

केन्द्रीय मूगा एरी अनुसंधान एवं
प्रशिक्षण संस्थान
(ISO 9001:2015 प्रमाणित संस्थान)



**CENTRAL MUGA ERI RESEARCH
& TRAINING INSTITUTE**
(ISO 9001:2015 Certified institution)

CENTRAL SILK BOARD

Ministry of Textiles - Govt. of India
Lahdoigarh, Jorhat -785 700, Assam

वस्त्र मंत्रालय - भारत सरकार

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No.CSB/ CMERTI/ 5(41)/ 2017-18 / Estt./ **8121**

Date : 16.03.2018

NOTICE INVITING QUOTATION

Sub : Inviting rate quotation for engagement of Private Security Personnel at CMER&TI, Lahdoigarh, Jorhat through registered contractors for Security Service and Watch and Ward work round the clock – regarding.

This Institute invites sealed quotation from the reputed / registered Security Agencies for providing Security Service for round the Clock Watch and Ward duty at CMER&TI, Lahdoigarh, Jorhat on contract basis for a period of one year. The quotation should be submitted in a sealed envelope addressed to the Director, Central Muga Eri Research & Training Institute, Central Silk Board, Lahdoigarh - 785 700, Jorhat super-scribing "**Quotation for Security Personnel on Contract Basis**" on the envelope. The quotation should reach to this Institute on or before **07th April 2018** by **2:00 PM**.

The following Terms & Conditions may be noted.

SECURITY GUARDs (Without arm) - 6 Nos.

1. The contractor shall provide trained and well disciplined security personnel for round the clock vigilance of the campus on eight hour shift basis. The agency shall deploy an effective strength of six (6) Security Guards every day excluding relievers and the number of security guards may vary depending upon the actual requirement.
2. The contractor / agency should have minimum five years (5) of experience of providing Security Services and should have experience in providing service in Central and State Organization / Public Sector undertakings for a minimum period of 3 years. He should have on his rolls sufficient number of efficient security personnel to meet the requirement of Central Silk Board.
3. The contractor / agency should provide his annual turnover from Security services supported by documents.

The Agency should be in a position to deploy very efficient security Guards to manage the security services in such a manner so as to ensure, attending to the following.

- a. Every aspect of the security, personal security, prevention of unauthorized movement of the goons / stranger, avoiding damage of any kind to the unit in which service is being provided.
- b. Detection / tracing of the persons involved in theft and report the matter to the authority concerned.
- c. Movement of men, materials and machinery at all the location of Farms of CMER&TI, Lahdoigarh, Jorhat as per Security point.

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- d. Screening and recording all incoming and outgoing persons, vehicles and materials.
 - e. Verification of gate passes and visitors' identity and check persons visiting Farm should wear a "VISITOR SLIP" and he / she should have sufficient reason to see a person of the CSB.
 - f. Introducing anti-theft measures.
 - g. Reporting of cases of theft to the local police and the CSB authorities and follow up of each case.
 - h. Providing escort service to men, materials and valuables, if necessary.
 - i. Informing and assisting the fire brigade staff in emergency.
 - j. Prevention of entry of unauthorized persons to the premises with due regard to vigilance of the entire campus during and after office hours and in staff quarters on all days.
 - k. Performance of any other task assigned by the CSB in the interest of security.
 - l. To provide Security for the CSB property in Farms / location at Lahdoigarh, Farm - 1, Farm - 2 and GCC, Chenijan as and when required for.
 - m. The Contractor / Agency should furnish balance sheet for the past two years and also Income Tax return filed for the last 2 years to evaluate the credential of the contractor / Agency.
 - n. The Agency should have been recognized by the concerned registering authorities of India and (or) by the State Government and Directorate General of Resettlement of Ex-Serviceman, GOI.
4. The rate of wage quoted in the quotation should not be less than the minimum wages (latest Notification) for watch and ward for region "C" by Chief Labour Commissioner (CLC) Govt. of India, for engagement of Security Guard. The rate should be quoted as per enclosed format in **ANNEXURE - I**
 5. The agency must comply with the provision of Contract Labour Act. 1970 for engagement of Security Guard on hire basis.
 6. The Security Agency must have a Valid License Number obtained from Concerned Department for engagement of security to different organizations.
 7. The Security Agency must possess the EPF Code Number and to deposit EPF amount be deducted at source from the wages of Security Guard to the Employees' Provident Fund Organization (EPFO).
 8. The Agency must register themselves with the concerned authorities for deposition of ESI in respect of the Security Guard engaged by the Agency.
 9. The agency must have registration of GST.

PAYMENT:

1. The payment shall be made from this institute in favour of the Agency only after receiving monthly bill duly authenticated by the authorized signatory officer of the Security Agency supported with attendance details, EPF, ESI, Service taxes deposited challans etc. and acquittance roll.
2. Applicable Income Tax shall be deducted at source (TDS) from the bills.
3. An agreement shall be executed between the Security Agency and CMER&TI, Central Silk Board, Lahdoigarh, Jorhat on a Non-Judicial stamped paper of appropriate amount before engagement of the Security Guards.

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The **EMD @ 2%** on contact value shall be submitted with the quotation in the form of Demand Draft / Banker's cheque drawn in favour of Director, CMER&TI, Lahdoigarh payable at Jorhat.

The minimum wages should be inclusive of "Weekly Off" .

The quotation along with requisite documents and its information to be submitted to reach this office on or before **07th April 2018** by **2:00 PM** *which shall be opened at 2:30 PM* on the same day. If the quotation opening day happens to be a holiday, quotation will be opened on the next working day at the same time.

The quotation received after the due date and time will be summarily rejected.

The Director reserves the right to accept or reject any of all quotations without assigning any reason whatsoever.

DIRECTOR i/c

ANNEXURE - I

| Sl. No. | Particulars | Rate for Security Guard per month (in Rs.) |
|----------------|--|---|
| 1. | Basic + VDA As on _____ Vide G.O. No. _____ Dated _____ (Copy enclosed) | |
| 2. | PF (On Basic + VDA) (13.36%) | |
| 3. | ESI (Basic + VDA) (4.75%) | |
| 4. | Service Charges of the Agency, if any | |
| 5. | Sub-total (1+2+3+4) | |
| 6. | GST (18%) | |
| | Grand Total: | |

Note : The wages should not be less than the Minimum wages notified by Central Labour Commissioner for watch and ward for Region "C".

The rate should be quoted inclusive of weekly off.

Date :

Signature & Seal of the
Contractor / Agency or the bidder