



TENDER FOR SECURITY COVERAGE AND ALLIED SERVICES

This tender document contains 29 pages (Page 1 to 24, 28 & 29 Cover – I Techno-Commercial Bid)
(Page 27 to 29, Cover – II Price Bid), Tender Fee – Rs.700.00

Cost of Tender Rs.312 Lakhs

Earnest Money Deposit: Rs.500,000.00

Last date for sale of Documents: 10/10/2019 till 14.00hrs

Last date for submission : 11/10/2019 till 14.00 hrs

Tender opening date & time : On 11/10/2019 at 14.30hrs (Only Techno – Commercial Bids)

Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

Important Instruction: The bids shall be enclosed in an envelope and sealed duly marked "Tender for Security Coverage and Allied Services" Ref No. NCB/W-181204/2018-2019 (N); and addressed and to be mailed to "Head-Purchase". The bids are liable to be rejected if the sealed envelope is not addressed to "Head-Purchase" with Tender Ref No. and Item Description. Offers delivered in person shall be deposited in the Tender Box kept in the Office. If the bids are sent through courier or mail, it should reach by submission Date and Time and NCBS will not be responsible for the delay.

Important Instruction for the Tenderers:-

Pre-Bid Meeting: For information / Technical Details / Clarifications required by the Tenderers, a Pre-Bid meeting will be held on 04/10/2019 @ 15.00hrs at NCBS and the tenderers those who have purchased the Tender Documents are requested to attend the same. On absence of attending pre bid meeting the tender/bid shall be summarily rejected.

2. The Security Coverage and Allied Services is for the campus. The current Tender is invited by NCBS, inStem and C-CAMP from Bangalore Life Science Cluster (BLiSc) and situated in NCBS Campus. InStem and C-CAMP will also avail the services from the successful service provider for which separate Work Order / Purchase Order will be issued by the respective Institutes. The successful service provider should honour the rates quoted to NCBS for inStem and C-CAMP Work Order / Purchase Order. Please refer Pg. No. 15 for details of currently engaged manpower for NCBS, inStem and C-CAMP for BLiSc Campus.

Sealed tenders are invited under 2 cover system from Registered and Licensed Contractors of repute for Job Contract at NCBS, TIFR, GKVK, Bangalore – 560 065. The Essential and Desirable features are the criteria for determining responsiveness of the bids. The Technical and Financial / Price Bids shall be submitted simultaneously in two cover (sealed) system.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.

Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work.

Please read carefully instruction for the Tenderers and Scope of Work.

The prospective Contractors should note that high quality of service and professional approach is the essence of this contract. No post shall leave vacant unless appropriate amendment issued.

A) Contractor should have minimum 5 years experience in providing Security and Allied Services in reputed organisations. The contractor should have executed a single contract of Rs.300lakhs per annum or two contracts of Rs.225lakhs each or 3 contracts of 150lakhs or more during the last 2 financial years.

B) The contractor should have a valid PAN number issued by the Income-Tax Authority.

C) Should have a valid Registration Certificate of the firm / agency / Company.

D) Should have a valid License issued by the Police Department (Dy. Inspector General of Police, Karnataka).

E) Should have valid ESI & PF registration certificate of Bangalore Region.

F) Financial Statement of last 3 years (Balance Sheet & P & L A/C)



G) Security Considerations : The persons deployed by the agency should NOT have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. A Certificate to this effect is to be furnished by the Security Agency to whom the Contract shall be awarded.

H) Having regard to the scope of work, qualification, training and experience that are required for the job, the Contractor should offer such emoluments and benefits to the people to be employed by him which takes into account:

- a) The Qualification, Training and Experience of the deployed personnel.
- b) Annual increase in Salary (allowed time to time only with valid notification issued by the competent authority) on account of revision of Basic Wages + V.D.A.
- c) Emoluments which are well above the minimum wages as prescribed under the Minimum Wages Act. (Central Rules).

I) The tenders should be submitted in two sealed covers. This tender will be evaluated under 2 cover bid system, i.e.

The Technical and Financial / Price Bids shall be submitted simultaneously in two cover (sealed) system.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.

Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work.

I. The First sealed cover - COVER I should be superscribed "Techno-Commercial Bid" and should contain Annexures A-G duly accepted, signed by authorised signatory with seal .

II. The cover shall also contain the following documents:

- (i) Company profile including previous experience of manpower deployment to government Departments, Multi - National companies, etc. Please attach copies of Work Orders, Completion Certificate, etc.
- (ii) Acceptance of terms and conditions specified in these tender documents.
- (iii) Availability of :
 - a. Training Centre
 - b. Fire Fighting / First Aid Instructors
 - c. Control Room
 - d. Dog Squad
- (iv) Action and arrangements in case of terrorist attack.
- (v) Selection Process of security Staff. Imparting training to deployed Security Staff. Checking of deployed security staff by Agency. Deployment pattern of Security Personnel including the number of Guards / Supervisors to be deployed.
- (vi) Total Strength, Nominal Roll and Bio-Data of the Security Staff.
- (vii) Agency's MD,COO, GM (OPS) visit to deployed locations.
- (viii) Record maintenance at deployed location.
- (ix) Demand Draft /Bank Guarantee in lieu for Earnest Money Deposit
- (x) Solvency Certificate issued by your banker
- (xi) A copy of the valid License issued by the Police Department (Dy. Inspector General of Police, Karnataka).
- (xii) Work Order copy of a single contract worth of Rs.300 lakhs p.a or 2 contracts worth Rs.225 lakhs p.a or 3 contracts worth Rs. 150 lakhs p.a during the last 2 financial years.
- (xiii) Copies of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm /agency/Company and proof of 5 years experience in providing Security and Allied Services in reputed organisations.



Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

II. The **Second sealed cover - COVER II** superscribed 'Price Bid' should contain **Annexure H** rates which is to be quoted on monthly basis for **normal duty of 8 hrs per day per person**.

- THE ABOVE MENTIONED TWO COVERS SHALL BE SEALED ON THE OUTSIDE WITH WAX SEAL BEARING THE LOGO/NAME OF THE COMPANY SUBMITTING THE BID.
- THESE TWO COVERS SHALL BE AGAIN PUT INTO A SINGLE WAX SEALED COVER superscribed "**Tender for Security Coverage & Allied Services**". This should be addressed to Head-Purchase, NCBS-TIFR, GKVK, Bangalore - 65. **The Techno Commercial Bid will be opened on 11/10/2019 at 14.30hours.**

On the date of tender opening (i.e. on 11/10/2019), only the Techno-Commercial Bids shall be opened in the presence of attending tenderers. The Techno-Commercial bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance.

H) Earnest Money Deposit shall be submitted along with the "**Techno-Commercial Bid**" in the form of a demand draft drawn in favour of "National Centre for Biological Sciences, Bangalore" and the DD should be from a Nationalised / Scheduled bank. Alternatively, a Bank Guarantee from a Nationalised / Scheduled bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be rejected.

The following conditions of Tender and Scope of Work shall be considered as "Essential Experience".

1. Experience in Combat & Crisis Management.
2. Training in First Aid & Medical.
3. Training in Fire Safety in modern eqpt. like FM 200 Fire system, Fire Fighting and servicing of fire fighting equipments.

Desirable Experience

1. Guest House Office Management.
2. Experience in Help Desk, Liaisoning with police stations and other Govt. Offices, Mailing and Dispatch services.
3. Experience in Fire and Safety with diploma in it.
4. Training and Experience in Front Office management and use of computers and modern office communication equipments.

Conditions of Tender

1. Quotations must be submitted giving complete details using enclosed tender papers.
2. **The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.**
3. Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no, Fax No, of the firms.
4. **Bids in sealed envelopes duly superscribed in bold with the Tender Title, reference No. and due date, addressed to Head-Purchase, National Centre for Biological Sciences, GKVK, Bellary Road, Bangalore-65 shall be sent by post/courier so as to reach before the prescribed date and time.**





Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

5. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
6. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
7. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
8. Bids which do not comply with the above conditions are liable to be rejected.
9. NCBS shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any** or all tenders without assigning any reason whatsoever.
10. The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
11. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
12. The tender form should be filled and sealed to reach NCBS latest by **14.00hrs** on **11/10/2019**. The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.
13. The tenderer should have its Head / Zonal / Regional / Branch Office in Bangalore – with suitable training facilities for security personnel.
14. The tenderer should be possessing / holding a valid license issued under the private Security Agencies (Regulations) Act 2005 and rules framed there under.
15. Bids shall be accompanied by the following, failing which the offers are liable to be rejected :
 1. License and Registration Certificate issued by competent authority for similar work and should have its Head /Zonal / Regional/ Branch Office in Bangalore.
 2. ESI & PF Registration Certificate registered at Bangalore Regional Office.
 3. The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)
16. All annexures, attachments / drawings (if any) to this enquiry shall be read as part and parcel of this enquiry.
17. Deviation (s) indicated in Annexure F are not automatically accepted; only if such deviation(s) if any indicated by tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.
18. All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed "**Tender for Security Coverage and Allied Services**" and Reference No. "**NCB/W-190943/2019-2020 (N)**".





Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. NCBS RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THERE OF.

EARNEST MONEY DEPOSIT : Rs.5,00,000/-. EMD shall be paid in the form of Demand Draft from any Nationalized bank, drawn in favour of "National Centre for Biological Sciences, Bangalore".

If the successful bidder fails to enter into a contract, the EMD amount of the successful bidder is liable to be forfeited.

The offers are liable to be rejected, if they are not accompanied with EMD in the form specified above.

Tenders shall be opened on **11/10/2019** at **14.30** hours at NCBS, GKVK, Bellary Road, Bangalore-65.

Micro and Small Enterprises (MSEs):

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)

2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.

3. The bidder submits registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.

1. DEFINITION OF TERMS :

1. Centre or NCBS means National Centre for Biological Sciences, Tata Institute of Fundamental Research, GKVK, Bellary Road, Bangalore – 560 065.

2. Contractor, bidder, firm means the person to whom the work may be awarded.

3. Work Order, Purchase Order or Order shall mean the Work order/contract with associated specifications, tender documents, etc. executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.

1. Scope of contract

1.1 The following annexures are part of the tender documents under reference:

- a) Annexure – A – Scope of work
- b) Annexure – B – Profile of experience in Security and Allied Services
- c) Annexure – C – Important note for the bidder
- d) Annexure – D – Schedule of Experience of last 5 years
- e) Annexure – E – Schedule of Deviations from specifications / conditions
- f) Annexure – F – Statutory obligations
- g) Annexure – G – Schematic diagram of NCBS
- h) Annexure – H – COVER II – PRICE BID

The Tenderer shall fill in Annexures B,D,E and H completely and submit them along with their bids. All details and columns shall be filled, and if Annexure E or a particular column (s) in any annexure(s) does/do not apply, it may be indicated by saying why it is not filled (for e.g. 'no deviation', not applicable, not relevant, etc) – leaving blank columns or a bare hyphenation will disqualify the bidders.

1.2 The details of rates and number of personnel required for carrying out the work shall be indicated by the Contractor in the Annexure "B".

1.3 Once the Work order is issued, the Contractor will receive instructions from an Officer designated for this purpose (Administrative Officer-Services) or his authorized nominee and the Contractor thereby undertakes to abide by his/her suggestions/instructions, etc. as regards services in this agreement.



1.4 "addition / alteration in the Scope of work: At the time of awarding the contract, the quantity to be procured must be re-judged based on the current data, since the ground situation may have very well changed. The tendered quantity can be increased or decreased by 25 (Twenty – Five) percent for ordering, if so warranted. In case of reduction in quantity, the reduced quantity at the same rate and at the same terms and conditions as tendered and any alteration or addition to the scope of work will be communicated to the Contractor and the Contractor shall carry them out".

2. Quality and Scope of Services

2.1 The contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain the number and quality of staff as contracted to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Centre. The Contractor as soon as the agreement is signed, shall submit a list and bio-data with photo of their workmen/supervisors/others indicating their name, age, qualification, experience and salary along with copy of appointment orders issued to them. As and when there is a change in the staff posted, a revised list and bio-data with photo shall be submitted along with copy of appointment order issued to the new appointee/appointees, simultaneously. Security Considerations: The persons deployed by agency should NOT have any adverse police records /criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The successful bidder to whom the work is awarded shall have to submit an undertaking in writing to this effect.

2.2 It is normally understood and agreed between both the parties that the Centre will not be responsible or be liable for any laws that are in force/that may come into force from time to time in respect of personnel engaged by the Contractor and the Contractor alone will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.

2.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Security Officer / Officer-in-Charge regarding delivering the specified service.

2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of the work or conduct of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in Centre's premises or in connection with the services referred to herein.

2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorised person in NCBS.

2.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act (Central), ESI Act, PF Act, etc., as relevant and applicable from time to time.

2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this tender agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure "F". It is understood and agreed that the Contractor will provide decent uniforms, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

2.8 The Contractor shall provide a copy of Police Verification Certification from native place of each individual, while deploying the Security Personnel.

2.9 Security Guard should be of average Ht.165cms and preferably below 50 years of age. Security Personnel must qualify Physical Efficiency Test, such as, Running, Walking, Push-up etc.

Fitness Check for Security Personnel:

- A) Hearing -Free from hearing defect.
- B) Eyesight- Far sight vision 6/6, near vision0.6/0.6with or without correction, free from color blindness, should be able to identify and distinguish color display of the security equipment and read and understand the display in alphabets and numerals.
- C) Blood pressure and blood glucose levels should be normal
- D) Stamina - Should be able to run 1 km. in 6 minutes.
- E) Height should be minimum 160 cm, chest should be 80 cm with an expansion of 4 cm and weight should be according to standard table of height and weight.
- F) Disease free: Candidates should be free from any contagious or infectious disease.
- G) Body Mass Index levels should be normal and the individual should not be obese
- H) Please note that the security agency should conduct weekly drills to ascertain the physical and medical fitness of the deployed staff. Any attempt to deploy personnel who do not meet the required criteria will result in stringent action against the contractor.

2.10 The Contractor should prepare and submit Standing Operation Procedure (SOP) for each duty point / area, besides guidelines and instructions for duty personnel.

2.11 The Contractor should have Modern Equipments, Training Centre, Fire Fighting/First Aid Instructors, Control Room, Dog Squad etc. Investigation with regard to theft/pilferage to be carried out by the Agency.

2.12 a) The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be enclosed with all (whether running/monthly or final) bills.

b) The Contractor shall pay Salary and other Allowances/Benefits as indicated by the Contractor in their tender and accepted by NCBS. In order to ensure high quality of service and having regard to the scope of work and the appropriate level of expertise (i.e., qualification, experience) required for the job, the Contractor should pay such salary /wages which is higher than the statutory wages as prescribed by the Minimum Wages Act, so that quality of service is assured. Such salary shall be well above minimum wages.

c) If the rates quoted by the Contractor and accepted by the Centre includes bonus, charges for over time, uniform, staff, food, applicable yearly wage increase, miscellaneous, etc. Details of what is provided, its cost, etc. shall be furnished periodically. The proof for uniform cost, bonus and applicable wage increase, details of what is provided shall be furnished once in a year or before expiry of the contract, whichever is earlier. If proof of payment of all benefits like charges for over time, staff food, miscellaneous, etc., are not furnished once in 3 months and once in a year for uniform cost, bonus, applicable wage increase, the Centre reserves the right to withhold/recover such portion of the salary/benefits. However, the proof for payment of PF and ESI and name of such employees whom the PF & ESI has been paid shall be submitted along with each running/monthly bill.

d) The Centre will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Centre will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the Centre due to the Contractor's non-compliance with statutory obligations. A list of these as applicable at present is set out in Annexure 'F' attached. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Centre along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.

e) The Contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Centre on the 1st of every month for the previous month or as necessary for inspection. The Contractor shall provide all facilities for inspection/books/personnel on demand by NCBS or any Statutory Authority.

f) The Contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at NCBS. This should be done immediately but not later than one month from the date of signing joint agreement. The Contractor should ensure that the contract employees display this card prominently.

2.13 It is clearly understood and agreed upon that neither the Contractor nor the Contract employees shall have any claim on employment with Centre at any point of time and this arrangement is purely between the Contractor and the Centre for specific services for a specified period.

2.14 The successful Contractor shall indemnify/deemed to have indemnified the Centre for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the Centre against any claim by any authority once the work order is awarded. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties & or cost shall be recovered from the contractor's dues/amount payable or shall be paid by the Contractor on a demand from NCBS.

The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favor of NCBS that they would indemnify and keep NCBS indemnified and harmless against any claims, losses, expenses which NCBS may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till NCBS is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. The contractor also should undertake not to revoke this indemnity during its currency save with NCBS's previous consent in writing.

2.15 The Contractor shall follow all rules as may be existing or may be framed from time to time at NCBS on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in NCBS as amended from time to time.

3. Tenure & Termination

3.1 The contract with the Centre will be initially awarded for a period of 12 months and if the services are found to be satisfactory, the Centre reserves the right to extend the contract for a further period of 12 months on the same terms and conditions.

3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit shall be forfeited.

Any other costs and or damages incurred by the Centre to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.

3.3 In case of failure on the part of the Contractor to complete the contract as per the terms of Contract within the specified contract period and if such work is got done by the Centre from any party at a higher rate the Contractor shall be liable to pay the Centre the difference between existing rate and the rate of the new Contract.

3.4 Risk Clause: Notwithstanding the other terms herein, the Centre at its option will be entitled to terminate the contract and to avail from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Centre within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof as deemed so by the Centre. The contractor shall be liable for any loss which the Centre may sustain by reason of such risk contract in addition to penalty.

3.5 Insolvency and breach of contract: The Centre may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events, i.e. to say:

a. If the Contractor being an individual or a firm any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order to order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into any arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or

b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or

c. If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Centre for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.

d. In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Centre shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is /are not repeated and /or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Centre shall have the right to immediately terminate the agreement.

3.6 Notwithstanding any other clause herein, if there is any act of omission by the Contractor or the Contract employees which jeopardizes the safety/security of the Centre including, but not limited to:

a) Theft or pilferage of property of NCBS

b) Fire, flooding, breakage or damage

c) Violence or physical attack on the Campus

d) Any act or incident which may prove detrimental to the interests of Center

the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate as deemed by NCBS. The decision of the Centre Director shall be final in such matters.

4. Payment Terms:

4.1 The Contractor shall submit bills after completion of every calendar month and normally payment will be released within 20 working days from the date of submission of bill if the bill is complete and correct in all respects. The monthly bills submitted by the Contractor shall only be for actual salary and other benefits paid by the Contractor for the number of employees deployed as per contract with NCBS. If there is a shortage of employees of not less than 90% per shift of duty, as contracted, which has been adjusted by paying overtime by the contractor then the overall monthly claim bill submitted by the contractor shall not exceed the monthly total contract amount agreed upon between NCBS and the contractor. Claiming salary of employees not appointed/absent is an offence and if noticed, the contractor shall refund the entire salary along with such penalties including a penal interest to NCBS. If after receipt of payment, the Contractor has been unable to pay his workers/employees or pass on other benefits like washing allowance, ESI, PF, etc., and as soon as this fact becomes known to him, the Contractor shall immediately refund all such amounts to NCBS with a covering letter explaining the reasons for such refund. The contractor shall make a certification on each bill to this effect.

Payment in respect of ESI, PF and other statutory payments shall be paid/reimbursed by the Centre only on submission of proof of payment and Schedule of Employees covered for such benefits.

- 4.1.1 Contractor's monthly claim/bill shall contain the following 8 elements only :
- a. Basic + VDA
 - b. PF
 - c. ESI or Group Insurance
 - d. Uniform + washing charges of uniform supplied
 - e. Supervision and Administration Expenditure
 - f. Contractor's margin
 - g. GST
 - h. 1/6 relieving charges and Leave Salary shall be paid on monthly basis. However, the Contractor should ensure that 100% attendance is maintained for shift of duty.

PF, ESI or Group Insurance will be reimbursed to the contractor only on production of Registration No. / ESI card/payment of premium.

4.1.2 Leave Salary and Bonus : The leave salary and bonus shall be claimed by the contractor as and when these are paid by the Contractor to its employees and the same will be reimbursed by the Centre on submission of proof for having paid.

Leave salary is payable only if substitute is appointed in place of contract employee on leave subject to the condition that the contractor maintains 100% attendance per shift of duty.

4.1.3 Uniform and washing charges : The uniform and washing charges will become payable only after the uniforms are provided by the contractor to his employees. Uniform charges will however be reimbursed on a pro rata basis along with monthly bill and the first bill should include arrears, if any. Washing charges are paid from the month the uniforms are supplied to the contract employees by the contractor. However, if during pendency of the contract, it is observed that appropriate uniform have not been issued by the contractor to its employees, for which reimbursement has been claimed by the contractor, then the Centre reserves the right to recover the amount paid towards supply of uniform and washing charges from the subsequent monthly bill of the Contractor.

4.1.4 Bonus : Bonus shall be payable by the contractor to his contract employees once in a year before Dussehra/Diwali or when a contract employee's service is discontinued. The amount of bonus payable is 8.33% subject to maximum of Rs.7,000.00 per annum (the ceiling for calculation purpose from the salary or Wage of Rs 7,000.00 per month or the minimum wage for the scheduled employment, as fixed by the appropriate Government) as per Section 12 of Bonus Act.

4.2 The monthly/running bill of the Contractor will become payable after the end of each month on submission of a bill with all details, data and certification by the Contractor, and on due certification by the Officer-in-Charge about the satisfactory services against the claim, the Contractors payment will be released only after the contractor disburses the salary to the contract employees as per Clause No. 4.5 every month.

4.3 The Officer-in-Charge/Accounts Officer is authorized to deduct any amount as determined by the Centre Director from the amounts due to the Contractor for any deficiency in services, provided by the Contractor.

4.4 Payment of Contractor's bill shall normally be made within 15 working days of submission subject to the claim being found proper in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.



4.5 Payments by the Contractor to the contract employees shall be disbursed on or before 7th of the succeeding month in the presence of the Accounts Officer and / or any other authorized officer of NCBS. If 7th happens to be a holiday, payment shall be made on the previous working day. The Contractor shall notify all his employees/workers about the monthly payment date in their appointment order, and follow this schedule strictly, whether the Centre has paid the Contractor's bill or not. The payment of salary and all other benefits such as bonus and over time to the contract employees shall be disbursed in the presence of Accounts Officer and / or any authorized officer of NCBS.

4.6 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

4.7 Security Deposit: A security deposit @ 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 4 months' running bill. Alternatively, a Bank Guarantee from a Nationalized / Scheduled Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period.

The security deposit is refundable after expiry of the agreement subject, to (a) any claims on the Contractor, (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI, (c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Centre shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Centre Director, whose decision shall be final on account of any act or omission in the Contract, by the Contractor.

4.8 It is important for the Contractor to note that the rate quoted shall be inclusive of all taxes and duties and shall remain valid for the period of the agreement, i.e. 2 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of Scheduled Rate of Minimum Wages, Statutory duties / levies and such claim /s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.

5.2 The Contractor shall pay any claim made by the Centre of any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Centre shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Centre are fully settled. If the claim of the Centre could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by NCBS.

6. Suggestions Register:

6.1 The Contractor will maintain a complaints/suggestions register prominently displayed and take immediate action on every complaint in consultation with the Officer-in-Charge. This register will be open to any authorised person of the Centre for inspection and supervision at all times.

7. Safety, Security and Insurance

7.1 The Contractor shall follow all security rules of the Centre and instructions received from time to time regarding issue of identity cards, all material movements (incoming and outgoing).

7.2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant and machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Centre Director shall be final and will be binding on both parties.

7.3 The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must adequately cover all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Centre.

8. Miscellaneous

8.1 The work mentioned in the schedule is not exhaustive, but only indicative. The Centre reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of the contract.

8.2 The contractor shall meet the designated Officer-in-Charge of the Centre everyday to receive the details of issues/complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer-in-Charge.





Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

9. Dispute and Resolution

9.1 Any dispute or differences that may arise between the parties shall be referred for sole arbitration to the Centre Director or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

10. Primacy of Documents

The tender documents, subsequent communication exchanged and the work order as well as all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents clauses in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexures thereof, i.e. tender documents and annexures have least primacy, if any clause or detail there has been superceded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the Contractor.

11. Amendments to Work Order/Agreement

Any amendment to the Work order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorised representatives of both parties.





Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

TENDER SPECIFICATIONS - ANNEXURE – A SCOPE OF WORK

It is important that the prospective bidders visit the site before submitting the bids.

a) Management of the entire security services with all security personnel including one experienced Security Officer at a senior level with adequate experience of running security operation of a large or similar organisation, preferably with contract staff to be provided by the contractor.

The Security Officer, Fire Safety Officer, Asst. Security Supervisor, Security Supervisor and Security Guards are to be deployed by the Security Contractor and are required to perform such duties and responsibilities which may demand high level of physical fitness and mental alertness. The Contractor should take this into account while deploying the Security Personnel.

b) Apart from NCBS, GKVK Campus, the scope of work shall also include Mandara Housing Complex, Chikkabommasandra (Yelahanka New Town) which is 8 kms from the main campus.

c) In addition to the above, the security agency will have to provide guards at:

(i) 8 Lakh Litre water sump at GKVK Main Gate from 6.00 p.m to 6.00 a.m.

(ii) Guest House/Hostel premises at Canara Bank Colony Layout/Virupakshapura for the whole day, i.e.24 hours.

Further, the prospective bidders may please note that NCBS reserves the right to modify the scope of work (i.e., increase or decrease) depending upon the exigencies.

d) The Allied Miscellaneous Services which forms part of this Security Contract shall require the Contractor to provide Services for Help-Desk Services, Mailing/Dispatch Services, Managing of inward/outward entries at gates, etc. Keeping this in view, the Contractor should ensure that the persons deployed for the above job are:

(i) **Preferably 10 +2 who are able to read, write and speak in English, Kannada and Hindi and their monthly emoluments shall be at par with a Cleak at 'A' / 'B' level in our Centre.**

(ii) The person(s) to be deployed for the Reception / Front Office for Key Board should have pleasing personality, should be able to communicate (speak, write & read) in English, Kannada and Hindi. The Supervisors and above Should be able to handle Personal Computer (PC) and standard software packages that are used for Office Management. They Should be able to handle communication devices like walkie-talkies, Modern Office Equipment e.x. Fax, Photo-Copier etc.

A. Currently, to maintain the similar service, the following tentative work force would be required by NCBS.

Security Officer – 1 No.

Fire Safety Officer (proposed)

Asst. Security Officer – 1 No.

Security Supervisor – 10 Nos.

Security Guards –58 Nos.

Help Desk / Dispatch – 2 Nos.

B. To maintain service at inStem Campus the following work force would be required by inStem.

Security Officer – 2 Nos.

Security Guard – 38 Nos.

C. To maintain service at C-CAMP campus the following work force would be required by C-CAMP.

Security Guard – 7.5 Nos.

NOTE: The bidders should submit quote to NCBS portion only. InStem and C-CAMP will also avail the services from the successful service provider for which separate Work Order/ Purchase Order will be issued by the respective Institutes.

In our experience, this is the bare minimum manpower requirement to maintain the Security and Allied Services. *However, contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the PRE-BID meeting. The Vendors shall have all their doubts cleared in the PRE-BID meeting. It is completely Contractor's responsibility to deploy the security staff and to fulfill the requirements of NCBS. The figures mentioned above are not exhaustive, only indicative.*

The schematic diagram (Annexure-G) of the campus is enclosed. All intending contractors are urged to visit the NCBS campus and propose the manpower required under each category to manage the security and allied services system as detailed in this document.





Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

The scope also includes the following:

1. Assuming total responsibility of the security and vigilance of NCBS by the Contractor depending upon the sensitivity of the area and the need of the organisation.
 - a) The security force has to be deployed to ensure that there is no theft, pilferage or harm or threat to any property or personnel of NCBS or others in the premises.
 - b) The security agency/contractor will be solely responsible to make good the loss, if any, due to any negligence of the contractor for acts committed by any of the personnel employed by him.
 - c) The security contractor will be responsible for drawing necessary duty schedule for the security staff, exercise control and ensure discipline of personnel. They have to be extremely polite and courteous while dealing with NCBS authorities, staff, students or visitors and shall carry out all communications and orders with utmost confidentiality, sincerity and diligence. The security Contractor will have to ensure that security personnel deployed at the centre function as a team and resolve all conflicts that arise between personnel quickly.
 - d) Prevention of fire and arranging of regular maintenance of fire equipment (as of now there are around 583 fire extinguishers and 56 fire hydrants on campus) falls under the scope of security management services. Security staff shall be prepared to deal with all emergencies round the clock throughout the year if any emergency arises which affect the personnel and properties of the centre, the security staff should be ready with ways and means to combat them.
 - e) The contractor has to take custody of all the keys (approximately 1000 sets) and duties related to them including issues and return, opening, closing, etc.
 - f) The contractor has to be available for all assistance needed by the authorities and implement all systems/instructions issued by the authority with respect to management of security services from time to time.
 - g) The Contractor has to conduct periodic checks at night to ensure that the deployed personnel are carrying out their duties with maximal efficiency.
2. Help Desk Services are part of security management system and miscellaneous services and the scope of the help desk covers the following:-
 - a) Liaison works with Government, Police, Foreign National Registration Office, Passport Office and various agencies including Govt./ Local Bodies / Private organisation, etc.
 - b) To perform errand duties to various banks, Insurance Company, Post Office, etc.
 - c) Any help services assigned by the office.The list above is not exhaustive but indicative only.

Transport charges for carrying out official work as mentioned above will be reimbursed as per norms submission of claim.

3. Mailing, Dispatch work shall include franking, entering ledgers, tallying, daily operation and maintenance of franking machine and records, trips to post office for mails, errand jobs within the campus, photocopying, messenger work entering, pasting envelopes, moving papers and files between labs, offices, etc. within and / or outside the campus.

4. Apart from the above (item 2 & 3), it is required to have dedicated staff for clerical related work like Data Entry, Visitors entry, material inward / outward entry, etc at the main gate for 2 shifts (This item is not included in the indicative figures of bare minimum manpower requirement).

The designated Security Officer posted at NCBS by the Contractor and the Assistant Security Officer / Supervisor of the Contractor shall be preferably Ex-Service Men and must have a telephone facility at their residence along with a mobile connection.

5. The Contractor to whom the Contract for Security Coverage and Allied Services is awarded **shall ensure that Security and Fire Drill are carried out in regular intervals.** For this the Security Officer/Fire Safety Officer of the Contractor should submit a schedule to the designated Officer-In-Charge of the Centre, for the purpose.

6. The Contractor whom the work is awarded should provide the contact nos. to the Officer-in-Charge and to the authorised representatives of the centre.



Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

PROFILE OF EXPERIENCE IN THE SECURITY AND ALLIED SERVICES

(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

ANNEXURE -B

1. Name and status of the Proprietor / Director/ Partner :
2. Qualification :
3. Average age of the work men :
4. Security experience in : Government / Public Sector / Research Institute/ Private Institution
 - a. Position held :
 - b. Reasons for leaving :
 - c. Length of service and designation in: each post (*attach additional sheet, if necessary*)
 - d. Do you have experience of running a system similar put to tender. If yes, please give details :
5. a) Do you have a control room which is open round the clock. If yes what is the Name, phone No./Mobile No. & the level of person manning it :
b) In case of a sudden accident, fire or any emergency, what support in terms of resources your organization can provide? :
6. Have you provided CAR Policy, All Risk Policy, Employees Liability Insurance, etc. in any of your contracts? If yes, give details. :
7. If you think you have expertise in the work put to tender, please give a brief write up on that. :
8. Any other information :

Signature :

Name :

Designation :

Name & Address of the company with :

Seal

Date :



IMPORTANT

- a. Please attach the Bio-data of the Security Officer who would be posted to NCBS if work order is awarded.
b. Please enclose name, qualification, experience, etc., of Security Officers and supervisors.
c. Please obtain police clearance for people deployed at the Centre

Qualification:

- a) **Security Officer: Ex-Servicemen at the rank of Subedar/MCPO/Warrant Officer and above or degree in any stream with 'C' certificate of NCC from any wing with 10 years experience or .**
- b) **Fire safety Officer: Graduate or equivalent in any discipline plus Diploma in Fire & Safety from a reputed institution approved by Govt. of India.**
- c) **Asst. Security Officer: Experienced Ex-Servicemen or Graduation in any stream/or equivalent with 'C' certificate of NCC from any wing, with minimum 5 years experience similar capacity or preferably 10 + 2 who are able to read, write and speak in English, Kannada and Hindi with minimum 15 years experience supervisor capacity.**
- d) **Supervisors: Experienced Ex-Servicemen or Minimum 10 +2 and 5 years experience in similar capacity. Should able to use desktop for VMS, helpdesk call (queue), etc.**
- e) **Helpdesk/Despatch: Preferably 10 +2 who are able to read, write and speak in English, Kannada and Hindi. Should be experienced in using desktop computers, franking machine, Xerox machines and standard software packages that are used for Office Management. Minimum 10 years experience in the same post.**
- f) **Security Guards: SSC level and should be able to converse in Hindi, Kannada and English. Should have at least 2 years experience in similar type of job.**

Fitness Check for Security Personnel:

- A) Hearing – Free from hearing defect.
B) Eyesight – Far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from color blindness. should be able to identify and distinguish color display of the security equipment and read and understand the display in alphabets and numerals.
C) Blood pressure and Blood glucose levels should be normal.
D) Stamina – Should be able to run 1km in 6 minutes.
E) Height should be minimum 160cm, chest should be 80cm with an expansion of 4 cm and weight should be according to standard table of height and weight.
F) Disease free: Candidates should be free from any contagious or infectious disease.
G) Body Mass Index levels should be normal and the individual should not be obese.
H) Please note that the security agency should conduct weekly drills to ascertain the physical and medical fitness of the deployed staff. Any attempt to deploy personnel who do not meet the required criteria will result in stringent action against the Contractor.

IMPORTANT NOTE FOR THE BIDDER
ANNEXURE – C

1. The employees/workers to be deployed by the successful Bidder shall be qualified, properly trained and experienced to handle the services as outlined in the Scope of Work mentioned in Annexure "A". If such experienced hands are not available, either because the service is extremely specialised and only in-house training is possible, at least a certain percentage of employees/workers shall be experienced/trained who shall be able to impart training/expertise to others.
2. The Contractor shall provide the name, address and other details of personnel to be deployed by him. A Certificate stating that the Character and antecedents have been verified should also be furnished. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless NCBS has asked for it or without advance approval of NCBS.
3. The Contractor shall ensure that no contract employees nor anyone from his side use NCBS transport to come to the work spot or return. The Contractor shall use emergency services like medical help and emergency vehicles of NCBS in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury/death and or loss/damage will fully rest with the Contractor.
4. At any point of time, there must be a minimum of 90% attendance in each shift. Any absence or shortage beyond this may be managed by giving over time; shortage or absenteeism less than 90% in shift shall be penalized including termination of the contract. Payment shall however be restricted to actual number of people as physically deployed in each month.
5. The Tenderer must indicate the deviation in Annexure-E, with reasons thereof. The deviations indicated by the tenderer shall be from the tender document issued by NCBS. Deviations shall be valid only if it is accepted by NCBS and forms part of the joint agreement.
6. The rates quoted shall be valid for 2 years from the date of Work order followed by joint agreement.
7. **NOTE: NCBS is a Public funded Research Institute and is entitled to concessional rate of GST @ 5% for certain items supplied for Research purpose vide notification No. 47/2017 and 45/2017 dated 14th Nov, 2017. The offer should be submitted after fully considering the above notification.**



SCHEDULE OF EXPERIENCE OF LAST FIVE YEARS

ANNEXURE – D

Please furnish list of firms/offices where you have undertaken similar jobs (please use additional sheets, if necessary:)

Sl. No.	Name of the Company with full Address	Period		Contract Value (Rs.)	Contact person & phone Nos.
		From	To		

Signature	
Name	
Designation	
Name of the company	
Date	
Seal of the company	

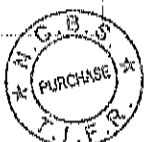


SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS
ANNEXURE – E

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

The bidder hereby certifies that the above mentioned are the only deviations from Technical Specifications / Commercial terms and conditions of this tender. (State NIL if no deviation is envisaged.)

Signature
Name
Designation
Name of the company
Date
Seal of the company



STATUTORY OBLIGATIONS:**ANNEXURE- F**

The selected Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules/changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The successful bidder shall indemnify/is deemed to have indemnified NCBS against all such liabilities which are likely to arise out of the Contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees/workmen cover by this tender with these cover/benefits.

1. The Contract Labour (Abolition & Regulation Act, 1970):

The selected Contractor shall obtain and produce license from the Labour Commissioner's office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

2. Payment of Wages Act:

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7th of the succeeding calendar month. The Contractor will receive payment from the Centre only after he has disbursed in full the wages payable to his employees. The wages shall be distributed through the savings bank account of the employees. Any cash payment shall be in NCBS premises and the Accounts Officer or one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and will sign the disbursement report.

3. Provident Fund Act:

The selected bidder shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be by contribution from the successful bidder as indicated in Annexure B. Proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act.

4. Employees State Insurance Scheme:

The successful bidder shall cover all their employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.



5. Minimum Wages Act:

The successful bidder shall pay well above the minimum wages to each of their employees. Such rates shall be the rate implied or agreed between NCBS and the Contractor.

6. Workmen's Compensation (ELI):

All employees/workers may be covered for injury/death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employees/workers employed by the Contractor in NCBS.

7. Payment of Bonus Act, 1965:


Bonus shall be paid to all employees who have worked for a minimum of 30 days in the relevant accounting year. Bonus will be limited to 8.33% of total salary earned in the relevant accounting year as per Bonus Act, 1965 and amendments from time to time.

8. Karnataka Labour Welfare Fund Act, 1965.

9. General :

Contribution towards PF, ESI & ELI shall be reimbursed to the Contractor only in succeeding months on submission of proof of having paid the premia/subsription. Premia towards ELI shall be paid to the Contractor on a pro-rata basis every month on submission of original policy and receipt. All premia/contribution/subsription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected. If for any reason this has not been possible, the Contractor shall promptly inform NCBS, which will suggest ways and means to put such unpaid amounts to proper use.

10. NOTE: The Pradhan Mantri Rojgar Protoshan Yojana (PMRPY) was launched on 9th August, 2016 with the objective to incentivise, employers for creation of new employment. Under the scheme, Government of India is paying Employer's full contribution i.e., 12% toward EPF and EPS both (as admissible from time to time) w.e.f 01.04.2018 for a period of three years to the new employees and to the existing beneficiaries for their remaining period of three years through EPFO. The terminal date for registration of beneficiary through an establishment is 31st March, 2019. The scheme is targeted for new employees earning upto Rs.15,000/- per month only. In this connection, the successful bidder should provide under taking that before releasing payments to the contractor, the employer's contribution (12% EPS and EPF both) has been made/paid by the contractor himself and he has not availed the benefits under PMRPY scheme so that there is no double payment on the part of Institution.

For and on behalf of
National Centre for Biological Sciences

Head-Purchase

Signature, Name, Address and
Seal of the proprietor / Managing Partner etc.
Seal of the Company :

Name :
Designation :
Date



INFORMATION TO TENDERERS

The Tender shall be evaluated under 2 (Two) Bid System

1. Technical Bid
2. Financial Bid

Technical Evaluation shall comprise of

I. Mandatory requirements.

II. Technical Evaluation criteria with marks.

All the mandatory requirements have to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The Bidders who are not meeting the mandatory requirements, their offer will be summarily rejected.

I. Mandatory requirements:-

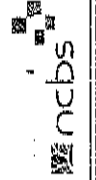
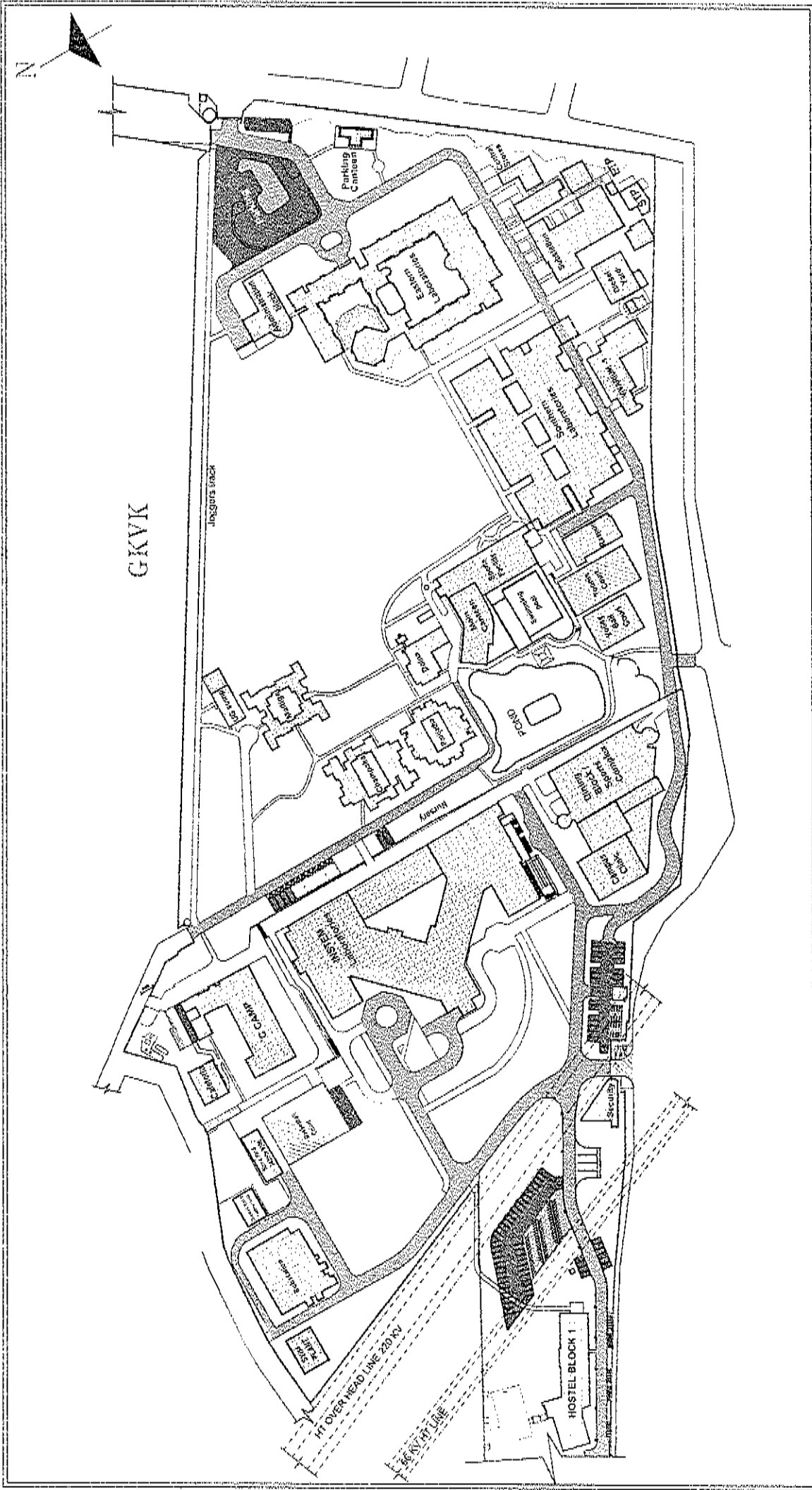
1. Copy of Valid Establishment Registration Certificate of the Firm
2. Copy of PAN
3. Copy of Valid Labour License issued by the Labour Commissioner (Central / State) for existing similar type of works (minimum 3).
4. Copy of valid ESI and PF Registration done at Bangalore Region.
5. Copy of the valid License (PASARA) issued by the Police Department (Dy. IGP, Karnataka)
6. EMD
7. The entire tender document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)

II. TECHNICAL EVALUATION CRITERIA WITH MARKS		
Sl No.	Technical Requirement	Max Marks
1	Company Profile and Organization Structure	2
2	The bidders should have an Office in Bangalore (Documentary proof eg. Electricity bills etc., to be enclosed) for day to day management of contract.	2
3	The Bidders should attend Pre bid meeting	5
4	Solvency Certificate for Rs. 100Lakhs issued by the bank- not before April 2019	5
5	Onsite visit or Client Feedback of the tenderer will be carried out by a Committee for onsite technical inspection to assess the quality, efficiency, compliance of statutory, etc. before technically accepting tenderers' technical quote.	15
6	5 years Essential experience in providing similar type work (Security & Allied services) in a large Research Institution/Establishment, reputed Educational Institution/Organization such as IIM/IIT and list of works executed and in hand. (pl. enclose documentary evidence)	15
7	Copy of One (1) Work Order for similar nature of work worth Rs.300Lakhs or Two (2) Work orders worth at least Rs.225 Lakhs each or Three (3) Work orders of Rs.150 Lakhs each (per annum) during the last two financial years (2017 -2018 and 2018-2019)	15
8	Performance Certificate from the existing clients (issued July 2019 onwards)	15
9	Audited Financial Statement of last 3 years (Balance Sheet & P & L A/C)	6
10	Deployment pattern of security staff including the number of personnel at our site	5
11	Experience in Combat & Crisis Management availability of Control Room, dog squad, Action Arrangements in Case of terrorist attack, Training Centre	2
12	Experience in first aid and medical	2
13	Experience in fire fighting, servicing of fire equipment and training in FM 200 fire suppression system	5
14	Experience in liaison work with police stations and Govt. Offices	2
15	Experience in help desk Management, dispatch and mailing	2
16	Experience in Front Office (handling of guest/visitors at main gate, key board, etc) management and use of computers, wireless and modern office communication equipment	2
	TOTAL	100

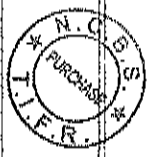
The proposals shall be evaluated in two stages: (1) Technical and (2) Price/Financial.

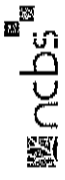
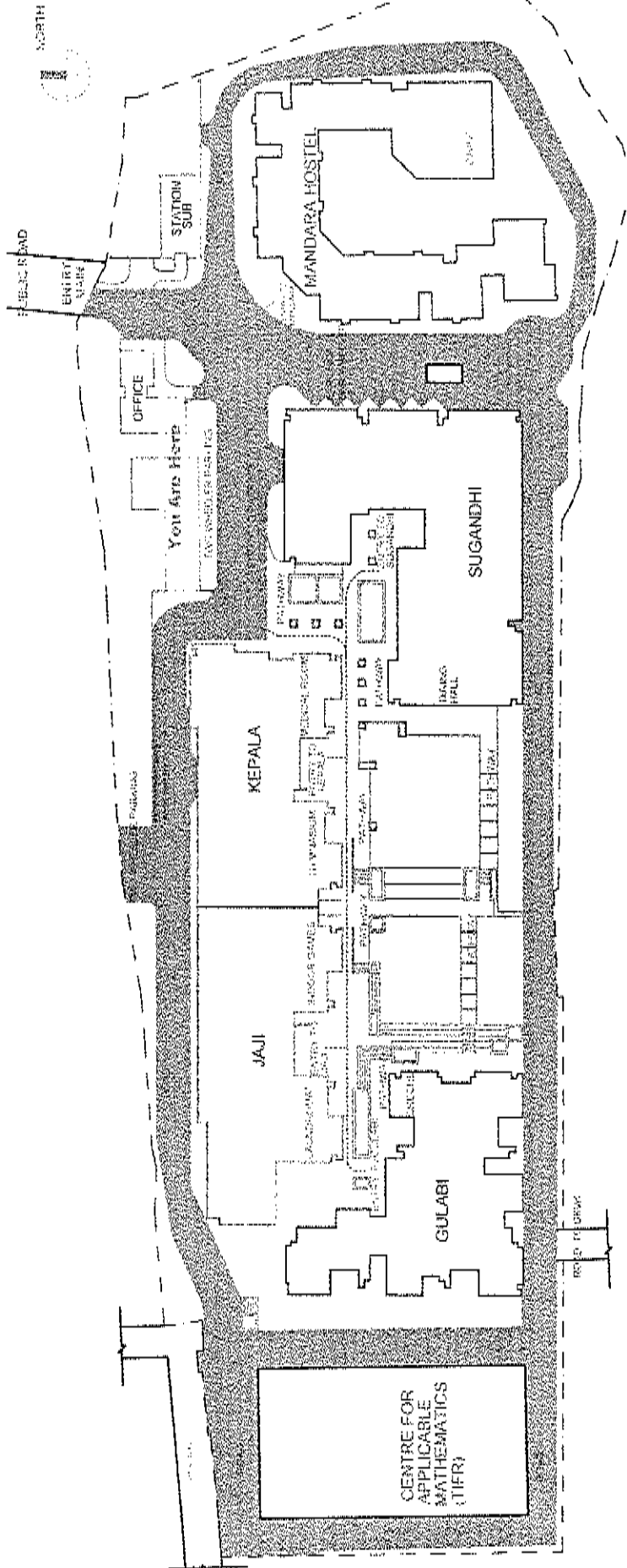
A minimum qualifying mark is set and only those Contractors whose Technical proposals 75% and above shall be considered for Financial Evaluation. Thereafter, Financial proposal shall be evaluated. The Commercial Lowest Bidder shall be the first preferred Contractor for the award of Work.

NOTE: All enclosures should be flagged properly and enclosed separately for easy verification.



MASTER PLAN OF BIO CLUSTER





MASTER PLAN OF MANDARA CAMPUS





COVER – II – PRICE BID

Ref: NCB/W-190943/2019-2020 (N)

Tender Notice No.006/2019-2020

ANNEXURE – H

1. Name of the firm along with Registration No. :
2. PF Registration No. :
ESI Registration No. :
(copies to be enclosed)
3. Registered address of the firm :
4. Status of the firm (tick what is relevant) : (Co-operative, Proprietary, Partnership, Private Ltd. Public Limited Co., etc.,)
5. No. of employees proposed to be deployed for running the contract.
 - a) For estimated quantities as in Annex. A.
 - i) Security Officer :
 - ii) Fire Safety Officer :
 - iii) Asst. Security Officer :
 - iv) Security Supervisor :
 - v) Security Guards :
 - vi) Helpdesk and liaison services :
 - vii) Management of dispatch / receipt/ mailing section, all sundry office related work. :
6. Monthly salary & other contributions payable to each worker /employee under:
 - a) The Minimum Wages Act (as per Central norms) and other statutory provisions (and requirements as enumerated by NCBS in these documents and as applicable) in force as on date (indicate with break up in the columns below).
 - b) You propose to pay (please indicate in column furnished in Table B below)
7. The percentage of salary (Sl.No.1 in Table-B below) to be paid by the Contractor for various statutory benefits are listed below indicating percentage to be paid by the Contractor, the part to be collected from the employee, and total.

Present wages:

- 1) Rate for Security Officer : 2 times of Security guard's salary or more
- 2) Rate for Fire Safety Officer : 1.5 times of Security guard's salary or more
- 3) Rate for Asst. Security Officer : 1.5 times of Security guard's salary or more
- 4) Rate for Security Supervisor : Watch and Ward With Arms or more
- 5) Rate for Security Guards : Watch and Ward Without Arms or more
- 6) Rate for Helpdesk and liaison service : 1.5 times of Security guard's salary or more
- 7) Rate for Management of dispatch / receipt/ mailing section, all sundry office related work: 1.5 times of Security guard's salary or more



TABLE A

Sl.No	Statutory Benefits	% to be collected from employee	% to be paid by the Contractor	Total %
1	PF	12	13.00	25.00
2	ESI	0.75	3.25	4.00
3	Bonus	-	8.33 *	8.33 *
	Total	12.75	24.58	37.33

* The amount of bonus payable is as per Section 12 of Bonus Act.

8. Total bid amount per month inclusive of all taxes and duties as per Scope of Work and other details as contained in the tender document (please furnish in table below based on scope of work as shown in Annexure – A):

TABLE – B (for deployment at NCBS campus and Mandara HousingComplex)

Sl. No.	Description	Security & Fire Fighting			Security & Fire Fighting Officer	Management of Help Desk	Management of despatch/receipt/ mailing section, all sundry office related work
		Security Officer	Supervisor	Guards			
I. Amount payable by the Contractor to Contract Employees							
1	Salary (Basic + VDA)						
2	Bonus 8.33%	NA	NA	583.00	583.00	583.00	583.00
3	Uniform in the form of cloth & Training Kit	NA	Rs.800.00	Rs.800.00	Rs.800.00	-----	-----
4	Washing charges	NA	Rs.200.00	Rs.200.00	Rs.200.00	-----	-----
6	Reliever charges -(1/6 of the minimum wages) and Leave salary						
II. Amount payable to the Contractor							
7	Supervision & Administrative expenses & Contractor's margin						
III. Amount payable by the Contractor towards Statutory Payments							
8	PF (@ 13% up to Rs 15000 to all employees)						
9	ESI (@ 3.25%) or Group Medical Insurance						
10	GST (presently @ 18% but payable at actual)						
	No. of employees proposed						
	TOTAL (Rs.)						
	GRAND TOTAL						

NOTE: If ESI is payable, Group Medical Insurance is not applicable and vice versa.

NOTE: The Contractor shall supply 2 sets of uniform and one set of training kit which consists of track suit, T-shirt, canvas shoes, socks, baton, rain coat/woolen sweater within a month of award of contract and a fresh two sets will be issued if the contract is renewed for 2nd year.

9. Total Monthly Rate in respect of the following:-
Rate for one man day under each category

Sl. No.	Description	Requirement of manpower as estimated by the bidder	Salary per man day	Rate per month in Rs. (including all duties taxes)
a	Security Officer			
b	Fire Safety Officer			
c	Asst. Security Officer			
d	Helpdesk			
e	Despatch			
f	Security Guards			
g				
h				

- Specify designation and experience in the field with level for each column
- Please specify and attach separate sheets, if necessary
- All efforts have been made to indicate our requirement. However it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore adequate care must be taken before bidding to ensure that all items are covered.
- In order to have a clear idea, before submitting the bids, it is important that the perspective contractors visit NCBS to see the area and have discussions to understand the work..

All amounts in Table – B to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The Contractor shall quote salary, supervision & admin. charges, contractor's margin, (Sl. No. 1, 9 & 10 above) and the rest are either percentages of salary or fixed as indicated herein. Uniform and Washing charges are Rs. 800+200 per month. Washing charges shall be paid to the employees directly to make sure they wear clean uniform. **The Contractor shall supply 2 sets of uniform and one set of training kit which consists of track suit, T-shirt, canvas shoes, socks, baton, rain coat/woolen sweater within a month of award of contract and a fresh two sets will be issued if the contract is renewed for 2nd year.**

The monthly and periodical premia/subsription on all the above shall be paid by the Contractor and the quantum to be paid by the employee shall be collected from each employee by the Contractor or deducted from their salary. The quantum on Leave salary and Accommodation & Food are 6% and 7% of salary respectively.

The statutory benefits, uniforms, etc. listed above are comprehensive. It is incumbent on the contractors to include any statutory or safety precautions, benefits, etc. as prevailing under various statutes and to claim premia or costs thereof "any other" and indicate details thereof or separately. (pl. attach additional sheets, if necessary).

Seal of the proprietor / Managing Partner etc.

Name :
Designation:

Seal of the Company :
Date:

