

**TENDER DOCUMENT FOR OUTSOURCING OF  
SECURITY SERVICES AND GARDENER (MALI)**

**TENDER ENQUIRY DOCUMENT FOR OUTSOURCING**  
**“SECURITY SERVICES AND GARDENER (MALI)”**  
**AT**  
**METEOROLOGICAL CENTRE, BHOPAL**

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## **SECTION-I: NOTICE INVITING TENDER (NIT)**

**Tender Enquiry No. MC-BHOPAL/ME-01/Tender/1/2018 Dated 05/02/2018**

**Outsourcing of “Security Services and Gardener (Mali)” at  
Meteorological Centre, Arera Hills Jail Road, Bhopal-462011**

Meteorological Centre (Bhopal), Government of India, Ministry of Earth Sciences (MoES), India Meteorological Department (IMD), Arera Hills, Jail Road, Bhopal-462011, for and on behalf of President of India, invites sealed tenders in two-bid system, i.e. **(i) Technical bid** and **(ii) Price bid** for providing the outsource jobs from eligible and qualified tenderers, having experience in carrying out similar works with Central Govt. / State Govt. / Autonomous bodies / reputed organizations in Bhopal.

### **Schedule of Tender**

<b>Sr. No.</b>	<b>Items</b>	<b>Particulars</b>
1	Tender notice number Date	<b>MC-BHOPAL/ME-01/Tender/1/2018 Dated 05/02/2018</b>
2	Pre-bid meeting	13/02/2018 at 15:00 hours
3	<b>Last date and time for submission of tenders</b>	<b>27/02/2018 up to 15:00 hours</b>
4	Date and time of opening of tenders	28/02/2018 at 14:30 hours
5	Date and time of opening of technical bids by T.E.C.	05/03/2018 at 15:00 hours
6	Place of opening of tenders and address for communication	<b>The Director, Meteorological Centre, Arera Hills, Jail Road, Bhopal, MP-462011</b>
7	Price bid meeting	After submission of report of T.E.C., Dates shall be informed individually and put on website.

Tenderer may download the **Tender Enquiry Document** from the IMD-Bhopal web site <http://www.imdbhopal.gov.in> and submit its tender by utilizing the downloaded document. Tender may be submitted by hand to the following officer “**Shri B. Rajendran, A.O. III, Mobile no. (+91) 9822036693, E-mail id [gsmcbhopal@gmail.com](mailto:gsmcbhopal@gmail.com), Meteorological Centre, Arera Hills, Jail Road, Bhopal- 462011**” on all working days (Monday to Friday) **between 10:00 hrs. to 17:00 hrs.** or send by post to the same address.

In the event of any of the dates mentioned above, being declared as holiday for the Meteorological Centre (Bhopal), the process shall be continued on the next working day at the same time.

(H. S. PANDEY)  
Admin Officer,  
Meteorological Centre, Bhopal  
Phone No: (+91) 755 2764272  
Mob. No: (+91) 9425378357  
E-mail id: [gsmcbhopal@gmail.com](mailto:gsmcbhopal@gmail.com)

## **SECTION-II: INSTRUCTIONS TO TENDERERS**

### **a) Language of the Tender Document**

Tender document is available in both languages **Hindi and English**. Although, Hindi version of the document has been prepared with utmost care but in case of any ambiguity in linguistic understanding, **English version of the document shall be referred as decisive document**.

### **b) Clarification of Tender Document**

The bidder shall check the pages of all documents against page number given in indexes and in the event of discovery of any discrepancy or missing pages, the bidder shall inform to the office of Meteorological Centre, Arera Hills, Jail Road, Bhopal-462011.

In case the bidder has any doubt about the meaning of anything contained in the Tender document, he/she shall seek clarification from the office of Meteorological Centre, Bhopal immediately before submitting his/her bid. All communications between the bidder and the department shall be carried out in writing.

### **c) Bid submission**

For processing the bids, two bid systems will be followed. Bidders should submit bids in two parts, i.e. **Part-1 [Technical Bid + EMD (Annexure-2(A) & 2(B))]** and **Part-2 [Price Bid (Annexure-3)]** separately in sealed envelopes, duly superscribed "Technical bid" along with "Tender Number" on one envelope and "Price bid" along with "Tender Number" on another envelope. Both the envelopes shall be submitted by the bidder in the another third sealed envelope duly superscribed "Tender Number" addressed to "The Director, Meteorological Centre, Arera Hills, Jail Road, Bhopal- 462011".

Bids duly sealed should be submitted on or before **27/02/2018 up to 15:00 hours** at the following address:

**Shri B. Rajendran, Admin. Officer III,  
Meteorological Centre, Arera Hills, Jail Road,  
Bhopal, MP-462011**

### **d) Single tendering**

Each bidder shall submit one and only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

#### **Part 1. Technical bid + EMD**

Kindly fill up the Technical Bid and details of EMD in the given proforma [Annexure-2(A) & 2(B)] and attach self-certified photocopies of all desired documents and EMD as per checklist given in Section-IV. **Part 1 of the bid must not contain any pricing or commercial information at all.**

#### **Part 2. – Price bid**

In the separate envelope, marked "Price Bid", put only the price bid in given proforma [Annexure-3].

**e) Bid Prices**

Bidder shall quote the rates in Indian Rupees for the entire contract such that the Tender covers firm / agency's obligations in the Tender document in respect of the Security services and Gardener (Mali) at Meteorological Centre, Bhopal. This includes all the liabilities of the firm / agency such as cost of uniform, identity cards of the staff, other statutory liabilities like minimum wages, ESI, PF contribution, service charges, all kinds of taxes etc. The rate quoted shall be inclusive of wages for leave reserve. Payment under this contract also will be made in Indian Rupees.

**f) Bid opening and Evaluation**

In the evaluation process of the bids, first only Technical Bids (Part-1) will be opened at the specified place and date as given in NIT and competent committee / authority will evaluate them. Those bids satisfying the technical requirement and accepting the terms and conditions under RFP will be shortlisted. Under the second stage, Price Bids of only those bidders who have been shortlisted in the first stage will be opened for further scrutiny and evaluation on a date notified after evaluation of the Technical bids.

The authorized representatives of the department will open the Bids at “**The Director, Meteorological Centre, Area Hills, Jail Road, Bhopal-462011**” in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. Only one representative of each bidder with identity proof will be permitted at the time of the tender opening.

**g) Format and Signing of Bid**

Tender document duly signed on all pages shall be submitted along with the technical bid and Price Bid. A forwarding letter of the bid with supporting documents must be neatly typed / written and signed by an authorized signatory of the bidder. All the pages of all the documents should be duly stamped and signed by the authorized signatory of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the department, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed / signed and dated by the person or persons signing the bid.

**h) Validity of Bid**

Tender remain valid for one hundred eighty (180) days from the date of opening of price bids. Conditional tenders are liable to be rejected.

**i) Visit to the site / department**

Before tendering, the bidder or his authorized representative shall inspect the site to fully acquaint / assess himself about the conditions in regard to the nature / quantum of work required to be performed / executed. Bidders may visit the site during the working days (Monday to Friday) between 1000 hrs. to 1700 hrs.

**j) Right to accept any Bid or reject any or all Bids**

Meteorological Centre, Bhopal reserves the right to accept any bid or reject all or any bid at its sole discretion without assigning any reason whatsoever. The department may terminate the contract if it is found that the contractor is black listed on previous

occasions by any of the Departments / Institutions / Local Bodies / Public sector undertakings etc. The department may terminate the contract in the event that successful bidder fails to furnish the Performance Security or fails to execute the agreement.

- 1) *Canvassing in connection with the tender is strictly prohibited and the tender of anyone resorting to canvassing shall be liable for rejection on that ground alone.*
- 2) *The bidder shall specifically declare whether he/she is related to any officer of India Meteorological Department.*

**k) Earnest Money Deposit (EMD)**

Bids received without EMD shall be rejected. For details of EMD, see Section-III.

**l) Performance Security**

Within two weeks from the date of award of contract by the Department, the tenderer shall furnish performance security to the Department for an amount equal to ten percent (10%) of the total value of the Bid, valid until **May 2019**. Performance guarantee cum security deposit shall be furnished in the form of Bank Guarantee from any scheduled commercial Bank in India favoring “Officer-in-charge, Meteorological Centre, Bhopal” payable at Bhopal.

**m) Signing of Agreement**

Work order shall be issued only after signing of the agreement [**Annexure-4**]. Annexure-4 is available in English language only.

**SECTION-III: INSTRUCTIONS FOR EMD**

**a) Earnest Money Deposit (EMD )**

The tenderer shall furnish along with its tender, earnest money deposit for an amount of ₹ 30,000/- (**Rupees Thirty Thousand Only**). EMD shall be furnished in the form of Demand Draft from any scheduled commercial Bank in India, favoring “Officer-In-Charge, Meteorological Centre Bhopal” payable at Bhopal, valid for a period of two months beyond tender validity.

**b) Refund of EMD**

Unsuccessful tenderer’s earnest money will be returned to them without any interest, after the expiry of the tender validity period. Successful tenderer’s earnest money will be returned without any interest, after receipt of performance security from the tenderer. Successful tenderer’s earnest money will be forfeited, if the tenderer fails to furnish the required performance security within the specified period.

**c) Details of EMD**

Details of the EMD shall be furnished in the given proforma [Annexure-2(B)].

**SECTION-IV: CHECK LIST FOR TECHNICAL BID**  
**FOR**  
**“SECURITY SERVICES AND GARDENER (MALI)”**

Sr. No.	REQUIREMENT DESCRIPTION	Action
1	One self-attested recent passport size photograph of the authorized person of the firm / agency	Yes / No
2	Undertaking on a stamped paper of ₹ 100/- (Rupees one hundred only) as per the prescribed format [Annexure-1]	Yes / No
3	Self-attested copy of the PAN card issued by the income Tax Dept., Govt. of India with copy of the Income-tax return of the last two financial years	Yes / No
4	Self-attested copy of the GST Registration	Yes / No
5	Self-attested copy of the valid Registration/ incorporation of the firm / agency	Yes / No
6	Self-attested copy of valid EPF Registration of the firm / agency	Yes / No
7	Self-attested copy of valid ESI Registration of the firm / agency	Yes / No
8	Self-attested copy of valid License under Contract Labour (R & A) Act, 1970 of the firm / agency	Yes / No
9	Names of the clients in Bhopal / Madhya Pradesh to whom “Security service & Gardener (Mali)” is being / having been provided in the recent years	Yes / No
10	Experience certificate of minimum two years of providing “Security services and Gardener (Mali)” in the reputed organizations	Yes / No
11	Certificate / proof for sufficient strength of employees in Security Service / Gardening Service	Yes / No
12	Satisfactory Performance Certificates from the clients, to whom the firm / agency has provided the security / gardening services	Yes / No
13	Proof / certificate for annual turnover of the firm / agency	Yes / No
14	Has EMD of required amount been enclosed?	Yes / No

**SECTION-V: REQUEST FOR PROPOSAL (RFP)**  
**FOR OUTSOURCING OF**  
**“SECURITY SERVICES AND GARDENER (MALI)”**

**a) INTRODUCTION**

Office of Meteorological Centre (Bhopal), India Meteorological Department (IMD), a Govt. of India organization is functioning at Arera Hills, Jail Road, Bhopal- 462011. The campus is spread over about 2.1 acres of land respectively. It consists of two buildings M.C. Building and Doppler Weather Radar Building.

The department is contemplating to outsource Security and Gardening services in order to have continuous surveillance, safety and monitoring over its entire office for safeguarding the government assets. Security guards need to maintain a continuous vigil over the entire campus and ensure the security and Gardening at all the campuses. These services are required on **all seven days in a week.**

A broad outline of the positioning of the guards at main entrance gate, entire campus and DWR building. The actual duty points may sometimes change due to exigency of requirement.

**b) SCOPE OF WORK**

The firm / agency shall ensure proper watch and ward to offices and property of the department, prevent trespassing in the assigned areas, including night patrol at the various points. The security personnel shall prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicles into the campus of the Department and its buildings.

*Details of manpower required for security services and gardener (mali) \*\**

Sr. No.	Location	Contract Period	Service	Total No. of personnel and shifts			
				Shift I	Shift II	Shift III	Total
1	Meteorological Centre Main Gate and Campus	One Year	Security guard	1	1	1	3
			Timings	08:00 hrs. – 16:00 hrs.	16:00 hrs. – 24:00 hrs.	24:00 hrs. – 08:00 hrs.	
2	Doppler Weather RADAR (DWR) Building	One Year or less as per requirement	Security guard	--	1	1	2
			Timings	--	18:00 hrs. – 02:00 hrs.	01:00 hrs. – 08:00 hrs.	
3	Meteorological Centre Campus	One Year	Gardener (Mali)	1	--	--	1
			Timings	09:00 hrs. – 17:00 hrs.	--	--	
<b>TOTAL</b>				<b>6</b>			

**\*\* Doubt, if any, regarding the nature and the requirement given in above table, may be clarified during the actual site visit.**

### ***Duties and Responsibilities of Security staff***

1. Security Supervisor of the firm / agency will be responsible for overall security arrangements and performance and reporting.
2. The firm / agency will ensure that all the instructions of the administration are strictly followed. Supervisor shall maintain a log & shall report to IMD deputed Nodal officer along with the logbook, so that necessary comments / complaints can be recorded by the Nodal officer.
3. The agency must have in readiness of important telephone numbers of the departmental officers and these numbers should be provided to all the security guards. Similarly, the agency should provide the contact numbers of security guards to the department.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. Security staff must check and allow entry only to the officers and staff of the Department displaying the Identity cards.
6. The Security Guards/Gardener and their establishment are required to display matured behavior and treat the officers, staff and visitors especially female staff and female visitors, with due dignity and respect while performing their duties. In case of any checking / search required of the office staff or their belongings, it will be done after due information and acceptance of the office.
7. Deployment of Security Guards /Gardener will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time.
8. The Security Guard will also take round of all the important and sensitive points of the premises. Identity of any outsider may be verified at the entrance, whenever required. Trespassers / mischievous persons shall be apprehended and handed over to civil police at the instance of the department.
9. Security personnel shall also attend to door keeping duties.
10. The Guards on duty will also take general care of vehicles, two and four wheelers parked in the parking sites located within the premises of the Department.
11. Entry of the street-dogs and stray animals like cattle into the premises is to be prevented. They should be at once driven out.
12. The Guards on patrol duty should take care of all the water taps, valves, and water hydrants etc., installed in the open all over the premises.
13. It should be ensured that flower plants, trees and lawns are not damaged either by the staff or by the outsiders or by stray cattle.

14. In emergency situations, security staff / Gardener deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/ Supervisors should be sensitized for their role in such situations. Security guards & Gardener deployed by the firm / agency shall be familiar with operation of firefighting equipment. Security firm / agency shall certify that all the staff deployed is duly trained in the firefighting.
15. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
16. The firm / agency shall prevent encroachment of government land, trespassing through government land. If there is such occurrence, the firm / agency shall assist their eviction with the help of civil police at the instance of office.
17. Smoking and consumption of alcoholic drinks by the staff of firm / agency is strictly prohibited while on duty. They will not indulge in any use of drugs or pleasure seeking acts inside the premises or cause any physical or mental hurt to the staff or office or visiting persons.
18. Security guards/Gardener shall also ensure that alcoholic drinking and smoking by any one do not take place inside the campus.
19. The guards on duty shall not allow any office staff member to remain present in the security cabins for chit chatting etc. Also, no luggage / material of the persons other than the security staff on duty should be allowed to keep in the cabins.
20. The firm / agency shall ensure safety and security of all government property, which includes land, buildings, compound wall / fencing, etc. and vehicles kept inside the complex and the machines installed inside and the furniture, light fittings, water tanks, coolers, ACs, taps etc. In the event of any loss caused to the department, as a result of any lapse on the part of the firm / agency which when established after an enquiry by an appropriately constituted enquiry committee, a minimum penalty of Rs. 5000/- will be imposed and it will be deducted from the monthly bill of the firm / agency. In addition, IMD will claim actual value of loss from the firm / agency. The decision of the Head of the Department on the enquiry report will be final and binding on the firm / agency.
21. Security guards shall ensure safety of trees against cutting and take away by thieves. For each incident of loss to the department through cutting and take away or cutting of trees in both the campuses by robbers, as a result of any lapse on the part of the firm / agency which when established after an enquiry by an appropriately constituted enquiry committee, a minimum penalty of Rs. 5000/- will be imposed and it will be deducted from the monthly bill of the firm / agency. In addition, IMD will claim actual value of loss from the firm / agency. The decision of the Head of the Department on the enquiry report will be final and binding on the firm / agency.
22. The firm / agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the department and shall not knowingly lend to any person or company any of the effects of the department under its supervision. The guards shall prevent damage, tampering, theft and / or destruction of any government properties.

### **c) QUALIFICATIONS / ELIGIBILITY CRITERIA OF THE BIDDERS**

1. \*\*\*The firm / agency must have at least 2 years' experience in providing daily security services and gardener (mali) in reputed institutions in Bhopal. Firms / agencies should attach a certificate of satisfactory service from at least three clients in Bhopal.
2. The turnover of the firm / agency during last two financial years should not be less than Rs. 12 lakhs.
3. \*\*\*The firms / agencies, who provided security services and gardener (mali) to Meteorological Centre (Bhopal) earlier should provide a satisfactory performance certificate from the Director, Meteorological Centre, Bhopal.
4. The firm / agency must have an establishment with sufficient employees strength in security services.
5. \*\*\*The firm / agency should have valid Registrations / Licenses of Relevant Contract Labour:
  - i. (Regulation and Abolition) Act - 1970, EPF Department and ESI department
  - ii. Service tax department, GST and PAN / TAN issued by IT department

They should provide the required certificates for the above with the technical bid.

7. The firm / agency should not be black listed by any department / ministry of Govt. of India or any PSU or any other organization.
8. \*\*\*The bidder should have the experience of completion of similar works in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies / Municipalities.
9. \*\*\*The firm / agency must be registered for deployment of manpower services under partnership act, 1932 or companies act, 1956 or under shops and establishment act (Watch and Ward services).
10. Service Charge quoted should not be less than 1%.
11. \*\*\*The firm / agency should have a local office in Bhopal preferably to handle the emergencies during the service.
12. Tender document will be considered only if required earnest money is deposited with Technical Bid.

\*\*\*Bidders must attach the experience certificate along with relevant copies of orders and end users (clients) satisfaction certificates. The bidders must also attach currently valid authenticated documents of EPF department, ESI department (latest receipt / challan of EPF and ESI subscription should be submitted), Income tax department (copy of PAN / TAN), license / registration under Contract Labor Act – 1970 (copy of registration / license under this), GST registration (copy of registration certificate) and valid registration of the firm (copy of registration certificate from the concerned department of government).

#### **d) TERMS AND CONDITIONS**

1. The firm / agency shall abide by and comply with the minimum wages of Madhya Pradesh Government & Central Government at present, whichever is higher, pertaining to the service provided by them.
2. No escalation or upward revision of rate is permitted during the tenure of the contract due to increase in rates or any other reason. However, if the rates quoted for any service are equivalent to the minimum wages and if the minimum wages are revised by the Govt. of Madhya Pradesh / Govt. of India, the incremental wages if applicable, will be provided. Escalation charges may include the enhancement amount in ESI / EPF / other contributions by the contracting firm / agency also.
3. The personnel / staff provided for security shall be the employees of the firm / agency, and the firm / agency will pay all statutory liabilities such as ESI, EPF, Workman's Compensation Act etc. The firm / agency should possess the requisite registration licenses of ESI, PF Code nos. etc., for running the establishment from the respective authorities.
4. The antecedents of personnel deployed shall be got verified by the firm / agency from local police authority and the firm / agency shall provide written undertaking to that effect before deploying them for the duties.
5. The firm / agency shall abide by and comply with all the relevant laws and statutory provisions covered under various Acts of the State Government / Central Government (including tax laws) and / or any Rules / regulations and / or statutes that may be applicable to them. It shall further keep the department (IMD) indemnified from all acts of omission, fault, breaches and / or any claim, demand; loss; injury and expense arising out from any of the obligations hereunder and / or under the Acts, rules / regulations and / or any bye-laws or rules framed under any of these. The IMD shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the firm / agency's monthly payments with regard to the security staff engaged by it.
6. The firm / agency must have been registered with the concerned authorities of Govt. of India / concerned State Govt. as may be required.
7. The firm / agency shall not engage sub-contractor or transfer the contract to any other person in any manner.
8. If the firm / agency is a joint venture / consortium / partnership of two or more persons, all such persons shall be jointly and severally liable to the department for fulfillment of the terms of the contract. Such persons shall designate one among them to represent the firm / agency with authority to sign. The joint venture / consortium / group / partnership shall not be altered without the approval of the department.
9. All liabilities arising out of accident or death in respect of any employee of firm / agency while on duty shall be borne by the firm / agency.
10. The department shall not be under any obligation for providing employment to any of the worker of the firm / agency after expiry of the contract or under any circumstances. The department does not recognize any employee-employer relationship with any of the workers of the firm / agency.

11. If as a result of post-payment audit any overpayment is detected in respect of any work done by the firm / agency or claimed to have done by the firm / agency under the tender, it shall be recovered by the department from the firm / agency.
12. If in the opinion of the office, the firm / agency found to have defaulted any time in the **Security / Gardening services** or fails to comply with any of the terms and conditions as laid down herein or with the orders issued from time to time, then without prejudice to any of the rights, the contract shall be cancelled. In addition, the performance guarantee cum security deposit will be forfeited.
13. Any dispute arising under this contract shall be resolved through the joint discussion of the authorized representatives of the concerned parties. In case it is not resolved at the joint discussion, it will be referred to the Head of the office for a solution and further if the situation demands; it will be referred to the sole Government arbitrator appointed by the department.
14. Any liability arising out of any litigation (including those in consumer/ labor courts) due to any act of firm / agency's personnel shall be directly borne by the agency including all expenses / fines. The concerned firm / agency's personnel shall attend the court as and when required.
15. The court at **BHOPAL** shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
16. The firm / agency shall employ Indian nationals only. Manpower so engaged shall be experienced and well trained in their respective skills.
17. The firm / agency shall not engage relatives of staff of India Meteorological Department or retired employees of India Meteorological Department.
18. The personnel engaged by the firm / agency particularly for security shall be dressed in neat and clean uniform including proper name badges.
19. The firm / agency shall ensure that all the watch and ward personnel are equipped with lathis, whistles, water bottles, raincoat, torch light etc., and the agency firm / shall bear all the expenses incurred on the above items.
20. The firm / agency will provide a list of staff deployed for security services indicating their names, father's name, local address and permanent home address along with a copy of their ID cards issued and duly signed by the firm / agency to the department. The Nodal officer of the department will examine this. Personnel deployed shall display the ID cards while they are in the premises of IMD.
21. Further, the firm / agency will maintain a record of day-to-day deployment of personnel. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, place wise should be shown.
22. To avoid any discrepancy in the preparation of the monthly bills, the correctness of the record of the attendance of the deployed personnel shall have to be periodically got checked and certified by the department.

23. In the event of personnel found sleeping, alcoholic influence, absent, late coming, performing prolonged duty hours (>8 hours), performance of duty by any person other than the person actually allocated for the point, a penalty of Rs. 500/- will be imposed for each duty point for each instant of check by IMD, in addition to deduction of salary for the day from the monthly bill of the agency. **Monthly pay is considered as 26 days pay.**
24. Except in the exigencies, the staff allocated for a given duty point should not be changed without giving prior intimation to the office or without the requisition of the office to do so.
25. Adequate supervision shall be provided to ensure satisfactory performance of the said personnel in accordance with the prevailing assignment / instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff, supervisor will move in their areas of responsibility.
26. The firm / agency shall provide uninterrupted service by deploying stipulated number of personnel under each category, on all seven days in a week in respect of security services and Gardener. If there is a shortfall in providing the required staff ( absence or failure to report in time with no substitute ), a penalty equal to double the wages of number of guard / staff absent on that particular day shall be levied by the department and the same shall be deducted from the firm / agency bill.
27. The department shall have the right to ask the firm / agency to replace /remove a member of staff who is considered to be undesirable or otherwise creating any mischief/nuisance by another fit staff and likewise firm / agency reserve the right to change the staff with prior intimation to the department.
28. **The eight hours duty shift for security staff generally will be from 08:00 to 16:00 hours, 16:00 to 24:00 hours and 24:00 to 08:00 hours for three Security Guards for Meteorological Centre (Bhopal) Main Gate and complete Campus. For Two Security Guards at DWR Building, it will be during night hours i.e. 06 pm to 08 am (2 shifts viz. 18:00 hrs – 02:00 hrs. and 01:00 hrs – 08:00 hrs.). However, the timings of the shift are changeable from time to time depending upon the requirement at different points and for different services. Prolonged duty hours (more than 8 hrs at a stretch) shall not be allowed for any of the services.**
29. The Firm / agency shall provide additional watch and ward personnel over and above the contractual number, in case of exigencies of service on reasonable advance notice given by the office for which payment will be made by the department as per contract rate.
30. The firm / agency should have round-the-clock communication facility for quick response to deal with emergent situation.
31. The firm / agency and their deployed staff shall not accept any gratitude or reward in any manner from any quarter.
32. The personnel shall not do any professional or any other personal work during duty hours.
33. The firm / agency shall depute physically fit and well trained staff for the security and gardening services.

34. The bid shall be rejected in case of (a) **EMD is not attached along with it in the form of DD payable at Bhopal** or (b) **DD submitted is less than Rs. 30,000/-**.
35. Successful bidder's earnest money will be forfeited, if the tenderer fails to furnish the required **performance security** within the specified period mentioned in the instructions under Section-II.
36. Successful bidder shall be required to execute an agreement in the form specified in the Annexure-4 after hearing from the Department. EMD shall be forfeited if the successful bidder (L-1) fails to sign the formal agreement and fails to start the work within the deadline mentioned in the work order (approx. 21 days). The work order shall be issued only after signing of the agreement.
37. Bidder must attach relevant proofs / certificates / documents in support of the facts mentioned the bid or wherever desired. In case of desired document / certificate / proof is not attached with it, the bid will be rejected.

**e) BILLS AND PAYMENTS**

1. After providing satisfactory watch and ward services at the end of each month, the firm / agency shall submit a monthly bill, in triplicate, along with the details of shift duties / attendance performed for the preceding month, duly signed by the authorized representative. After scrutiny by the office, the bills will be forwarded for expenditure sanction by HQ and the amount would be paid through ECS generally within a month from the date of the receipt of the bill.
2. Service providing firm / agency should disburse the wages to the deployed staff in the presence of the administrative officer of the department and should obtain his counter signature. The copy of the statement showing disbursement of the monthly wages should be submitted along with the bill of following month to this office without fail.
3. The firm / agency shall submit the proof of having deposited the amount of ESI / EPF / all other contributions towards the persons deployed at Meteorological Center, Bhopal in their respective names before submitting the bill for the subsequent month. In case the firm / agency fails to do so, the amount towards ESI / EPF / other contributions will be withheld until submission of required documents.
4. TDS / Income tax etc. are to be deducted at source from the monthly claim / bill of the contractor, as admissible under the Rules.
5. GST is payable as admissible under the Rules prevailing during the service.

**UNDERTAKING / TENDER FORM**

(On a Stamp Paper of Rs. 100/-)

To,

**The Director, Meteorological Centre (Bhopal),  
Arera Hills, Jail Road, Bhopal- 462011.**

Ref: Your Tender enquiry number

Name of the firm /agency \_\_\_\_\_

Name of the tender \_\_\_\_\_ due date \_\_\_\_\_

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I /We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I /We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Relieving charges, Uniform and allowances thereof and any other charges applicable from time to time as per current prevailing at that time, issued by competent authority. I /We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Madhya Pradesh Government or Central Government from time to time and shall be fully responsible for any violation.
4. I /We confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract, as mentioned in Bid.
5. I /We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I /We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I /We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
6. I /We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
7. We confirm that we do not stand deregistered / banned / blacklisted by any Govt. Authorities.

(Signature of the tenderer or authorized  
Signatory for and on behalf of the tenderer)  
Name, designation and address

**TECHNICAL BID**

Affix duly self-attested colour photograph of the bidder

1. \*Full name of the Firm / agency .....  
.....
2. \*Details of the Proprietor/ Partners / Firm / Agency.....  
.....  
.....
3. \*Complete postal address including telephone / fax number, mobile number, email etc. of the Firm / Agency  
.....  
.....  
.....  
.....
4. \*Name(s), address, telephone / mobile number(s) and email of the bidder  
.....  
.....  
.....
5. Name(s), telephone / mobile number(s) and email of the representative  
.....  
.....
6. \*Income tax PAN / TAN .....
7. \*\*EMD (Earnest money deposit details)  
:  
DD Number \_\_\_\_\_ dated \_\_\_\_\_ drawn from \_\_\_\_\_ Bank for  
Rs. \_\_\_\_\_ (in words \_\_\_\_\_)  
in favour of “Officer-in-charge, Meteorological Centre Bhopal” payable at Bhopal.
8. \*Bank details of the firm / agency (Name and A/c Number, Type of A/c, Address, IFSC / MICR code, Branch name etc.)  
.....  
.....  
.....  
.....

9. \*Details of the firm / agency

Sr. No.	Item	Detail
1	Registration no. of firm / agency	
2	EPF Registration no. of firm / agency	
3	ESI Registration no. of firm / agency	
4	GST Registration no. of firm / agency	
5	Registration no. of firm / agency under Contract Act	

10. \*Experience of the Firm / Agency in number of years ( Details of similar services provided in last two years)

.....  
 .....  
 .....  
 .....

11. \*Satisfactory Performance Certificate from the clients, to whom the firm / agency has provided

The details furnished above by me are verified and true and correct to the best of my knowledge and belief.

Date:

Place:

(Signature of the tenderer or authorized Signatory for and on behalf of the tenderer)

Name, designation and address

.....  
 .....  
 .....  
 .....

**\*Attach relevant proof for the items desired here in the starred points.**

**\*\*Kindly, fill up the EMD proforma given in Annexure-2(B).**

**PROFORMA (DETAILS of EMD)**

Sr. No.	(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)
Item	Name of the Bidder	D.D. number	Date of issue	Name of the bank	Amount (in Indian Rupees)	Drawn in favor of	Payable at
Details					(in figures) ₹.....		
					(in words) Rupees..... ..... ..... .....		

Signature of the authorized person:

Name:

Address:

**PRICE BID**

1. Name of company / firm / agency with address:

.....  
 .....  
 .....

2. \*Details of rates quoted (Rate must be written in words as well as in figures):

Sr. No.	Description of work	Educational qualification	Number of personnel Required	Price items				Total (in Indian Rupees)	
				**Monthly wages per personnel	Miscellaneous Charges (in Indian Rupees)				
					PF <sup>1</sup>	ESI <sup>2</sup>	Service Charge <sup>3</sup>		GST <sup>4</sup>
					@ .....%	@ .....%	@ .....%		@ .....%
a	b	c	d	e	f	a x [b + c + d + e + f]			
1	Security Guard	10 <sup>th</sup> Pass	5						
2	Gardener (Mali)	8 <sup>th</sup> Pass	1						
<b>Grand Total (in Indian Rupees)</b>	(In figures)			₹.....					
	(In words)			Rupees..... ..... .....					

\*In the price bid, kindly quote the amount in both figures and words.

No cutting or overwriting is allowed in the price bid sheet.

The Bid shall be disqualified / rejected, in case of (1) *overwriting or cutting* or (2) *any discrepancy between figures and words in the price bid.*

**\*\*Wages should not be less than the minimum wages prevailing as per the applicable collectorate.**

**1. PF:** Provident Fund, to be paid by the Service Provider as per Govt. Rules.

**2. ESI:** Employees State Insurance, to be paid by the Service provider as per Govt. Rules

**3. Service Charge:** Minimum Service Charge must be 1%.

**4. GST:** Goods and Service Tax as applicable.

Signature of the authorized person:

Name:

Seal and business address:

**FORM OF AGREEMENT**

**(On stamp paper of Rs.100 /-)**

THIS AGREEMENT is made on the \_\_\_\_\_ Day \_\_\_\_\_ (Month) \_\_\_\_\_(Year) Between the President of India through \_\_\_\_\_(Name and address of the Department) ( herein called “ the Department”) which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND

\_\_\_\_\_  
(Name and address of the tenderer) through Shri / Km. / Ms. \_\_\_\_\_ authorized representative (herein called “the tenderer” which expression shall unless excluded by or repugnant to the context, be deemed to include his / her successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services and Gardener to the office of the Meteorological Center (Bhopal), Area Hills, Jail Road, Bhopal as enumerated in the contract.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract herein referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz. (a) Letter of acceptance of award of contract (b) RFP.
3. In consideration of the payments to be made by the Department to the Bidder as herein after mentioned, the Bidder hereby covenants with the Department to execute the Security services and Gardener w.e.f. \_\_\_\_\_ as per provisions of this Agreement and the tender document.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the services as per this Agreement and tender document , the contractor price of Rs. \_\_\_\_\_ (in words) (Rupees \_\_\_\_\_) per month.
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF, the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Bidder

For and on behalf of the President of India

Signature of the authorized official

Signature of the authorized officer

Signature of the authorized official

Signature of the authorized officer

Name of the official

Name of the officer

Stamp / Seal of the Bidder

Stamp / Seal of the Employer

By the said

By the said

\_\_\_\_\_Name

\_\_\_\_\_Name

On behalf of the Bidder in the presence of  
of

On behalf of the Employer in the presence

Witness\_\_\_\_\_

Witness\_\_\_\_\_

Name\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone / Mobile number

Telephone / Mobile number

**MODEL BANK GUARANTEE FORMAT**

Whereas .....  
(Hereinafter called the “tenderer”)

has submitted their offer dated.....for the supply of  
.....

(Hereinafter called the “tender”)  
against the purchaser’s tender enquiry No. ....

KNOW ALL MEN by these presents that WE .....of  
..... having our registered office  
at..... are bound unto .....  
(Hereinafter called the “Purchaser”)

in the sum of .....  
for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its  
successors and assigns by these presents. Sealed with the Common Seal of the said Bank  
this..... day of .....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch