

**CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH, DHANBAD**  
(Council of Scientific & Industrial Research)  
Barwa Road, Dhanbad-826015 (Jharkhand)

**NOTICE INVITING TENDER**

Sealed Tenders in two bid system are invited from reputed/experienced Security Agencies for job as mention below :-

<b>Description of job</b>	<b>Estimated Cost in Rs.</b>	<b>EMD in Rs.</b>	<b>Cost of Tender document</b>
Providing the Security services at CIMFR headquarters and its vitals installations located at its attached staff colony.	85,50,000=00	1,71,000=00	Rs.1000/-

Tender Documents will be issued from **11.01.2010** to **01.02.2010** on payment of Rs.1000/-. Last date for submission of Tender Documents is **02.02.2010** up to 3:00 PM Tenders will be opened on the same day at 3:30 PM Details of the NIT may be down loaded from our website [www.cimfr.nic.in](http://www.cimfr.nic.in).

-Sd-  
ADMINISTRATIVE OFFICER

No.CIMFR/Security/2/Gen./2010  
Dated: 11/01/2010

**CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH**  
**(Council of Scientific & Industrial Research)**  
**Barwa Road, Dhanbad-826015 (Jharkhand)**  
**EPABX:0091-326-2296027,2296028,2296029,2296003,2296004,2296005,2296008**  
**Fax : 0091-326-2296025/2296030/2296176/2296033**

**NOTICE INVITING TENDER**

No. CIMFR/Security/2/Gen./2010

Dated:11/01/2010

Sealed Tenders in two bid system i.e. technical bid alongwith commercial part and financial bid for the following job are invited from reputed/experienced Security Agencies having valid licence under Contract Labour (Regulation & Abolition) Act,1970 and who have carried out Security Services for CSIR Laboratories/Government/Semi Govt. Organisation having successfully completed at least 3(three) similar type job (equal to 40% of the estimated value) or 2 (two) similar type job (equal to 50% of the estimated value) or 01 (one) similar type job (equal to 80% of the estimated value) in last 05 (five) years.

<b>Description of job</b>	<b>Estimated Cost in Rs.</b>	<b>EMD in Rs.</b>	<b>Cost of Tender document</b>	<b>Duration of Contract initially</b>
<p>(a) Security arrangement and to keep strict Watch &amp; Ward of CIMFR HQs and its vital installation located in the main campus at least 06(Six) Security Gates/areas round the clock and 06 (Six) Security Points/areas partially with 05(Five) guns &amp; protecting the properties of the Institute and vulnerable installations. Patrolling and supervision of Security arrangement round the clock has to be carried out.</p> <p>(b) Security arrangement and to keep strict Watch &amp; Ward of CIMFR land, properties and vital installations at its attached staff colony at least minimum 10(Ten) Security points/areas round the clock.</p>	85,50,000=00	1,71,000=00	Rs.1000/-	One Year

Techno-commercial bid and Financial bid are to be submitted in two separate sealed envelope. Both the bids should be kept in another separate sealed/closed envelope. Each envelope containing Techno-commercial & Financial bid should be clearly super scribed with mention about Techno-commercial and Financial Bid.

Techno-commercial bid should contain the copies of following self attested documents :-

1. **Valid licence under the Contract Labour (Regulation & Abolition) Act.1970.**
2. **ESI Registration No.**
3. **E.P.F. Account No.**
4. **Copy of PAN Card**
5. **Service Tax Clearance Certificate.**
6. **Recent Income Tax Return/Clearance Certificate.**
7. **Experience Certificate as mentioned above.**
8. **Earnest Money Deposit**

Financial bid should contain the rate (on monthly basis for the above job including EPF, ESI, Gratuity , Bonus etc.)

Tender documents (non-transferable) with detailed duties and Security points/areas to be manned/protected alongwith instructions, terms and conditions of contract may be obtained from the Cashier, CIMFR on any working days (between 11.00 AM to 3.00 PM) w.e.f. **11.01.2010** to **01.02.2010** on payment of Rs.1000/- (Rupees one thousand only) towards cost of tender document (non-refundable) against Cash deposit with Cashier, CIMFR or through Demand Draft on any nationalized bank in favour of Director CIMFR, payable at Dhanbad. Tender documents may also be downloaded from our website [www.cimfr.nic.in](http://www.cimfr.nic.in). and submitted alongwith amount of Rs.1000/- (Rupees one thousand only) towards cost of each tender document. The tender document will not be sent by post. Tenders completed in all respects alongwith Earnest Money (in the form of DD only), enclosing credentials, details of minimum wages plus statutory benefits in respect of each category of Security Guards, (Security Guard, Security Guard with arm and Supervisor), to be deployed and relevant papers, may be submitted/dropped personally in the TENDER BOX kept in the Office of Administrative Officer after obtaining signature with date and time on the envelope from any Section Officer(G) latest by 3:00 PM on **02.02.2010** Techno-commercial bid will be opened on the same day at 3.30 PM in the presence of tenderers or their authorized representatives who may wish to be present. The NIT number and Due date should be clearly mentioned on the Envelope containing the Tender. All Demand Drafts should be drawn on **any nationalized bank** in favour of **“DIRECTOR, CIMFR”** and payable at Dhanbad.

Financial bids in respect of those contractors who qualify technically, will be opened subsequently with intimation to technically qualified contractors.

Conditional Tenders and Tenders without EMD will be rejected outrightly, Director' CIMFR reserves the right to accept or reject in full or part of any or all tenders without assigning any reasons(s) whatsoever and his decision in the matter shall be final and binding.

**N.B.** The Contractor must deploy at least 90% Ex-servicemen/Ex-Para Military Force and 10% by trained civilian guards (in the residential areas, vital installation) for the security work and to comply with the Minimum Wages Act, and other benefits payable as per labour laws and pay to his employees on monthly basis only.

Sd/-  
ADMINISTRATIVE OFFICER

**TENDER DOCUMENT FOR SECURITY ARRANGEMENTS AT**  
**CIMFR HQS. AND ITS VITALS INSTALLATIONS AT IT'S**  
**ATTACHED STAFF COLONY**

**CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH**

**(Council of Scientific & Industrial Research)**

**P.O. CIMFR-826 015, Dist Dhanbad, Jharkhand.**

Issued to :

Date of Issue :

Signature of the Issuing Officer

To  
The Director,  
Central Institute of Mining and Fuel Research,  
(Council of Scientific & Industrial Research),  
Barwa Road, P.O.-CIMFR,  
**Dist. Dhanbad-826 015.**

Sub: Technical Bid

Ref.: NIT No.CIMFR/Security/2/Gen/2010 for providing Security arrangements and to keep strict watch and ward of CIMFR H.Q. and its vital installation at attached Staff Colony.

Sir,

I/we hereby submit my/our quotation for security arrangement for watch and ward of CIMFR H.Q. and its properties located at CIMFR Campus, Barwa Road, Dhanbad against the above Notice Inviting Tender.

Details of Security arrangement/details at CIMFR and its properties.

1. Gate No.1. : To operate the gate. To check & verify the incoming & going materials, to check the incoming & outgoing visitors, Vehicles, to make proper entries of Vehicles & materials in the Register. To attend telephonic call and pass on the telephonic message to concerned officials report of lights & any other duties allotted from time to time (round the clock service).
2. Guest House : To operate the gate and watch Guest House area (round the clock service).
3. Director's Bungalow : To see the safety and security of Director, Bungalow, security of materials inside the bungalow to restricts the entries of visitors as per instruction (round the clock service).
4. Community Centre : To watch the Community Centre and restrict the unauthorized entries. (round the clock service).
5. Shiv Mandir Gate : To check the people coming and passing through the gate (round the clock service).
6. Colony Pump : To guard the pump house building and its costly electrical fittings (round the clock service).
7. School Gate : To operate the gate to check the movement of Colony people. Maintain the incoming and out going material registers and any other duties allotted time to time (round the clock service).
8. Dispensary : To watch the Dispensary.
9. Vacant staff quarters : To watch all the vacant staff quarters inside the Colony.
10. Executive Hostel : To guard the Diamond Jubilee Hostel and Executive Hostel. To operate the gate of Executive Hostel, to guard the generator house Restrict the unauthorized entries of entrance of the outsider to the Canteen of the respective hostels (round the clock service).

11. Gate No.2. : To operate the gate, to check the incoming and outgoing materials vehicles and visitors, and make their entries in the respective registers. Issue of gate pass to the visitors receive and pass on the telephonic message. To check the incoming and outgoing staff. Ex-employee and maintain the late coming register. To safe guard the CIMFR Vehicles garage. Generator house and electrical maintenance house. To check the out pass of the staff members who leave the within the office hour and any other duty allotted time to time (round the clock service).
12. Main Building : To watch and check the visitors entering in the main building and the Administrative Block. To guard the Government properties located in 76 and 30 rooms of both the buildings respectively, (round the clock service) to safeguard the cash/cash vault at the Cash Section
13. Model gallery : To guard the model coalmine building and its costly electric fittings.
14. Open store yard. : To safe guard the open store yard and watch the transition of materials and equipments. (round the clock service).
15. FLP Blasting Area : To watch the FLP Annexure building FLP observation Building, Blasting Lab. Building Lower Workshop Building and unserviceable store building.
16. Gate No. 3 : To operate the gate, to check the incoming and outgoing materials, Vehicles and visitors and make their entries on the respective register and any other duties allotted time to time (round the clock service).
17. Magazine Depot. : To guard the Magazine Depot and restrict the entry of the unauthorized outsiders (round the clock service).
18. Explosive Building  
explosive testing area. : To restrict the entries of the unauthorized person in this area & Safe guard the Government properties, (round the clock service).
19. Gate No.4. : To check and verify the incoming and out going materials, commuters and make their entries in the respective registers. To restrict the entries in the explosive and Magazine depot area and any other duties allotted time to time.
20. Water tanks & Pump houses : Watch and take care to water tanks & Pump houses located in different areas located as under:-  
a) Water Tank near Type-II quarters.  
b) Water Tank near Hill Colony.  
c) Colony Pump near Type-III quarters.
21. Supervision/ Day Patrolling : To supervise and check the duties allotted to security guards at various points mentioned above (round the clock service) and with guns at night for office and colony area separately for each shift.

I/we further declare that none of the employees / officers of CIMFR is related to me/us as per rule in vogue.

Demand Draft/Bankers Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_  
Drawn on \_\_\_\_\_ Rs. \_\_\_\_\_ (Rupees

\_\_\_\_\_ in favour of "DIRECTOR, CIMFR and payable at Dhanbad, towards Earnest Money is enclosed.

Yours faithfully,

(Signature of the Tenderer)

Dated :

Seal

Name :

Position :

Postal Address :

Phone No. :

Enclosures to be submitted :

1. Valid licence under the Contract Labour (Regulation & Abolition) Act.1970.
2. ESI Registration No.
3. E.P.F. Account No.
4. Copy of PAN Card
5. Service Tax Clearance Certificate.
6. Recent Income Tax Return/Clearance Certificate.
7. Experience Certificate as mentioned above.
8. Earnest Money Deposit

## **INSTRUCTIONS TO TENDERERS**

### **For security arrangement at CIMFR HQ and its vital installation located at its attached staff colony.**

(To be signed by the security contractor as a token of acceptance of the terms and conditions and submitted along with the Tender form).

1. The tenderer should quote the rate (amount) in respective columns of the Tender Document only. The Tender is liable to be cancelled in case of any wrong entry.
2. The tenderer shall deploy adequate number of personnel, so as to cater to the security arrangements as shown above with provision for adequate relievers and supervision. The tender should quote the Lump sum amount against each as detailed in Sl.No.2 in the specified column of the NIT.
3. The tenderer may be required to provide extra Man days as and when required against a fixed rate which will be calculated on pro-rata basis from the quoted rates in the specified column of the Tender Documents.
4. The tenderer should ensure deployment of at least 90% ex-serviceman & the rest 10% by trained civilian guards.
5. The contractor shall have to furnish Bank Guarantee from Nationalised Bank of the Locality of an amount equal to one month's bill or as required by CIMFR as Security deposit within 30 days of the commencement of contract or before release of payment against 1<sup>st</sup> Monthly Bill, whichever is earlier.
6. The contractor shall furnish documentary evidence from P.F. and ESI Authorities regarding deposit of P.F. and ESI against the names of the personnel deployed by him for the above work alongwith his Bill for immediately succeeding month failing which the subsequent Monthly Bills/Supplementary Bills will be withhold.
7. The contractor should provide Monthly Bills in Triplicate for payment alongwith a copy of Acquaintance Roll of the previous month duly signed by him/then and the designated Officer of CIMFR in whose presence the payment has to be made.
8. The contractor shall have to pay wages to the personnel deployed by him in accordance with the Minimum wages Act. And payment of wages Act. As also ensure compliance with other labour laws in the matter of payment of similar other dues to the persons engaged by him from time to time Pension Scheme if any applicable shall have to be implemented by the contractor.

9. Full Security Uniform of appropriate colour and style, with leather belts, caps, line yard, whistle, boot, torch, lathi / batons, raincoat etc. and all stationeries including batteries, registers etc. required for use by the security personnel shall be provided by the firm at no extra charge to CIMFR.
10. The character and antecedents of each and every security personnel deployed in CIMFR should be certified by the firm in writing. The list of all the Security Personnel along with their permanent address, recent photographs with signature and Xerox copy of discharge certificate (only of the Ex-Servicemen) must be submitted within 30 days from the commencement of the contract in duplicate.
11. To meet the requirement of minimum wages Act. And other Scheme Acts the amount quoted needs to be in details as follows :-

Sl. No.	Details of wages	Security Guards without arms	Security Guards with arms	Supervisors
1.	Basic			
2.	VDA			
3.	ESI			
4.	EPF			
5.	Gratuity			
6.	Uniform and washing allowances			
7.	Service Charges			

12. The contractor shall have to arrange Ceremonial Parades on 26<sup>th</sup> January and 15<sup>th</sup> August & Guard of honor to VIP in the Institute premises by the Security Personnel deployed in CIMFR HQ. at no additional cost. The contractor shall also have to arrange for ceremonial dress to the Security Personnel as and when needed by the CIMFR Authorities.
13. The Security Personnel deployed should be smart, having good physique preferably below 45 years of age. They should be trained to handle and make best use of all type of Fire-Fighting and Safety Equipments. They should also be able to perform Personal Body Guard duty, VIP duty, Bank Duty etc.
14. The tenderers shall have to furnish a valid certificate of registration of their Firm under the Contract Labour (Regulation & Abolition) Act. 1970 as amended and Income Tax Clearance Certificate along with the tender.
15. The successful tenderer will also have to furnish a valid licence for deployment of Security Personnel for Watch & Ward of the Institute properties from the Regional Labour Commissioner, Ministry of Labour, Govt. of India, Dhanbad within 90 days from the commencement of the contract. He/they shall also have to satisfy and comply with all the statutory requirements, such as Insurance, Income Tax deduction etc. and provide documentary evidence to CIMFR Authorities whenever so required.

16. Income Tax @ 2.24% will be deducted at source from all monthly bills as per Income Tax Act.
17. In case of any theft, loss or damage to the property of the Institute on account of malfeasance, negligence connivance or any other misdemeanor on the part of the Contractor/Security Personnel if so established prime facie by the CIMFR Authorities, the contractor shall have to make good the loss to the Institute.
18. Bachelor accommodation will be provided at CIMFR Headquarters to the contractor for accommodating the Security Personnel deployed by him/them at CIMFR HQ subject to payment to Rs.500/- (Rupees five hundred only) per barrack per month as licence fee Rs.50/- (Rupees fifty only) per barrack per month as water charges and Electricity consumption charges at the rate of Rs.4.42/- plus meter charges Rs.30/- per month (or any other rates to be fixed by the Institute) per unit. Such accommodation may also be provided subject to availability.
19. The contractor shall have to enter into a Formal Agreement and the same shall be valid for a period of 01 (one) year from the date of its commencement, extendable to further periods of 01 (one) year at the discretion of the Director, Central Institute of Mining and Fuel Research. The contractor shall have to abide by the terms and conditions. Apart from those given above, which may be stipulated in the said Agreement.
20. The contract Agreement can be terminated at any time by giving three months notice by the Contractor and one months notice by or on behalf of Director, CIMFR.
21. The number of security points/areas may be increased or decreased at the discretion of Director, CIMFR.
22. The contractor shall arrange to display the name of the guard on duty in the display box provided for the purpose at the specified points.
23. The contractor's supervisor on duty at the Security Office at the main entrance shall ensure that valid gate pass to all outside vehicles is issued for their entry inside CIMFR premises and the same will be collected before their exit. Visitors Pass shall also be issued in a similar manner. He shall also exercise daily checks to verify I. D. of persons engaged in the Institute for various jobs like sanitation, civil, horticulture etc.
24. Tenders along with requisite documents/EMD enclosed in a sealed cover and superscribed "**TENDER FOR SECURITY CONTRACT AT CIMFR**" with NIT number and due date should reach the Director, Central Institute of Mining and Fuel Research, Barwa Road, P.O.-CIMFR, Dhanbad-826015 or dropped in the Tender Box in the Office of Administrative Officer after obtaining signature with date and time from the concerned Officer on or before 3:00 P.M. of 02.02.2010 no late Tender in any account whatsoever shall be entertained. Performance guarantee clause – max.5% of the quoted value.

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**FINANCIAL BID**

(To be submitted in separate sealed envelope)

The lumpsum monthly contract value for undertaking the jobs/activities by the agency is as under :-

<b><u>Job No.1.</u></b>  <b>Security Arrangements</b>	Lumpsum wages for ..... Ex-Serviceman <b>without Arms Guards</b> : Rs..... (Including all Statutory Benefits & Service Charge)  Lumpsum wages for .....Ex-Serviceman <b>with Arms Guards</b> : Rs..... (Including all Statutory Benefits & Service Charge)  Lumpsum wages for .....Ex-Serviceman <b>Supervisor</b> : Rs..... (Including all Statutory Benefits & Service Charge)  Total Contract Value :- Rs. ....  (Rupees .....  .....)
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\* **Note** :- Separate break-up of lump-sum wages should be indicated in enclosed format.

**Signature with date & seal of the Contractor**  
**(Name in Block Letters & Address)**

**Break-up of Wages**

<b>Sl. No.</b>	<b>Description</b>	<b>Ex-Serviceman without Arms Guards (Rs.Per day)</b>	<b>Ex-Serviceman with Arms Guards (Rs.Per day)</b>	<b>Ex-Serviceman Supervisor (Rs.Per day)</b>
1.	Basic + VDA (Minimum Wages)			
2.	EPF 13.61 %			
3.	ESIC 4.75%			
4.	Bonus 8.33%			
5.	Service Charge			
	Total (Per day)			

**\* Service Tax extra as applicable.**