



Government of India
Ministry of Health and Family welfare
Central Leprosy Teaching and Research Institute
Chengalpattu-603 001. Tamil Nadu.
☎044-27426275



F.No. 10/02/CLTRI/E.I/2021

Dated 03.08.2021

NOTIFICATION

To

All Reputed Firms/ Contractors

Sir,

Sub: - Inviting sealed Limited Tender (Two Bid System) for supply of unskilled Security Guards (without arms) – Reg.

The undersigned is on behalf of President of India is inviting Limited Tender (Two Bid System) from reputed Firms/Contractors for the supply of Unskilled Security Guards for deployment in this Institute. The method of submission of limited tender, amount of Earnest Money Deposit, Performance/Security Deposit and general terms and conditions applicable to contract have been mentioned in **Annexure- I**.

Deployment of Unskilled Security Guards will be selected strictly as per Parameters/Technical Specifications given in **Annexure-II**. The Proforma for submission of Price Bid is given in **Annexure-III** to this notice inviting tender. The schedule of tender is given under.

S.No.	Description	Detail
1.	Limited Tender No.	10/02/CLTRI/E.I/2021
2.	Starting date for issuing Tender documents	03.08.2021 to 09.08.2021
4.	Last date for submission of Tender documents	16.08.2021 up to 12:00 Noon
5.	Date & Time of Opening of Tender documents	17.08.2021 at 11:00 AM
6.	Amount of Earnest Money Deposit as per Clause 2 of Annexure-I (Refundable without any interest)	Rs.20,000/-
7.	Venue of opening of Bid document	Additional Director's chamber

The limited tender document can be downloaded from the website www.cltri.gov.in and <http://tenders.gov.in>. **"Firms registered with NSIC/DGS&D/MSME Act 2006 with**

current validity are exempted from payment of Earnest Money Deposit (EMD); otherwise such bids without EMD will be summarily rejected.

Tender documents for **"Financial Bid"** and **"Technical Bid"** shall separately be sealed in two covers. The two covers packed by single sealed cover within all respects must in all cases be sent to reach this office on or before the scheduled date and time. The limited tender received after the scheduled date and time will be rejected out rightly.

The sealed tender, completed in all aspects should be addressed to **"The Director, Central Leprosy Teaching & Research Institute, Govt. of India, Ministry of Health & Family Welfare, Chengalpattu-603001, Tamil Nadu"** and tender document cover clearly super scribing as **"Limited Tender (Two Bid System) for supply of Unskilled Security Guards (without arms)" due date 16.08. 2021 (upto 12:00 Noon)** and to reach this office **on or before 16.08.2021 up to 12:00 Noon.** The limited tender document should be sent by Registered Post/Speed Post/By hand, so as to reach this office on or before the due date/time otherwise tender document rejected. Reason for postal delay will not be entertained and tenders received through private courier or by ordinary post /e-mail will be summarily rejected.


DIRECTOR

Encl.:-

Tender document

Cc to:-

1. Office Notice Board
2. Computer section (through HoD)

- for wide publicity
- to upload the Tender documents in this Institute Website and <http://tenders.gov.in> for wide publicity (copy enclosed).

GENERAL TERMS AND CONDITIONS

1. Tender document:

1.1. The tender is not transferable. Only one tender shall be submitted by one bidder.

1.2 Bidders can also to submit the limited tender document in the downloaded form from this Institute website <http://www.cltri.gov.in> or Central Govt. Tender Portal <http://tenders.gov.in>.

2. Earnest Money Deposit (EMD):

2.1 Earnest Money Deposit of **Rs.20,000/-** (Rupees Twenty thousand only) by way of in the form of Account Payee Demand Draft drawn in Bank of Baroda or any nationalized bank payable at Chengalpattu, in favour of "The Director, Central Leprosy Teaching and Research Institute, Chengalpattu" should be submitted along with the tender document. **The EMD in any other form will not be entertained.**

2.2 Firms registered under NSIC, DGS&D & MSME Act 2006 and those firms which are registered with the District Industries Centre/Department of Commerce & Industries, Government of India & Tamil Nadu/any other State Governments which current validity are exempted from furnishing the Earnest Money Deposit (EMD). **Otherwise, such bids without EMD will be summarily rejected.**

2.3 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit. EMD will earn no interest.

2.4 **EMD of unsuccessful bidder will be refunded only after finalization of tender selection and that of the successful bidder will be refunded after submission of performance security deposit.**

3. Tender Withdrawal & Modification: -

Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after submission of the tender documents. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of Earnest Money Deposit (EMD) will be forfeited and credited to the Government.

4. Preparation and submission of Tender:

The tender should be submitted in single sealed envelope containing with two envelopes (i.e. Technical bid and Price bid in separate envelope) to the undersigned. The envelope should be super scribed with **"Limited Tender (Two Bid System) for supply of Unskilled Security Guards without arms – Limited Tender**

F.10/02/CLTRI/E.I/2021 dated 03.08.2021 " and addressed to "The Director, Central Leprosy Teaching & Research Institute, Govt. of India, Ministry of Health & Family Welfare, Chengalpattu – 603 001, Tamil Nadu". The envelopes , which are not sealed, will be summarily rejected.

5. Signing of Tender:

Individual signing the tender documents connected with contract must specify whether he sign as:

- a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- b) A partner of the firm, if it be a partnership firm, in which case must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by executed by the partner of the firm.
- c) Director or a principal office duly authorized by the Board of Directors of the Company, if it is a company.

6. Important Conditions:-

- a) In case of partnership firms, a copy of the registered partnership agreement and if power of attorney is executed in favour of any or all the partners of any authorized officer of the firm to sign the tender document. Then, a copy of power of attorney duly executed by all the partners, sworn in before Notary Public should be enclosed.
- b) In case of partnership firms where no authority to refer disputes concerning the business of partnership firm has been concerned on any partner the tender and all other related documents must be signed by all partners of the firm.
- c) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, The Director, Central Leprosy Teaching & Research Institute may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages.
- d) In case of Private Ltd/Limited companies, Company Incorporation Certificate along with the Articles of Association has to be submitted.
- e) The bidder should sign and affix his/his firm's stamp on each page of the tender documents and all its Annexure, as the acceptance of the offer made by the bidder will be deemed as a contract and no separated formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.** The tender document along with the enclosures has to be serially numbered and the number of pages should be indicated in the checklist attached to the tender document.

- f) No person agency is permitted to submit bid for tender whose relative(s) is (are) working in CLTRI, Chengalpattu in any official capacity or otherwise.

7. Bid with Technical Specification:

The Technical bid specifications Annexure-II Part (A) & (B) should be submitted in separate sealed envelope along with documents listed in Part (A) of Annexure -II, Annexure -IV , V and VI.

8. Bid with Price Schedule:

The Price Bid (Annexure-III) should be submitted in separate sealed envelope along with Demand Draft for Earnest Money Deposit (EMD) for the amount indicated in Clause 2 of Annexure-I.

9. Criterion for Evaluation of Tenders:

Evaluation of the limited tender (Two Bid System) based on the following parameters:-

- a. Payment of Earnest Money Deposit of Rs.20,000/- (Rupees Twenty thousand only) as per Clause 2 of Annexure-I.
- b. List of documents to be submitted as per Annexure II.
- c. The financial bid will be evaluated only for technically qualified Contractors
- d. Lowest service charge quoted by the contractor as per Annexure - III
- e. Furnishing Partnership deed/Incorporation certificate and articles of association (any one of these documents as is applicable (Refer Clause 6 of Annexure-I)
- f. It must be kept in view that no decision will be given by the tender evaluation Committee or any interferences drawn during the meeting of this committee by the bidder or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selections or rejections of a particular tender will not disclosed.

10. Right of Acceptance:

(a) The Director, Central Leprosy Teaching & Research Institute reserves all rights, without assigning any reason whatsoever to reject any tender document which fails to comply with the terms & conditions laid down in the tender. The Department does not bind itself to accept the lowest specific tender.

(b) The Director, Central Leprosy Teaching & Research Institute reserves the right to cancel this Limited Tender at any time without any assigning any reason and also right to instruct the successful tenderer to provide the documents, if required.

(c) The decision of Director in this regard is final and binding.

(d) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the Service will prejudice the bidder's document and liable for disqualification.

11. **Communication of Acceptance:**

(1) Successful bidder will be informed by telecommunication/letter/order for acceptance of their tender. Necessary instructions regarding the amount and time provided for Performance Security Deposit is indicated in Clause 12 of this Annexure.

(2) The successful bidder will have to enter into a written Contract / Agreement with CLTRI, before commencing of contract.

12. **Performance Security Deposit:-**

The Contractor will have to deposit a Performance SECURITY Deposit for a sum of Rs.1,00,000/- (Rupees One Lakh only) at the time of placing the Contract within 15 days of the receipt of formal order. The performance Security will be furnished in the form of Bank Guarantee drawn in favour of **Central Leprosy Teaching and Research Institute, Chengalpattu-603 001**, TDR (Term Deposit Receipt) or Fixed Deposit Receipt (FDR) from a Nationalized Bank made in the name of Contractor Company/Firm/Agency but hypothecated to the **Central Leprosy Teaching and Research Institute, Chengalpattu-603 001**. The performance Security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

13. **List of essential documents to be enclosed: -**

The list of documents to be enclosed, as listed in Annexure -II

14. **Breach of Terms and Conditions:**

1. In case of breach of any of terms and conditions mentioned above by Successful bidder, the Competent Authority will have the right to cancel the supply/work order without assigning any reasons thereof and nothing will be payable by this Department in that event and the EMD shall also stand forfeited, without giving any notice to the bidder.

2. In case of breach of any terms and conditions stipulated in the contract, a part or full, as the case may, of the PERFORMANCE SECURITY DEPOSIT of the Agency will be liable to be forfeited by this office besides annulment of the contract

3. The tender is not transferable. Only one tender shall be submitted by one bidder.

4. The tender is liable to be rejected, if the service charge is quoted less than 3%.


DIRECTOR

PARAMETERS/TECHNICAL SPECIFICATIONS

(Should be provided in the Firm letterhead/letter pad)

(See Clause 7 of Annexure-I)

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Unskilled Security Guards without arms – Reg.
Ref: - Limited Tender No. F.10/02/CLTRI/E.I/20-21 dated 03.08.2021

PART-A

LIST OF DOCUMENTS TO BE ENCLOSED

All the following documents should be accompanied with tender, failing which the tender liable to be rejected.

- (1) Self attested copy of bidder's firm registration certificate(GST)
- (2) In case of Partnership firm, Partnership deed/Incorporation certificate and articles of association (any one of these documents as is applicable) as per clause (ii) (6) of Important Condition of the Technical Bid.
- (3) Copy of Registration Certificates for NSIC, DGS&D, and copy of Registration Certificate registered with Department of commerce and Industries under MSME Act 2006 in respect of those who are seeking exemption for payment of Earnest Money Deposit (Bid Security).
- (4) Certificate for Geographic presence of firm/company in Tamil Nadu, preferably in Chengalpattu district.
- (5) Copy of self attested PAN Card
- (6) Copy of self attested Aadhaar Card
- (7) Bidder's Firm profile (as per Annexure-IV)
- (8) Self attested copy of ESI and EPF registration
- (9) Valid PSARA certificate for Tamil Nadu
- (10) Copy of experience certificate(in the relevant field) at least one year from any Govt./PSU
- (11) Copy of ITR for last two years
- (12) Certificate of "BLACKLISTING & NON- BLACKLISTING "of Contractor firm/company to be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the Contractor (Annexure V)
- (13) Declaration of corrupt and Fraudulent practices (Annexure - VI)

Annexure-II

PART- B

Technical specification for Security Guard

Requirement	09 Nos
Category of profile	unskilled security guard(without arms)
Age Limit	Between 22 – 40 years
Minimum Educational Qualification	10 th
Experience	0 – 3 years
Establishment/ area of experience	Institution(Preferably Health Care)
Language	Tamil

I/We accept and confirm the above specification (Part- B) as per your requirement. In case of any breach of terms and conditions, I/We accept that Earnest Money Deposit (EMD) of Rs 20,000/- submitted by me/us will be forfeited to Govt. Account.

Date:

(Signature of bidder with seal)

Important Note:- ANNEXURE-II will be submitted in Company/Firm Letter pad/Letterhead

ANNEXURE – III**PRICE BID**

(See Clause 8 of Annexure-I)

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PRICE SCHEDULE

Minimum Wage : As per CLC order (amended from time to time)		
Components	Employee's contribution	Employer's contribution
EPF	12%	3.67%
EPS	0	8.33%
ESI	0.75%	3.25%
PF admin charges	0	0.5%
ELDI	0	0.5%

Price Bid

Rate of Service Charge (in percentage)	To be quoted by the contractor (in %)
The contractor quoting rate (in %) not less than 3%	
GST	Extra As applicable

I/We confirm that Earnest Money Deposit (EMD) of Rs.20000/- has been paid through

Date:

(Signature of bidder with seal)

Important Note:

Price Bid should be in company letter pad and signed by bidder

**BIDDER'S FIRM PROFILE
(IN COMPANY LETTERHEAD)**

The Director,
Central Leprosy Teaching & Research Institute,
Govt. of India, Ministry of Health & Family Welfare,
Chengalpattu-603001, Tamil Nadu

Ref: - Limited Tender No. F.10/02/CLTRI/E.I/20-21 dated 03.08.2021

1. Name of the Bidder
2. Name of the Company/Concern
(i.e, Sole proprietor or Partnership firm or a company or Government Department or a public sector organization)
3. Address of Registered, Corporate Office with Contact details
4. Address of Branch Office with Contact details
5. Address and contact details
6. Escalation Matrix details
7. Whether EMD (Earnest Money Deposit) is paid?
Receipt No. & Date
Name of Bank
EMD Amount (In figure)
EMD Amount (In words)
8. Acceptance of Technical and Price Bid Specification as per Annexure-II and III

9. The offered services are in accordance with the required specifications and Technical requirements : YES / NO

Undertaking

1. I/We undertake that I/we have carefully studied all the terms and conditions mentioned in Annexure-I of tender document and understood the Technical bid and Price bid of the supply of unskilled Security Guards to deployment in Central Leprosy Teaching & Research Institute, Govt of India, Ministry of Health & Family Welfare, Chengalpattu – 603 001, Tamil Nadu and shall abide by us.
2. I/We also undertake that I/we have understood "Technical specifications and Price Bid " for supply of Security guards Annexure-II and III of the tender and shall execute the work strictly as per the parameters and technical specifications"
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
5. I/We shall be responsible for rejection/cancellation of tender and for criminal proceedings if the man power supplied is found at fault.

(Signature of bidder with stamp of the firm/company)

Office Seal

Date:

ANNEXURE - V

**DECLARATION REGARDING BLACKLISTING / NON-BLACKLISTING FROM TAKING PART IN
GOVT. TENDER BY CLTRI/GOVT. DEPT**

**(To be executed on Rs. 20/- stamp paper & attested by public Notary/Executive
Magistrate by the Contractor)**

I/ We proprietor/ partner (s)/ Director (s) of M/s.....hereby declare that the firm/company namely M/s.....has not been blacklisted or debarred in the past by CLTRI, or any other Government organization from taking part in Government tenders.

Or

I/ We proprietor/ Partner (s) / Director (s) of M/s..... hereby declare that the firm/ company namely M/s Was blacklisted or debarred by CLTRI, or any other Department from taking part in Government tenders for a period of years w.e.f. The period is over on And now the firm/company is entitled to take part in Government tenders.

In case the above information is found to be false, I/We are fully aware that the tender/ contract will be rejected/cancelled by CLTRI and EMD/SD shall be forfeited. In addition to the above CLTRI will not be responsible to pay the bills for any completed/ partially completed work.

Signature.....

Name.....

Name & address of the firm

.....

Seal of the firm should be affixed.

Dated:

Signature of Contractor with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors

Declaration about fraud and corrupt practices

(to be submitted in the company letter pad)

We certify that in last two years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We hereby certify we have taken steps to ensure that in conformity with the provisions of section B of Fraud and Corrupt practice of the Terms and Conditions of the documents, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than Security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law of indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to Security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers, employees.

Signature:

Name and Designation with Office Seal
of the company