain at his own cost all necessary licenses and permit that may be necessary for the purpose of carrying out the provision of the agreement. It shall also be the responsibility of the contractor to ensure compliance with all labour laws provision including all such liabilities due and payable under any other laws.
- viii) The payment of wages to the employees employed by the contractor is to be disbursed by the contractor himself or by his nominee by **a/c payee cheque/RTGS** only.

**THE LAST DATE and TIME OF SUBMISSION OF TENDER : 13<sup>TH</sup> DECEMBER, 2018 at 15.00 Hrs**

**DATE and TIME OF OPENING OF TENDERS : 13<sup>th</sup> DECEMBER, 2018, at 15.30 Hrs**

**The Tenders should reach on or before last date and time at the Admn. Officer, C-MET, Athani-P.O., Thrissur-680581 superscribing 'Quotation for Security Personnel'**

**ANNEXURE –I (a)**

**TENDER FOR PROVIDING SECURITY GUARDS ON MONTHLY BASIS**

1. Name of the Organization :
2. Details of Registration with DGR/Kerala Sainik:  
Board ( proof shall be submitted )
3. Permanent Address :
4. Address for Communication (with Pin code) :
5. Phone No. (Land Phone and Mobile Phone) :
6. PAN No. (Copy enclosed) :
7. GST Registration No :
8. EPF registration No. :
9. ESI registration No. :
8. Bank Account Details :
7. Details of Previous experience in Security arrangement (Give full details) :

I have fully gone through and understood all the terms and conditions of the tender and ready to abide by the terms and conditions of the Contract, if the contract has been offered to me.

**Place :**

**Signature of the Authorized person**

**Date:**

**FINANCIAL OFFER FOR PROVIDING SECURITY GUARDS ON MONTHLY BASIS**

| <b>Particulars</b>                                   | <b>Amount (Rs.)</b> |
|--|---------------------|
| Administrative charges, if any<br>(specify the same) |                     |
| Agency Charges                                       |                     |
| GST and other Statutory Levies<br>(specify the same) |                     |
| Total  |                     |

**\_Place :**

**Date:**

**Signature of the Authorized person**