

CIN - U40108CT2003SGC015820

GST. No. 22AADCC5773E1ZX

CHHATTISGARH STATE POWER TRANSMISSION COMPANY LIMITED, BHILAI

(A Govt. of Chhattisgarh Undertaking) (A Successor Co. of CSPC)

Office of C.E.(Communication & Telemetry) CSPTCL, Bhilai, Dist- Durg, C.G.

E-mail ID-cecntcsptcl.bhilai@cspc.co.in

Website:-www.cspc.co.in

Tender document sl. no. -----

Issued to M/s -----

Cost of tender documents Rs. -----

Received vide DD. No Date.....

Name of the Bank-----

Signature & Seal of issuing Officer

The undersigned hereby tender and offer (subject to CSPTCL's conditions of tendering), the Chhattisgarh State Power Transmission Co Ltd to execute and do the several works and things which are described or referred to in the enclosures and schedules to the tender Specification No. 02-18/ CE(C&TM/ Tender/ 618 Dated 21/09/2020 and done by the contractor in a thoroughly good and workman like manner, and to perform and observe the provisions and agreements or the part of the contract contained in or reasonable to the inferred from the said tender documents for the sums and at the rates set-out in schedules annexed hereto.

It is confirmed that Questionnaire for Commercial terms and conditions and all other conditions, wherever described in the tender documents have been replied in full giving clear details. It has been noted that in case any reply is not given or any reply is incomplete/ambiguous the company will have the right to interpret to its best advantage & CSPTCL's decision in this regard will be final and binding. The bidder will have no right to furnish any technical or commercial clarification after opening of the bid which may in any way alter the offered prices.

Dated.....

Place

**Bidder's Name & Signature
with Seal of the company**

SCHEDULE – II
SPECIAL TERMS & CONDITIONS

1. QUALIFICATION FOR THE BIDDERS:-

- (a) The Bidder should have GST Registration Number.
 - (b) The Bidder should have valid labour license issued by Labour Department, Govt. of C.G. for providing services of similar nature of works.
 - (c) The agency should comply and follow the provisions of Chhattisgarh Rajya Niji Suraksha Abhikaran (Vinimayan) Niyam, 2008 having valid license issued by C.G. Govt Home Department for providing Security Services at Raipur U/s 9 of the Chhattisgarh Rajya Niji Suraksha Abhikaran (Vinimayan) Niyam, 2008 during the entire contract period.
 - (d) The Bidders should be registered with EPF Commissioner and have valid EPF Registration Number.
 - (e) The Bidder should have ESIC registration certificate.
 - (f) The bidder should have executed single order of similar nature under any of Govt/ Semi Govt / Public sector utilities valuing not less than **Rs 3.00 lakh** during last three years i.e. year ,2016-17 2017-18 and 2018-19.
 - (g) The firm should have Minimum Average Annual Turn over of **Rs 10/- lakh** for the last three years i.e. year,2016-17, 2017-18 and 2018-19.
- Documentary evidences in support of all the above shall be submitted alongwith tender.

2. QUALIFICATION:-

- (i) Only male adult security guards below 45 years age, having minimum educational qualification VIIIth pass & physical fitness standard as per Police Department Govt. of Chhattisgarh shall be deployed.
- (ii) Security guard must have undergone training under Mukhya Mantri Kaushal Vikas Yojana, as per rules.

You are required to submit all the relevant documents regarding Educational qualification and physical fitness certificate in respect of security guard for verification to the OIC of the work.

3. MAINTENANCE OF RECORDS:-

- (i) Daily/ Shift wise attendance of the Guards engaged is to be taken and maintained by Contractor/Agency which can be checked at any time by the Officer In Charge on duty. The daily attendance is required to be certified by the Officer In Charge.
- (ii) The Officer In Charge and contractor or his authorized person at any time during the contract can do the inspection of work and records jointly.
- (iii) The weekly/fortnightly/monthly payment to the guards for the above work is to be made by the contractor in presence of the Office In Charge or his authorized representative on fixed date and time positively and photocopy of the payment records is to be submitted to the Office In Charge regularly alongwith the bill.
- (iv) The security guards engaged by contractor can only be changed with the written permission of the Officer In Charge.

4. ACCESSORIES:-

- (i) Necessary equipments like Gun, Lathi, whistle, torch, photo, identity card duly signed by in charge officer etc. and normal consumables will be arranged by the Contractor/Agency.
- (ii) The Contractor/Agency will provide complete uniform and name tag as approved by Officer In Charge to all the security guards.

5. DUTIES OF THE GUARDS:-

(i) It will be the duty of the security guards to prevent entry of unauthorized / unwanted person in the premises. The work shall be carried out as per direction of Officer In Charge. In case of giving weekly off to the security guard the alternate security guard shall be arrange by the by the Contractor/Agency at their cost.

(ii) The Security Guards will work in shifts as per requirement. The present Shift hours are as under: -

06 AM to 02 PM	-	8 Hours	“A SHIFT”
02 PM to 10 PM	-	8 Hours	“B SHIFT”
10 PM to 06 AM	-	8 Hours	“C SHIFT”

6. PERIOD OF CONTRACT:-

The contract shall be for the period of One year from the date of its commencement of work. The Contract may be extended for further period upto six month/ one year, if required, on the same rates, terms and Conditions of the original order based on the satisfactory performance of the agency. The offered/ accepted rate shall not be increased/ negotiated during the extended-period also, however Minimum Wages as declared by the Labour Commissioner shall be revised accordingly.

7. PAYMENT TERMS:-

The payment shall be made within a reasonable time for the work actually executed by the contractor through monthly Bills. CSTPCL’s GST Registration no. is 22AADCC5773E1ZX. Bills submitted for payment should invariably contain GSTIN of CSPTCL and GSTIN of contractor at appropriate place. The contractor should submit bills in quadruplicate along with proof of depositing EPF, ESI and paid wages slip to the Officer In-charge for further necessary action and release of payment. No interest on overdue payment shall be made to the contractor under any circumstances.

The payment to security guards shall be made through Bank only within 10day’s followed by the next calendar month, proof of which shall also be submitted to O.I.C. along with Monthly Bill. The payment (against the order wherein contract period is 01 year or more) against monthly bills shall be released after retaining 8.33% (Eight point three three percent) of amount towards Bonus. However, payment in the head Bonus @8.33% will be made in two installments only on production of documentary evidence towards payment of bonus to workers duly authenticated by officer in charge of the work.

The contractor shall furnish particular of PF/EPF account details in respect of employee(s) engaged. The bill submitted for payment should invariably contain the proof of depositing PF/EPF and other contributions in favour of each deployed persons failing which the bill shall not be accepted for passing. During the period of contract and extension thereof (if any), minimum wages as declared by labour commissioner shall be paid and revised time to time accordingly.

8. DEFECTS IN WORK:-

In case the security guards engaged for the work is not up to the working level as desired by the concerned officer under whom they are working, the same shall be informed to the contractor and in such case the contractor shall engage suitable substitute in place of him.

9. COMPENSATION TOWARDS ANY ACCIDENT:-

The firm will have to take all the precautions to avoid any miss – happenings / accident with guards. All the guards will be insured as per Govt. rule. In case if any accident occurs all the liabilities on account of any accident occurring during the execution of work, will be borne by the contractor and compensation shall have to be paid as per Govt. rules by the Contractor.

10. LOSS AND DAMAGE:-

The Contractor shall be fully responsible for watch & ward of the CSPTCL's property. In the premises of posting if any loss or damage occurs to CSPTCL property during the Security service hour, the same shall be made good at contractor's cost and in addition the fine of Rs. 500/- (Rs. Five Hundred) per occasion shall be imposed.

11. OFFICER-IN-CHARGE:-

The Officer in charge of the work will be

i) EE O/o CE(C&TM)CSPTCL,Bhilai.

12. GOODS AND SERVICE TAX:-

GST @18% is payable extra on contract price. The GST No. with a copy of registration certificate may immediately be produced to this office for records.

13. INCOME TAX:-

INCOME TAX at source as per Govt. rule will be deducted from the gross amount of each bill for which TDS may be issued once in a financial year from accounts department on request as per rule.

14. RULE AND REGULATIONS:-

All relevant Labour Laws and Regulations i.e. payment of Minimum wages, valid labour license, EPF, E.S. Insurance, Service tax etc. shall be strictly followed by the Contractor. In case of violation of law the contract may be terminated and disciplinary action will be initiated which may include forfeiture of security deposit.

15. JURISDICTION:-

Any dispute of difference, arising under out of or in connection with this order shall be subject to exclusive jurisdiction of competent court at Durg (C.G.) only.

16. PENALTY:-

Penalty will be imposed for the days of absence of the security guards. Deduction of Penalty will be made towards the deployed persons @1.5 time of per day salary per person on pro rata basis.

17. MISCELLANEOUS:-

Any changes due to change in policy announced by the State/ Central Govt. will be applicable and binding to the contractor for which no separate charges will be payable.

18. PRICE BID:-

The price bid is to be submitted in prescribed format only as per Schedule-III. The base charges that to be paid by contractor will be variable depending upon rate declared by Labour Department from time to time. However the Rate quoted over & above base charges in price bid shall be FIRM throughout contract period which will include profit as per Scope of work. This quoted rate will remain fixed for the entire contract period & extension period. (if any). While quoting the rate bidder shall keep in mind that in case contract for additional period is awarded to them at their quoted rates they would be bound to accept the contract on same rate, terms and conditions.

Taxes and duties shall be paid extra by CSPTCL at actual. The offer with the rates given in any form / Proforma, other than that mentioned in Schedule-III shall be liable for rejection.

46

19. BASE RATES:-

The contractors must quote his profit in multiple of Indian rupees on and above the base rate. *Profit quoted zero or in paisa or in decimal or in percentage shall not be accepted.* Base rate is indicated below:-

Sl. No.	Particulars Of Payment Head	Rate per month per Security Guard at Bhilal
1	Daily wages including variable DA	9380.00
2	EPF@13%	1219.40
3	ESI@3.25%	304.85
4	Bonus @ 8.33% of Rs 7000/- or 8.33 % of min. wages fixed by Govt whichever is higher	781.35
5	Leave Wages@6%	562.80
6	Total (Base rate)	12248.40/-

The rates shown as above are based on the prevailing Minimum Wages declared by the Labour Department, Govt. of C.G., Raipur at the time of issue of Tender including all the Mandatory payments e.g. EPF, Insurance, Leave wages, Bonus, Retrenchment benefit, Administrative and supervision charges etc. and exclusive of GST. However, the quoted rate shall be escalated at the time of revision of minimum wages declared by the Labour Commissioner, Govt of CG in following manner :-

Escalated Price per month per Security Guard = $R + 1.1836 \times (L2-L1)$
(Applicable from the date of revision of minimum labour wages).

R = Monthly rate quoted by the Bidder for Security Guard

L1 = Monthly minimum labour wages for Security Guard declared by Labour Commissioner, Govt of CG prevailing at the time of opening of tender.

L2 = Monthly minimum labour wages revised for Security Guard declared by Labour Commissioner, Govt of CG.

N.B.

In case, lowest rate is quoted by more than one firm, then successful bidder among the lowest bidders shall be decided on the basis of lottery. Lottery will be drawn in presence of representative of the firms. After drawl of lottery no any claim shall be entertained from any of the bidder. A format of undertaking annexed with the tender is to be signed by the bidder necessarily in this respect.

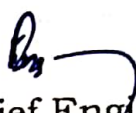
20. AGREEMENT:-

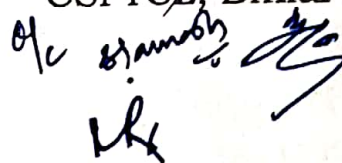
On award of contract, the contractor has to enter into an agreement with the Company for total contract period on a Non judicial stamp paper worth Rs. 300.00 (Three Hundred) only along with Rs.1.00 revenue stamp. The cost of the stamp paper and revenue stamp is to be borne by the contractor. The period of contract may be increased or decreased for which there will no additional compensation payable to the contractor.

Execution of agreement & submission of Security Deposit should be completed within 30days from date of issue of order.

21. EVALUATION OF BID:-

Lowest bidder (L-1) shall be evaluated on the basis of the total value of contract calculated on quoted rate for total quantity of the tender i.e. for the amount works out to deployment of 04 Nos. Security Guards through outsourcing under CE(C&TM) CSPTCL, Bhilai for a period of one year. All amounts should be rounded off to two decimal places.


Chief Engineer
(Communication & Telemetry)
CSPTCL, Bhilai


LK

(45)

SCHEDULE- III

PRICE BID

02-18/CE(C&TM/ Tender/ 586

Bhilai, Dated 02/09/2020

Name of the work - DEPLOYMENT OF 04 NOS. SECURITY GUARDS THROUGH OUTSOURCING UNDER CE(C&TM) CSPTCL, BHILAI FOR A PERIOD OF ONE YEAR.

Sr No	Particulars	Qty. (nos.)	Base Rate Per month Per person (Rs)	Contractor's profit Per month Per person in <u>Rupees</u> in figures & words both
1	2	3	4	5
1.	Security Guard at O/o CE(C&TM) Bhilai	04	12248.40/-	Rs-----/- (Rs.....)

Note:

- 1) The Rates quoted in Indian Rupees shall only be considered.
- 2) Rate should be exclusive of GST. (The GST shall be paid by CSPTCL under RCM)
- 3) Any deviation on rates in figure and words, rates quoted in words shall prevail.
- 4) *Profit quoted zero or in paisa or in decimal or in percentage shall not be accepted.* It should be quoted in multiple of Indian Rupees.

Bidder's signature: _____

Name & Address: _____

Firm's Seal _____

a) OFFICE ADDRESS _____
WITH PHONE/FAX _____b) HEAD OFFICE _____
WITH PHONE/FAX _____

UNDERTAKING

I/We Proprietor/Partner of (name of firm).....
hereby undertake that in case lowest rate is quoted by more than one firm then I/We shall have no objection in deciding successful bidder among the lowest bidder on the basis of lottery. In such case I/We will not lodge any claim on any behalf in respect of this contract.

Signature of tenderer

Place:

Name (in full)

Date:

Status in the firm

Seal of the firm

(47)

QUALIFYING CRITERIA FOR BIDDERS

To qualify the Tender specification the minimum requirements of bidder are as follows:-

- **The Bidder preferably have experience of Indian Military OR Police Service of any State or Central Industrial Security Service.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **The Bidder must have successfully executed contract for providing security guards of the ordered value not less than 10.06 lakh in single order.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **The Bidder must have the valid Arms & Animation licensed for since last 3 years.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **Minimum experience in this field should not be less than three years.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **The Bidder should have a clean record free any legal complication.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **The Bidder should have registered with labour office as per rules and regulation of State Govt.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **Bidder must be Indian Citizen.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

- **Bidder should submit at least three years Income Tax Certificate and "service tax" registration.**

Whether the condition is fulfilled (tick the appropriate) YES / NO

Signature of tenderer

Name (in full)

Status in the firm

Seal of the firm

DETAILS OF FIRM:-

All the bidders are required to fill-in following proforma preferably supported with a cancelled cheque.

Name Of The Firm & Address	
Name of Proprietor	
Mobile No.	
Email Address	
PAN No.	
GSTIN (Registration no.)	
Bank Details:-	
A. (Bank name with Address)	
B. A/C No.	
C. IFSC	
D. Bank MICR Code.	
Description of Business	
Vender No. (If created in CSPTCL)	

Bidder's Signature with seal