

<p>भारत सरकार केन्द्रीय नारकोटिक्स ब्यूरो कार्यालय उप नारकोटिक्स आयुक्त, महावीर नगर प्रथम, झालावाड रोड, कोटा - 324005 राजस्थान</p>	 <p>सत्यमेव जयते</p>	<p>Government of India Central Bureau of Narcotics O/o The Dy. Narcotics Commissioner Mahaveer Nagar-I, Jhalawar Road, Kota-324005 Rajasthan</p>
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F.No. I(22)27/Admn/2024


Date 06.01.2025

TENDER DOCUMENT

HIRING OF PRIVATE SECURITY GUARDS

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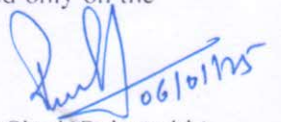
Date:- 06/01/2025

NOTICE INVITING TENDER

On behalf of the President of India, Office of the Deputy Narcotics Commissioner, Kota invites E-BIDS (ONLINE TENDER) from registered agencies for security services (Security Guards/ Security Supervisors) for its Residential Colony located at Narcotics Colony, Mahaveer Nagar IIIrd Near Power House . Kota (Raj.)-324005 and Office of the Dy. Narcotics Commissioner, at Mahaveer Nagar-I, Jhalawar Road, Kota from registered service provider organization to provide Security Guard for the financial year 2024-25 (01 Feb 2025 to 31 Mar 2025) and financial year 2025-26 (01 April, 2025 to 31st March 2026) as per the requirements specified in the bidding document under two Bid System through Government-e-Marketplace (GeM) Portal. The registered service provider should have five years of experience in this field.

The description of works is given in the tender document. The tender document floated for the purpose can only be downloaded from Government-e-Marketplace (GeM Portal) (<https://gem.gov.in/>) . Details of tender form and conditions can also be downloaded from the departmental website <http://cbn.nic.in>. However bids can only be submitted in online mode through the Government-e-Marketplace (GeM Portal) (<https://gem.gov.in/>). Bids submitted other than GeM Portal will not be accepted.

The Competent Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the competent authority of the Office of the Deputy Narcotics Commissioner, Kota shall be final and binding. Any amendment/change in this release will be published only on the department website <http://cbn.nic.in>.


(Jabar Singh Rajpurohit)
Assistant Narcotics Commissioner, Kota
Central Bureau of Narcotics

COMPLETE DETAILS OF OFFICE AND ADDRESS

On behalf of the President of India, Office of the Deputy Narcotics Commissioner, Kota (here in after referred to as "the department" invites E-BIDS (ONLINE TENDER) from registered security services/organization (here in after referred to as "Service Provider") to initially hire 3 numbers of Security Guards for security purposes for its Residential Colony located at Narcotics Colony, Mahaveer Nagar IIIrd Near Power House , Kota (Raj.)-324005 and office of the Dy. Narcotics Commissioner, at Mahaveer Nagar-I, Jhalawar Road, Kota The complete address and other details is as follows :

Sl.No	Type of Guards	Category	No of Guards	Address
1	Security Guards (Unarmed)	Civilian	3	Office of the Dy. Narcotics Commissioner, Mahaveer Nagar-I, Jhalawar Road, Kota and Narcotics Colony, Mahaveer Nagar-III rd , Near Power House, Kota
Total			3	

Security guards are proposed to be hired for an initial period of 14 months i.e. for the financial year 2024-25 (01 Feb, 2025 to 31 Mar 2025) and financial year 2025-26 (01 April, 2025 to 31st March, 2026) (on the basis of three shifts in a day) with the provision of extending it at the discretion of the Deputy Narcotics Commissioner, Kota (Raj.).

Department is entitled to increase and to decrease the number of man power as per the requirement.

PROCESS OF TENDER

The Tender will be accepted in two parts (1) Technical tender and (2) Financial Tender. The forms prescribed in Annexure A and the tender acceptance letter will have to be completed and attached separately.

Tender (Technical & Financial) will be submitted online only on GeM portal. Tender will not be accepted through any other means. For any query related to online tender submission on GeM portal, GeM portal helpdesk may be contacted. No correspondence will be entertained from this office in this regard.

Important dates related to this tender are furnished below for information:

Sr.No.	Particulars	Date	Time
1.	Date of online publication of tender	06-01-2025	03:00PM
2.	Starting date of downloading tender document	06-01-2025	03:00PM
3.	Starting date of submission of bid	06-01-2025	03:00PM
4.	Closing date of submission of bid	27-01-2025	03:00PM
5.	for submission of original EMD and affidavit	06-01-2025	03:00PM
6.	Opening date of technical bid	27-01-2025	03:30PM
7.	Financial Bid Opening Date (Those bidders who have qualified in the Technical Bids)	Will be intimated to Technically qualified firms	

1. Eligibility Criteria

- a. The Service provider (security Service Provider) should be registered with Labour Department of the State/Central Govt. Or any other regulations time to time required as per guidelines of Govt., if any.
- b. The Service provider (security Service Provider) should have been registered 5 years ago, under ESI Act, Employee Provident Fund and Miscellaneous Provisions Act, and Goods and Service Tax, Act and should have at least 5 years of experience in security work of colony/office.
- c. The service provider must have ISO certificate.
- d. The service provider must have registration certificate for Partnership/ Company/Society as the case may be.
- e. The service provider must have an annual turnover of more than Rs.50 lakhs during Last each F.Y. i.e. 2021-22 to 2023-24. Along with this, service provider is required to attach the copy of the relevant accounts (Balance sheet) of the last three years and Chartered Accountant's certificate (attested by himself) with the technical tender.
- f. The Service Provider should be in possession of necessary certificate under shop act by local Municipal Corporation which should be issued before the date of online publication of tender.
- g. Civilian Guards should have their antecedents verified from the local Police Station, at the instance of the Service Provider and a copy of such verification reports should be

- submitted before commencement of the contract.
- h. The Service Provider should have complied with all the legal provisions pertaining to his/ its line of business and self declaration in this regard.
 - i. The Service Provider should have their head office or operational office located in Kota (Rajasthan), Minimum 50 number of guards on monthly roll and should have experience of supplying civilian guards during last 5 years. Attach ECR and bank receipt of PPF deduction of at least 50 contract employees in the last one year, which should be ensured to be deposited before the date of tender and also attach the Income Tax Return and Service Tax Return of the last three years with the tender. The service provider should have a laid Permanent Account Number (PAN). If service provider has been blacklisted by any government department during its tenure and its security deposit has been seized, then that service provider is not eligible to fill the tender.
 - j. The Service Provider should be in possession of necessary license from government authorities for running security Service Provider under Private Security Service Provider Regulation Act.
 - k. Registration under PAN/GST.
 - l. The Service Provider shall ensure that security personnel deputed are healthy and not more than 50 years of age.
 - m. The Service Provider should be in a position to supply the requisite number of security guards by 01.02.2025.

2. Scope of work/Terms and Condition

- A. Entry of Officers/ Staff family during the holidays and before/ after working hours:
 - Security person will be responsible to maintain a record of the incoming and outgoing staff/ officials/ material on working days and on holidays.
 - Entry would also be made in a register about the details of the official vehicle and their timing of entry/ exist during holidays and before and after working hours.
- B. The guards need to be polite but firm, disciplined, physically fit and alert, smartly dressed in uniform and should be able to attend the visitors, with complement.
3. The Service Provider shall be required to provide 01(one) specified Lathi, torch, whistle and registers and with all other necessary requirements to control any emergent situation the campus.
4. The Service Provider shall immediately submit bio-data with relevant documents of all security guards with attested photographs who will be posted in Colony premises.
5. The Service Provider shall arrange disbursement of wages, only through e-payment, in the first week of every month. No cash payment shall be made to any of the deployed personnel.
6. DNC, Kota shall not provide any transport, canteen, medical or living facility to the deployed Security Guards.
7. The Service Provider shall be responsible and liable for all losses/damages which will be caused to the colony/office and its property, on account of negligence. Carelessness or dereliction of duty directly on the part of security personnel and the Service Provider.

8. The validity of the contract will be for a period of fourteen months. The contract can be terminated at any time on giving a written notice from either side, PROVIDED THAT DNC, Kota shall have the option to renew or continue this Agreement on same terms and condition for any further period from the date of expiry thereof.
9. The Service Provider shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided in the event of sickness or in any other circumstances, when the guard is absent. The guards must report to duty strictly for eight hours (in each shift), as per the roster or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. In case of weekly off, substitute security guard should be the same person and any change should be made with intimation to concerned official of Department.
10. Payment of minimum hire charges, as agreed upon and subject to TDS, shall be made on monthly basis on submission of bill after completion of the month.
11. The expenses on uniforms, other accessories, rainy-wear etc. shall be borne by the Service Provider alone.
12. The liability on account of P.F., gratuity, insurance, medical and other dues as per Labour Laws if any, of the security guard would, solely and wholly, be the responsibility of the Service Provider and the department will not bear any liability apart from the hiring charges.
13. The security guards will be deployed in three shifts and at the discretion of the controlling officer of the department.
14. This department reserves the right to terminate the contract at any point during the contract period with two months notice without assigning any reason.
15. The Service Provider should be registered with the concerned authorities of the State or Central Government and should fulfill the conditions laid down by such authorities.
16. The decision of the Department in regard to interpretation of the Terms and conditions and the Agreement shall be final and binding on the service provider.
17. In case, if two or more firms quoted same rate in financial bid then contract will be awarded as per the recommendation of Tender Evaluation Committee on the basis of previous performance and experience. Decision of the Department in this case will be final and binding.
18. Any violation of instruction/agreement or suppression of facts will attract cancellation of

agreement without any reference.

19. The wages paid to the security personnel should strictly adhere to the Minimum Wages Act, 1948 and Contract Labour (R&A) Act 1970 and as prescribed by the O/o the Chief Labour Commissioner (Labour)

20. **Terms of Payment**

- a) The service provider shall make the salary payments to the security personnel employed as per minimum wages as prescribed by the Government of India, Ministry of labour and employment. The service provider will be required to submit a certificate to this effect.
- b) Any revision in the wages will only be considered after receiving a request from the employer along with supporting documents/orders. It is further undertaken that the Service Provider would be solely responsible for all the legal obligations on staff employed by it and deployed for duties. The service provider will be required to submit a certificate to this effect.
- c) The service provider submit the monthly bill in duplicate along with EPF, ESIC, last salary deposit bank statement proof, salary statement, attendance sheet etc. to the office latest by the 5th of every month. Payment will be made after deducting TDS prevalent under the Income Tax Act 1961 of the service provider. Payment will be made only after a certificate from the authorized offer regarding satisfactory work has been attached with the bill.
- d) Service provider will have to submit documents for payment of wages for the previous month every month.
- e) For any reason the monthly wages are not paid on time by this office, in such a situation the service provider firm will have to make full payment to its employees.
- f) This office receives any complaint that the service provider is not paying the rates fixed as per the rules to his employees, then this amount of payment due to his employees will be deduced from his bill and the remaining amount will be paid.
- g) Payment will be made to the service provider by online/crossed cheque/demand draft every month after the amount to be recovered, if any.

21. **Earnest Money Deposit (EMD)** or bid security of Rs. 10000/- (Rs. Ten Thousand only), shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial / nationalized Banks in India, and should be drawn in favour of Deputy Narcotics Commissioner, Central Bureau of Narcotics, Kota. The Hard Copy of original documents in respect of Earnest Money must be delivered to the Deputy Commissioner, Central Bureau of Narcotics, Kota on or before Technical bid opening date/time as mentioned in critical datesheet. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hardcopy of EMD is not received on or before opening of Technical Bid.**

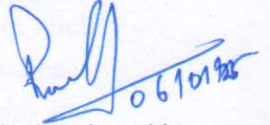
22. Performance Guarantee : For the purpose of successful performance of the contract by the successful bidder(Performance security) – To ensure due performance of the contract,

- Performance Security is to be obtained from the successful bidder awarded the contract, FDR/Bank Guarantee of 03 percent of total contract value shall have to be deposited with the Department as Performance Security within 21 days in the name of Drawing and Disbursing Officer, Central Bureau of Narcotics, Kota which should be valid for next 60 days even after completion of entire contract period.
23. If the successful service provider does not take up the work within the stipulated period or fails to make available the contractual worker or does not deposit the Demand Draft/Bank Guarantee of Performance Security or expresses his unwillingness to execute the work for any other reason in writing then the concerned firm can be blacklisted by the Department and the Next Lower Responsive Bidder may be offered the work at the rates of lowest quoted tenderer.
 24. The Technical Bid should be as per **Annexure A**. It should be supported by the documents Indicated in the said Annexure. The Demand Draft/ Banker's cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical Bid'.
 25. The 'Financial Bid' will be opened, only if, the Service Provider fulfills the stipulated conditions for Technical Bid.
 26. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The Service Provider should submitted the duly filled in log sheet, signed by the Concerned Officer of the department along with the bill, on monthly basis.
 27. The security guards hired should satisfy the following conditions:-
 - A. Guards should wear the uniform neat, clean & ironed, while on duty, prescribed by the Service Provider.
 - B. Guards should have undergone proper training on all security related issues, should be decent and well behaved.
 - C. Once the Guard has been allotted a spot/site he/she shall remain in the same position till he / she is shifted.
 28. Bid once submitted shall not be allowed to be withdrawn and any default, after acceptance of bid, shall be deemed to be non-compliance of terms of contract and would liable of forfeiture of bid security and / or levy of penalty, as the case may be.
 29. The financial bids of only those tenderers whose technical bids have been accepted shall be opened by the committee authorized by this office and in the presence of those who wish to be present.
 30. In case of failure to supply the stipulated number of security guards for hiring by the Service Provider for the intended period, the contract may be cancelled by the Department and EMD/bid security may be forfeited.
 31. In case of any dispute, during tender process, the decision of the Deputy Narcotics Commissioner, Kota would be final and binding.
 32. The Office of Deputy Narcotics Commissioner, Kota reserves the right to accept or reject

any part of the tender or whole of the tender, without assigning any reason.

33. This contract is governed by the General terms and Conditions, stipulated to this Product/Service as provided on the GeM Portal.

Note: If any service provider quotes "NIL" charges/consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. In case the quoted service is less than the such statutory deduction, then the bid will be summarily rejected.



(Jabar Singh Rajpurohit)
Assistant Narcotics Commissioner, Kota
Central Bureau of Narcotics

TECHNICAL BID FOR HIRING OF SECURITY GUARDS

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information. **(Please must be enclose proof).**

1.	Name, address and telephone number, e-mail address of the Bidder i.e.,the Applicant Service Provider.	Details (Compulsory mention page No.)
2.	PAN/TIN/TAN of the firm.	
3.	Whether 50 number of guards available on monthly roll with the Service Provider(Furnish Documentary evidence i.e. details of the working security guard with EPF number.)	
4.	Annual Turnover during F.Y. 2021- 22, 2022-23 & 2023-24(Furnish Copy of latest audited Balance sheets/Certificate issued by authorized CA (As per ITR)))	
5.	List of reputed Clients(in last 5 years) (In case the given space is insufficient, please append separate sheet and enclosed documentary evidence I.e. work experience certificate)	
6.	Date of Establishment/ Incorporation of the Security Service Provider(Copy of registration)	
7.	Copy of License for operating the Security Service Provider.(As per The private Security Service Provider Regulation Act,2005)	
8.	Certificate/license provided under Shop Act by Local Municipal Corporation	
9.	Registration with EPF authorities	
10.	Details of Registration of appropriate Labour Commissioner.	
11.	Registration under ESI Act	
12.	Goods and service Tax Registration Number	
13.	Address proof of Head Office/Operational office located in Kota(Rajasthan).	

14.	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money (Demand draft/ Banker's cheque should be enclosed)	
15.	Declaration that Service Provider has not been blacklisted by the Central/State Govt./ Autonomous body/Company .	

Date:

Place:

Stamp/Seal of the Bidder

**Name and Signature of the
Authorized Signatory**

On Company/Institution letter head
Work Experience Certificate

This is to certify that M/s.....has been working/worked since.....and deployed numbers of Security Guards and Security Supervisors.....and contract value of the security service is..... the Service Provider has been performing /performed its duties satisfactorily. No penalties or recoveries have been/ was imposed on the Service Provider for security lapses and complaints.

Signature:

Name:

Designation:

Institution:

Contact No.:

E-mail address:

Details of the working Security Guard with EPF Number

Sr.No.	Name and Father's Name of the security guard	Date of birth	EPF No.	Working since with Service Provider	Place of posting

On your Service Provider Letter Head
Undertaking

I the undersigned as the authorized signatory here by submit this Undertaking stating that I have carefully read all the terms and conditions as given in the tender T&C document and agree to the terms and conditions, scope of work, Service Provider's & Institute's obligation, Payment terms, Penalty clause and all other conditions as mentioned in the said T&C document: The Service Provider will abide by all the terms and conditions stipulated in the said T&C document if we are awarded this Service Contract.

Signature:

Name:

Designation:

Institution:

Contact No.:

E-mail address:

BIDACCEPTANCEFORM

**(to be printed on Bidder's letterhead, signed, stamped, scanned and submitted
online through GeM Portal)**

To

Deputy Narcotics Commissioner, Kota
Central Bureau of Narcotics
Mahaveer Nagar 1, Jhalawar Road
Kota (Raj.)

Dear Sir,

Subject: Acceptance of Terms & Conditions of Bid Reference No.

1. I/We have downloaded/obtained the bid document(s) for the above mentioned "Bid/Service" from GEM Portal.

As per the your advertisement, given on GeM Portal.

2. I/We hereby clarify that I/we have read the entire terms and conditions of the Bid documents (including all documents like annexure(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization will also be taken into consideration, while submitting the acceptance letter.
4. We undertake to provide the security services to your office in conformity with the Bidding Document.
5. I/We hereby unconditionally accept the bid conditions of the above mentioned Bid document(s) corrigendum(s) in its totality/entirely.
6. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
7. I/We clarify that all information furnished by my/our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including absolute forfeiture of the entire earnest money deposited.

Yours sincerely,

Authorised Signatory
(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)
Full Name and Designation
(To be printed on Bidder's letterhead)