

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	25-11-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	25-11-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Scientific And Industrial Research (dsir)
Organisation Name/संगठन का नाम	Council Of Scientific And Industrial Research (csir)
Office Name/कार्यालय का नाम	Council Of Scientific And Industrial Research Hqrs
Item Category/मद केटेगरी	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	500 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	27111707
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	542234

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	27

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

JOINT SECRETARY

Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Marg, New Delhi 110001

(Joint Secretary, Admin, Csir)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope Of Work For the Service:[1731582560.pdf](#)

Competent Authority Approval for the additional conditions:[1731582960.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title For Optional Allowances 1	0
Title For Optional Allowances 2	0
Title For Optional Allowances 3	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Prahlad Ray Jat	110001,2, RAFI MARG, ANUSANDHAN BHAWAN, NEW DELHI 110001	4	<ul style="list-style-type: none"> Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 24 Basic Pay (Minimum daily wage) : 1268.82 Provident Fund (INR per day) : 69 EDLI (INR per day) : 3 ESI (INR per day) : 0 EPF Admin charge (INR per day) : 3 Bonus (INR per day) : 0 Optional Allowance 1 (in Rupees) : 0 Optional Allowance 2 (in Rupees) : 0 Optional Allowance 3 (in Rupees) : 0

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (35)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License
Addon(s)/एडऑन	

Specification	Values
Additional Details/अतिरिक्त विवरण	
Title For Optional Allowances 2	0
Title For Optional Allowances 3	0
Title For Optional Allowances 1	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Prahlad Ray Jat	110001,2, RAFI MARG, ANUSANDHAN BHAWAN, NEW DELHI 110001	35	<ul style="list-style-type: none"> Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 24 Basic Pay (Minimum daily wage) : 954 Provident Fund (INR per day) : 69 EDLI (INR per day) : 3 ESI (INR per day) : 0 EPF Admin charge (INR per day) : 3 Bonus (INR per day) : 0 Optional Allowance 1 (in Rupees) : 0 Optional Allowance 2 (in Rupees) : 0 Optional Allowance 3 (in Rupees) : 0

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
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Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Female
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title For Optional Allowances 1	0
Title For Optional Allowances 2	0
Title For Optional Allowances 3	0

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Prahlad Ray Jat	110001,2, RAFI MARG, ANUSANDHAN BHAWAN, NEW DELHI 110001	2	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24 • Basic Pay (Minimum daily wage) : 954 • Provident Fund (INR per day) : 69 • EDLI (INR per day) : 3 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 3 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Joint Secretary, Admin.
payable at
New Delhi

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Joint Secretary, Admin.
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

10. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

SCOPE OF WORK:-

The scope of this tender is for providing effective & efficient round the clock security services at CSIR- Scientist Apartment, Maharani Bagh, CSIR-Science Centre, Lodi Road and CSIR, Anusandhan Bhawan, 2, Rafi Marg, New Delhi and involves jobs such as:-

- a. Watch & ward
- b. Preventing the entry of unauthorized person & vehicle
- c. Regulating and recording entry, exit, and parking of vehicles
- d. Regulating and recording entry and exit of man and material (includes maintaining various registers like Foreign Visitor register, Regular visitors register, RGP register, NRGp register, Imprest register, vehicle movement register, Service provider movement register, Material in register and such other registers)
- e. Frisking labours, guests, and employees.
- f. Prevention of theft, loss, and damage to CSIR HQ. Property.
- g. Doing constant patrolling of the premises.
- h. To take part in fire-fighting rescue operations etc. in the event of an emergency
- i. Driving away stray animals

- j. Safety of movable & immovable property
- k. Regular checking of all office rooms and switching off lights, fans, power points, air conditioners, etc.
- l. Attending telephone calls when the office is closed and keeping a record of telephonic message/communication.
- m. Record keeping
- n. Monitoring of all CCTV cameras installed and reporting trespass if any.
- o. Reporting of malfunctioning of cameras immediately to the concerned officer.
- p. Ensuring working of the various gadgets like, Cameras, DFMDs, HHMDs, Baggage Scanners, trolley mirrors, etc., keeping record register and reporting of the malfunctioning of the gadgets, if any.
- q. Receiving of posts/couriers/materials at the gate and informing the concerned personnel.
- r. To report to CSIR Officers in all matters relating to security as above.

11. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

SCOPE OF WORK:-

The scope of this tender is for providing effective & efficient round the clock security services at CSIR- Scientist Apartment, Maharani Bagh, CSIR-Science Centre, Lodi Road and CSIR, Anusandhan Bhawan, 2, Rafi Marg, New Delhi and involves jobs such as:-

- a.** Watch & ward
- b.** Preventing the entry of unauthorized person & vehicle
- c.** Regulating and recording entry, exit, and parking of vehicles
- d.** Regulating and recording entry and exit of man and material (includes maintaining various registers like Foreign Visitor register, Regular visitors register, RGP register, NRGp register, Imprest register, vehicle movement register, Service provider movement register, Material in register and such other registers)
- e.** Frisking labours, guests, and employees.
- f.** Prevention of theft, loss, and damage to CSIR HQ. Property.
- g.** Doing constant patrolling of the premises.
- h.** To take part in fire-fighting rescue operations etc. in the event of an emergency
- i.** Driving away stray animals
- j.** Safety of movable & immovable property
- k.** Regular checking of all office rooms and switching off lights, fans, power points, air conditioners, etc.
- l.** Attending telephone calls when the office is closed and keeping a record of telephonic message/communication.
- m.** Record keeping
- n.** Monitoring of all CCTV cameras installed and reporting trespass if any.
- o.** Reporting of malfunctioning of cameras immediately to the concerned officer.
- p.** Ensuring working of the various gadgets like, Cameras, DFMDs, HHMDs, Baggage Scanners, trolley mirrors, etc., keeping record register and reporting of the malfunctioning of the gadgets, if any.
- q.** Receiving of posts/couriers/materials at the gate and informing the concerned personnel.
- r.** To report to CSIR Officers in all matters relating to security as above.
- s.** To cooperate with CSIR Officers in all matters relating to security.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI – 110001

A Eligibility Criteria

1. **Annual Turnover:** The firm should have minimum average annual turnover of Rs. 5 crores in last three (03) financial years and it must submit CA certified audited copy of Balance Sheet of last three (03) financial years viz. **(2021-22, 2022-2023 and 2023-2024)**. This condition shall also be applicable for MSE/MSME and start-up firms to ensure the timely payment to around 50 workers whose source of livelihood is the salary given by the contractor. Non-submission of the CA certified audited copy of balance sheet of last three financial years will entail the rejection of the bid.
2. **Solvency Certificate:** The firm must submit solvency certificate of **Rs. 2.5 crores** duly issued from any national authorized bank. Non-submission of which will entail the rejection of the bid.
3. **Past experience:** The firm including MSME / Start up must have the experience for providing at least 100 manpower in each year in the last three financial years. It should submit EPF ECR statement of minimum one hundred people (100) for the month of March or April only of the last three years (2021-22, 2022-2023 and 2023-2024) to verify the authenticity of their claim. Non-submission of which will entail the rejection of the bid.
4. The firm shall submit affidavit on **non-judicial stamp paper duly notarized** which stipulate the following term at the time of bid participation:-

“The Service provider hereby undertakes to not charge any money/fees/penalties in whatever manner, name, or form, or take any monetary/non-monetary consideration, or make any unlawful deductions from its manpower/employees/resources engaged by it and, to be deployed at the Buyer/Client site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per the GeM Incident Management Policy”.
5. The firm must provide a copy each of the registration of the firm, GST certificate, ESIC/EPFO registration, PAN and TAN certificate. GST registration should be for the specific purpose of manpower supply. **Registered office of firm must be located in Delhi/NCR.** The address mentioned in the above stated documents will be treated as valid address proof of the firm for this purpose. **Rent agreement not applicable.**
6. All firms must have to submit an **“Integrity Pact”** duly signed by the authorized person of the firm alongwith the bid.
7. Successful bidder will have mandatorily get fulfil all the formalities related to registration/issue of ID card/Salary slip etc. of the Security Supervisor & guards in CSIR’s premises itself. For this the each firm has to submit an **undertaking**. Non-submission of which will entail the rejection of the bid.

8. All the firms have to submit an affidavit on **non-judicial stamp paper** stating therein that *“they will invariably submit the statutory payments like ESI/PF/GST etc. to the concerned authority within time limit”*. Non-submission of which will entail the rejection of the bid.
9. Each and every firm has to submit an **undertaking** towards timely payment of Wages by 7th of every month and also Over Time / Arrears / Bonus etc. (as applicable) to the Security Supervisor & Guards will be paid timely.
10. Copy of **Registration Certificate** with Labour Department.
11. Other conditions as per GeM procurement rules shall be applicable
12. Non-submission of any of the above required documents will entail the rejection of bid.

B. Special Terms and Condition

1. Contractor shall submit the Labour Licence issued by Chief Labour Commissioner within a period of 02 months from the award of the contract or as early as possible.
2. Contractor shall pay the monthly wages to all of employees, deployed by him in CSIR, on or before 7th of each month alongwith monthly pay slips to each employees, whether his previous monthly bill has been reimbursed or not, for any reasons by the CSIR.
3. The contractor shall submit all relevant documents along with his monthly bill i.e bank statement as a proof of disbursed of salary of previous month, EPF,ESI, GST (As applicable) for reimbursement by 20th day of each month with concerned authorities.
4. Contractor shall provide one nominee/representative who will attend CSIR's requirement as and when required for coordinating/deploying manpower and other issues with CSIR. The contact details of such person should also be provided to Security Officer.
5. Contractor shall provide proper uniform and other items mentioned as per **Annexure-A** of point No. **1 to 3**, appointment letter, police verification reports, biodata with photo, and Identity Cards to all his employees before deployment for duties in CSIR.
6. Contractor shall provide EPFO/ESI number to his new employees within 20 days and for already registered with EPFO/ESI, **he shall get transfer the old EPF amount into new EPF account in his agency/firm name.**
7. Contractor shall provide Ex- Serviceman/Para Military Force Personnel or Trained Security personnel, not more than 65 years of age in Medical Shape I/Medically fit.
8. Contractor shall provide all Supervisors as Ex-Serviceman only.
9. **Extra duties are permitted in case of an emergency but not more than 30 duties in a month to the total number of manpower and not more than 04 duties individually.**
10. Security Agency/Firm must have a valid Private Security Agency (PSARA) license. Cases of "**Applied for**" or "**Under Process**" PSARA license, will not be considered at all.
11. Contractor should deploy his manpower with movement order/Joining order, after an interview of Supervisor/Guard with Security Officer and after submitting all the documents to Security Officer as mentioned at SI No. 5.
12. Three National Holidays will be paid holidays i.e. Republic Day, Independence Day and Mahatma Gandhi Birthday. Personnel attending the functions will be paid @ of minimum wages rates for these days as per rules.
13. The contractor shall disburse/recover the minimum wages as and when increased/decreased by the appropriate government and same will be reimbursed/recovered by the CSIR.
14. Ceremonial Uniforms are to be provided within 10 days of the award of the contract as per **Annexure-A (3)** and no extra cost will be provided by CSIR.
15. The contractor shall organize fire drills/training lectures along with First Aid training, to all the security staff quarterly and submit its report within a week with suitable suggestions.

16. The performance of the successful firm shall be reviewed after one year and only on satisfactory performance and by the approval of the competent authority; the contract shall be extended for another one year. The total tenure of the contract shall be two (02) years.

17. Cautions/Penalties:-

SI No.	Violation	Penalty
1	Found indulging in Smoking/ Intoxication /Sleeping/absence/ Improper Uniform/ Misbehaves with any person during duty hours or using mobile continuously.	Rs. 500 or Removal from all duties
2	Disbursing monthly wages after 7 th day of month	Rs. 100.00 per deployed person per day
3	Providing in adequate/less numbers of Security Staff as per the contract agreement.	Rs. 500 per duty

C. SCOPE OF WORK:-

The scope of this tender is for providing effective & efficient round the clock security services at CSIR- Scientist Apartment, Maharani Bagh, CSIR-Science Centre, Lodi Road and CSIR, Anusandhan Bhawan, 2, Rafi Marg, New Delhi and involves jobs such as:-

- a. Watch & ward
- b. Preventing the entry of unauthorized person & vehicle
- c. Regulating and recording entry, exit, and parking of vehicles
- d. Regulating and recording entry and exit of man and material (includes maintaining various registers like Foreign Visitor register, Regular visitors register, RGP register, NRGp register, Imprest register, vehicle movement register, Service provider movement register, Material in register and such other registers)
- e. Frisking labours, guests, and employees.
- f. Prevention of theft, loss, and damage to CSIR HQ. Property.
- g. Doing constant patrolling of the premises.
- h. To take part in fire-fighting rescue operations etc. in the event of an emergency
- i. Driving away stray animals
- j. Safety of movable & immovable property
- k. Regular checking of all office rooms and switching off lights, fans, power points, air conditioners, etc.

- l. Attending telephone calls when the office is closed and keeping a record of telephonic message/communication.
- m. Record keeping
- n. Monitoring of all CCTV cameras installed and reporting trespass if any.
- o. Reporting of malfunctioning of cameras immediately to the concerned officer.
- p. Ensuring working of the various gadgets like, Cameras, DFMDs, HHMDs, Baggage Scanners, trolley mirrors, etc., keeping record register and reporting of the malfunctioning of the gadgets, if any.
- q. Receiving of posts/couriers/materials at the gate and informing the concerned personnel.
- r. To report to CSIR Officers in all matters relating to security as above.
- s. To cooperate with CSIR Officers in all matters relating to security.

D. ARBITRATION CLAUSE

In case any dispute or difference arises between parties, regarding terms & condition of the contract for providing Security Services, so matter shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi for Arbitration. The award of the Arbitrator shall be final and binding on both parties and the arbitration proceeding shall take place under the Arbitration Conciliation (Amendment) Act, 2015 or any other statutory modification thereof.

(1.) Summer Uniform

1. Shirt Half Sleeve
2. Trouser
3. Black leather Belt with Badge
4. Cap with Badge
5. Shoulder Badges
6. Stars if applicable
7. Black leather Shoes with Laces
8. Name Tab
9. Lanyard with whistle
10. Identity Card
11. Torches/emergency lights for each post
12. Bamboo sticks for each post
13. Umbrellas for each post

(2) Winter Uniform

1. Shirt Full Sleeve
2. Trouser
3. Woolen Sweater
4. Jacket
5. Black leather Belt with Badge
6. Cap with Badge
7. Shoulder Badges
8. Stars if applicable
9. Black leather Shoes with Laces
10. Name Tab
11. Lanyard with whistle
12. Torches/emergency lights for each post
13. Identity Card
14. Bamboo sticks for each post
15. Umbrellas for each post

(3) Ceremonial Uniform for 25 Guards for the entire contract period (One Time)

1. Scarf for Neck
2. Pagree, Turrah with Jhaler
3. regimental colour “cummerbund” or “sash” around waist
4. White Rexine Anklet
5. Scarf shoulder to hip/ Patta
6. Lanyard with whistle
7. Name Tabs