



CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE

सीएसआईआर- केंद्रीय खाद्य प्रौद्योगिकी अनुसंधान संस्थान, मैसूर

[Council of Scientific & Industrial Research]

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दिनांक/ **Dated 04.05.2019**

निविदा दस्तावेज
TENDER DOCUMENT

FOR
SECURITY SERVICES

VIZ.

**“REGULATION OF MOVEMENT OF MEN,
MATERIAL AND VEHICLES AT THE
ENTRY AND EXIT POINTS OF THE
CSIR-CFTRI AND GUARDING OF VITAL
INSTALLATIONS AT CSIR-CFTRI CAMPUS,
MYSURU”.**

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सं./ No. 20(04)/E-VII/2019

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FOR

SECURITY SERVICES VIZ. “REGULATION OF MOVEMENT OF MEN, MATERIAL AND VEHICLES AT THE ENTRY AND EXIT POINTS OF THE CSIR-CFTRI AND GUARDING OF VITAL INSTALLATIONS AT CSIR-CFTRI CAMPUS, MYSURU”.



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महत्वपूर्ण दिन एवं समय

CRITICAL DATES AND TIME

क्रम सं. Sl. No.	विवरण / Particulars	दिनांक Date	समय Time
1.	Publication Date	04/05/2019	09.00 A.M.
2.	Bid Submission Start Date	04/05/2019	10.00 A.M.
3.	Bid Submission End Date	18/05/2019	05.00 P.M.
4.	Last date & time of submission of original Demand Drafts against the EMD at CSIR-CFTRI, Mysuru	20/05/2019	1.00 P.M.
5.	Technical Bid opening date (Cover – I)	20/05/2019	2.00 P.M.
6.	Financial Bid opening date (Cover – II)	To be intimated later	

Note: CSIR-CFTRI may at its discretion, extend/change the schedule of any activity and intimate the bidders by notifications through the CPP Portal.



NOTICE INVITING e-TENDER

Online Tenders are invited on behalf of Director, CSIR-CFTRI, Mysuru for providing **Ex-Servicemen** (As defined by DGR, New Delhi) for Security coverage of the estates and installations at CSIR-CFTRI Campus, Mysuru (**on DGR Rates**) through <https://etenders.gov.in> under **Two Bid Systems (Technical Bid and Financial Bid)** from renowned, experienced, well established and registered CONTRACTORS/Cooperative Societies/Agencies. They should be registered with Central/State Labour Dept. and possess a valid Labour License under the provisions of Contract Labour (Regulation and Abolition Act), 1970 for Security Services, registered with ESIC, EPF, GST Authorities and having executed similar works satisfactorily during the last **five years** either in CSIR or in Government Departments/ Public Sector Undertakings / reputed private organizations. The details of the services to be provided are as follows:-

Sl. No.	Name of work	Estimated Cost Per Annum	EMD (Rs.)	Duration
1.	Security Services viz. “Regulation of Movement of Men, Material and Vehicles at the Entry and Exit Points of the CSIR-CFTRI and Guarding of Vital Installations at CSIR-CFTRI Campus, Mysuru”	₹1.63 Crores	₹3,26,000/-	One year (Initially for a period of one year extendable for one more year)

This tender is invited through electronic tendering process and can be downloaded from the Central Public Procurement Portal (CPPP) <https://etenders.gov.in>. A copy of the tender notice is also available on CSIR-CFTRI website <https://www.cftri.res.in/> (for reference only). Please note that the submission of the tender is only through the Central Public Procurement Portal (CPPP) <https://etenders.gov.in>.



Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and email IDs provided in the CPP Portal.

Earnest Money Deposit (EMD) of ₹3,26,000/- (Rupees Three Lakhs Twenty Six Thousand only) will be required to be paid in the form of Demand Draft from Scheduled/Commercial Banks as per RBI in favour of **“The Director, CSIR-CFTRI”** payable at **“Mysuru”** and the scanned copy of the same should be uploaded during the submission of Tender duly signed digitally. **EMD must be valid for minimum 90 days from the date of publication of the tender.**

Since the bid is to be submitted online, **the Original EMD should be sent by post to reach this office before bid submission end time or put in the tender box** kept in the AO’s Conference Room of CSIR-CFTRI, Mysuru. Tenders submitted without EMD and incomplete tenders will be summarily rejected. CSIR-CFTRI will not be responsible for any postal delay. No firm/organisation is exempted from furnishing the EMD under any circumstances.

- Director, CSIR-CFTRI reserves the right to reject any or all the tenders or to accept them in part or to reject lowest tender without assigning any reason whatsoever. Director, CSIR-CFTRI also reserves the right to call off tender process at any stage without assigning any reason.
- Director, CSIR-CFTRI reserves the right to reject agencies whose performance at completed/ongoing project(s) is/was below par and unusually poor and has been issued letter of restrain/Temporary/Permanent debar by any Department. Director, CSIR-CFTRI reserves the right to verify the credentials submitted by the firm at any stage (before or after the award of work). If at any stage, any information/documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then CSIR-CFTRI shall take action as per CSIR-CFTRI guidelines.

Sd/-

ADMINISTRATIVE OFFICER



GENERAL INSTRUCTIONS TO BIDDERS

1. Bidders are advised to study the bid document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and requirement specified in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected.
2. The prospective tenderers may satisfy themselves about the requirements by visiting the CSIR-CFTRI on any working day (Monday to Friday) between 9.30 a.m. and 4.00 p.m. before submitting their tenders (**Contact Person: Sr. Security Officer, CFTRI – Phone No. 0821-2510530**).
3. The CONTRACTOR shall obtain the necessary license under the Contract Labour (Regulation and Abolition) Act 1970 from the competent authority immediately on award of contract.
4. The personnel deployed should have undergone basic training of security in observation, concealment, handling of firefighting equipment, be able to identify the type of fire and douse the same.
5. In case the date of opening of tenders is declared a Govt. Holiday then the date of opening of the tender will be the next working day at the same time.



The interested Firm may submit their tender document complete in all respects along with Earnest Money Deposit (EMD), online in CPP Portal.

Eligibility for participation in the tender:

The Security Agency/CONTRACTOR must have:

1. Establishment Registration Certificate
2. Office/Branch Office located at Mysuru.
3. Registration under the Private Security Agencies (Regulation) Act, 2005.
4. Valid Registration Certificate with Labour Commissioner/Licensing Officer and holding a valid license.
5. GST Registration
6. Employees Provident Fund (EPF) Registration
7. Employees State Insurance Corporation (ESIC) Registration
8. Permanent Account Number (PAN)
9. Satisfactorily completion certificates along with work orders in major institutions like CSIR Labs/Scheduled Bank/Insurance Companies/ Central or State Government Departments/Public Sector Undertakings/ Large Industrial/Educational Campuses/Reputed Corporate bodies during the last five years (as on published date of bid) (Phase/Part completion of work shall not be considered for satisfactory completion of work for the purpose of experience). The CONTRACTOR must have carried out at least:

a. One similar completed work costing not less than the amount equal to **80% of the estimated cost**

OR

b. Two similar completed works each costing not less than the amount equal to **60% of the estimated cost**

OR

c. Three similar completed works each costing not less than the amount equal to **40% of the estimated cost.**

The work done certificate should mention the details of work executed, Contract value, the date of commencement and date of completion of the work.

10. Current Solvency Certificate for an amount not less than Rs. 15.00 Lakhs issued by a Scheduled Bank.



Following 02 (Two) Covers shall be submitted through online at e-portal by the bidder:

Technical Bid (Cover – I) should contain scanned copies of the following:

1. Valid Establishment Registration Certificate of the CONTRACTOR.
2. Valid License issued by the Police/Competent Authority to engage in Security Contract business as per Private Security Agencies (Regulation) Act, 2005 (PSARA-2005).
3. Valid Registration Certificate with Labour Commissioner/Licensing Officer and a copy of valid license.
4. Payment proof of EMD (Scanned copy of DD).
5. Permanent Account Number (PAN).
6. Goods & Service Tax (GST) Registration.
7. Employees Provident Fund (EPF) Registration.
8. Employees State Insurance Corporation (ESIC) Registration.
9. Copies of Income Tax returns for the last three years.
10. Copies of Balance Sheet for the last three years.
11. Satisfactory completion certificates along with work orders.
12. Current Bank Solvency Certificate
13. Address proof of Office/Branch office located in Mysuru in the name of firm.
14. Affidavit on stamp paper of Rs. 200/- value.
15. Tender Acceptance letter as per ANNEXURE A.
16. Declaration of Relationship as per ANNEXURE B.
17. Undertaking of the Tenderer as per ANNEXURE C.



Financial Bid (Cover-II)

The bidder shall fill the price schedule as follows:

1. Bidders are requested to submit the Financial Bid in the **format provided (Excel File) and no other format is acceptable**. Bidders for the contract work are required to download the **BoQ** file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder etc..) No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. **If the BoQ file is found to be modified by the bidder, the bid will be rejected**. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.
2. All bids shall remain **valid for 90 days** from the date of bid opening. A bid valid for a shorter period shall be rejected by CSIR-CFTRI as non-responsive. In exceptional circumstances, CSIR-CFTRI may request the bidder to extend the period of validity.
3. If any bidder withdraws his bid within the validity period or makes any modification in the terms and conditions of the bid which are not acceptable to CSIR-CFTRI, then CSIR-CFTRI shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% (fifty per cent) of the earnest money of the CONTRACTOR.
4. **Service charges should be quoted only at percentage on Basic wages plus VDA, which should not be less than 2 (Two) and decimal points to be in two digits only. Service charges quoted in the BOQ are applicable only on Basic wages+VDA per month. Statutory charges, Relieving charges, GST etc., will be reimbursed monthly. For detailed wage structure please refer Annexure-I.**



5. Bidders are required to submit the **original copies of all the documents uploaded by them in the Technical Bid whenever asked by CSIR-CFTRI**. After verifying the original documents with the uploaded documents, the same shall be returned to the bidder. If any information uploaded by the bidder during the time of Technical bid, mismatch with the original document or not available in original document, the bidder shall be liable to be debarred from tendering/taking up of work in CSIR-CFTRI.
6. **L1** will be decided by the lowest service charges quoted by the CONTRACTOR. In case service charges quoted by two or more agencies are equal, L1 will be decided by considering the highest contract value of the completed valid works executed by the bidder during the last five years.
7. If any information furnished by the applicant is found incorrect at a later stage also, he/she shall be liable to be debarred from tendering/taking up of work in CSIR-CFTRI. The department reserves the right to verify the particulars furnished by the applicant independently.
8. **The Financial Bid (Cover No. II) shall be opened only for those bidders who qualify the Technical Bid (Cover No. I).**

FORMATS AND SIGNING OF BID

- i. The bidders shall digitally sign & encrypt their bids and upload the bids with all documents online at e-Tendering portal.
- ii. The e-bid submitted shall be in properly readable form and encrypted as per CPP Portal requirements. Standard Printed terms and conditions of the company other than the NIT conditions shall not be considered. Any such bids received with vendor terms and conditions shall be liable for rejection.



SCOPE OF WORK

The Schedule of work to be performed 'Round the clock' by the Security personnel is as follows:

- a) The guards of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/change will be after proper handing over/taking formalities in the register provided for this purpose.
- b) Every aspect of security for protection of all the installations and other material from theft, fire, pilferage, damage and encroachment etc., at CSIR-CFTRI to be taken care of. These are to be reported to the management and concerned police authority wherever necessary.
- c) Regulation of entry of authorized persons and prevention of entry of unauthorized persons into the campus.
- d) Detection/tracing of outsiders or employees in case of theft and report such incidents to the competent authority immediately.
- e) Screening and recording of all incoming and outgoing persons/goods/materials and vehicles at the entrance / exit points of the CSIR-CFTRI.
- f) Maintenance of proper record of temporary/permanent out-pass details.
- g) Issue of gate-pass to visitors and checking 'in' and 'out' passes for goods/materials.
- h) Checking and immediate reporting of actual/attempted pilferages.
- i) Introduction and implementation of anti-theft measures.
- j) Liaison with local police authorities.
- k) Liaison with local fire-brigade officials in emergency.
- l) Safeguarding Flora & Fauna including all the trees of the CSIR-CFTRI.
- m) Carrying out any other related task as may be allotted by the competent authority.
- n) Monitoring Bio-Metric attendance and CCTV.



RESPONSIBILITIES OF CONTRACTOR:

1. The security supervisor will be responsible for overall security arrangement of the concerned Department covered in the contract.
2. The security guards/supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders, sand and other fire fighting material available on the spot. They will also help the fire fighting personnel in extinguishing the fire or in any other natural calamities.
3. To keep and assist for first aid treatment always ready at premises in case of necessity.
4. One fire fighting expert/operator shall be deputed at site round the clock to attend all the fire fighting systems and the person should be well versed with all the fire fighting equipment and extinguishers, with its operation and maintenance in case of necessity.
5. To provide night patrolling by your senior personnel periodically atleast once in a week.
6. To periodically check the performance of your security guards by the senior personnel or as directed by the Director, or authorized representative.
7. To streamline work in accordance with the instructions given by the management from time to time.
8. To maintain regular contact with the management with regard to security arrangements and improvement.
9. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be driven out.
10. The guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the personnel or by the outsiders or by stray cattle.
12. The security supervisor/guards are required to display mature behavior with the staff and visitors of CSIR-CFTRI, especially towards female personnel and female visitors.



13. The security guard on duty shall not leave the premises until his reliever reports for duty.

14. The CONTRACTOR should have round the clock control room service with field officers in Mysuru along with quick response teams to deal with emergent situations. The Field Officers should have thorough knowledge about labour laws etc.

LIABILITIES:

1. The guards supplied by the CONTRACTOR should be trained, young, smart and well with proper uniform.
2. The night duty guards to be equipped with lathies, torches etc. or as directed.
3. The shift of the guards would be rotated weekly and a roster would be maintained for proper check.
4. The guards would be changed with proper handing and taking over after each shift for better security arrangements from operational point of view.
5. The guards to be provided with water proof Jerkins/Jackets.
6. To provide two pairs uniform with all accessories immediately.
7. To provide six sets of ceremonial dress with all accessories for special occasions like Republic Day, Independence Day, VVIPs visit etc.

PROPERTIES OF CFTRI:

Laboratory areas viz., Main mansion, Technology Block, SRP Block, FS & AQCL Building, Library, Guest House, Hostel Area, Agri-Horticulture Section, Departmental Canteen, Pilot Plants, Food Engineering Block, Electrical & Mechanical Maintenance, Flour Milling, Baking & Confectionery Technology, Lipid Science, Food Protectants & Infestation Control, Fruit & Vegetable Technology and Microbiology & Fermentation Technology, Meat & Marine Science, Abattoir, Civil Engineering, Dept. of Biochemistry, Animal House, Molecular Nutrition, Plant Cell Biotechnology, Security Office, Auditorium, Chimneys, Health Centre, CFTRI School, Research Farm at M.G.Halli Campus and any other building within the premises of CSIR-CFTRI.



SCHEDULE OF QUANTITIES

at CSIR-CFTRI , Mysuru

Security Guards	-	30 nos.
Armed Security Guards	-	03 nos.
Security Supervisors	-	03 nos.

The deployment of Security Guards would be as shown below:-

Sl. No.	Location	No. of Security Guards
1.	Main Gate	06 nos.
2.	North Gate	02 nos.
3.	School Gate	01 no.
4.	West Gate	03 nos.
5.	Emergency Gate	03 nos.
6.	South Gate	01 no.
7.	FSAQCL	02 nos.
8.	Main Building	03 nos.
9.	Key Board	02 nos.
10.	MG Halli Campus	05 nos.
11.	Night Patrolling Duty	02 nos.
12.	Armed Security Guards (Main Gate)	03 nos.
	Total No. of Security Guards	33 nos.



I. DEFINITIONS

In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to except where the context otherwise requires:

- Contract shall mean the notice inviting the e-tender and document, the tender and acceptance thereof and the formal agreement executed between CSIR-CFTRI and the tenderer together with the documents referred to therein including these conditions with appendices and special conditions, rates and amounts and schedules of rates including all revisions, additions and deletions. NIT, Entire Tender document, price bid etc. will form part of the contract.

II. SUB-CONTRACTING

The CONTRACTOR shall not be allowed to sub-contract any part of the Contract.

III. PERIOD OF CONTRACT

The Contract shall be for a period of one year initially and is renewable for further period of one year subject to the satisfactory performance of services and compliance of “terms and conditions of the agreement entered into by the CONTRACTOR”.

IV. GENERAL TERMS AND CONDITIONS:

1. Registration/execution of the agreement:

The successful bidder shall be required to execute an agreement in the format approved and supplied by CSIR-CFTRI on stamp papers of appropriate value notarised with the recognised notary, immediately on award of the Contract.



2. Earnest Money Deposit:

- a. A sum of ₹3,26,000/- should be submitted as Earnest Money Deposit (EMD) along with the Technical Bid in the form of Demand Draft valid for 90 days from a nationalized/scheduled bank drawn in favour of Director, CSIR-CFTRI payable at Mysuru.
- b. Original EMD without interest shall be returned to the unsuccessful bidders after finalization of the contract.
- c. EMD will be liable to be forfeited if the CONTRACTOR selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated in the work order.
- d. No firm/organisation is exempted from furnishing the EMD under any circumstances.

3. Security Deposit:

The successful bidder shall be required to deposit security amount to the tune of **10% of the Annual Contract value** in the form of Fixed Deposit receipt/Bank Guarantee in favour of Director, CSIR-CFTRI issued from any Nationalised Bank at his own cost. **The Security Deposit/Performance Guarantee should remain valid for a period of six months beyond the date of completion of the contract period to ensure fulfilment of all contractual obligations by the firm, including settlement of PF claims of all the contract workers. No interest shall be payable by the Authority on the amount of S.D/P.G so held.** The CONTRACTOR will forfeit fully or partly the S.D/P.G in the event of failure on the part of the CONTRACTOR to execute the contract or observations of all or any of the terms & conditions. The decision of CSIR-CFTRI, Mysuru in this regard shall be final & binding. In case the contract is further extended beyond the initial period, the Performance Guarantee will have to be accordingly renewed/extended by the successful tenderer for the revised value.



4. Revocation of Security Deposit/Bank Guarantee:

The Director, CSIR-CSIR-CFTRI shall have absolute rights and powers for the revocation of said security deposit, in case of breach of any clause of this Contract without any prior notice and no claim whatsoever on this count shall be entertained.

5. Commencement of Work:

The CONTRACTOR is required to commence the work with effect from the date mentioned in the award letter.

6. Deployment and Essential Qualifications of the Security personnel:

The CONTRACTOR shall deploy the following Ex-Servicemen personnel (As defined by DGR, New Delhi):

- a) **03** (Three) Security Supervisors
- b) **30** (Thirty) Security Guards
- c) **03** (Three) Armed Security Guards (With Gun and valid license)

Sl. No.	Designation	Qualification
1.	Security Supervisor	Matriculation passed or equivalent Junior Commissioned Officer retired from Army/Navy/Air Force. They should be medically and physically fit persons not exceeding 55 years.
2.	Armed Security Guards	Matriculation passed or equivalent Sepoys/Non Commissioned Officers retired from Army/Navy/Air Force with GUN and valid gun license. They should be medically and physically fit persons not exceeding 55 years.
3.	Security Guards (unarmed)	Matriculation passed or equivalent Sepoys/Non Commissioned Officers retired from Army/Navy/Air Force. They should be medically and physically fit persons not exceeding 55 years.



- a) The list of all security personnel deployed in the CSIR-CFTRI, containing their rank, residential address, age, educational qualifications shall be submitted to this office at the commencement of the Contract along with their “Discharge Certificates”. The CONTRACTOR will further intimate any subsequent change about their particulars from time to time.
- b) The security guards so deployed by the agency should have the knowledge of Hindi and English. Kannada known personnel will be preferable.
- c) That the CONTRACTOR shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the personnel engaged by it for deployment at CSIR-CFTRI.
- d) The agency shall ensure that any replacement of the personnel, as required by CSIR-CFTRI for any reason specified or otherwise, shall be effected promptly without any additional cost to CSIR-CFTRI. If the CONTRACTOR wishes to replace any of the personnel, the same shall be done with prior concurrence of CSIR-CFTRI at CONTRACTOR’s own cost.
- e) As and when CSIR-CFTRI requires additional security strength on temporary or emergent basis, the CONTRACTOR will depute such security personnel under the same terms and conditions. Similarly, if the security personnel deployed by the CONTRACTOR any time are found absent from duty or sleeping or found engaged in irregular activities, CSIR-CFTRI shall ask for replacement and deduct the requisite amount at the pro-rata rates from the bill of the CONTRACTOR besides imposition of penalty for non-observance of the terms of contract.
- f) The CONTRACTOR should provide adequate relieving guards to meet mandatory weekly offs, leave/sickness etc. for deployment at CSIR-CFTRI. The number of security guards may increase/decrease depending upon the requirement as envisaged by the Director, CSIR-CFTRI.
- g) The antecedents of security personnel deployed shall be got verified by the CONTRACTOR from local police authority and an undertaking in this regard to be submitted to the CSIR-CFTRI and CSIR-CFTRI shall ensure that the CONTRACTOR complies with the provisions.



- h) All liabilities arising out of accident or death while on duty shall be borne by the CONTRACTOR.
- i) The security personnel deployed shall not accept any gratitude or reward in any shape.
- j) The CONTRACTOR shall have his own Establishment/set up/mechanism/Training Institute to provide training aids or should have tied up with a training institute, for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- k) Under the terms of their employment agreement with the CONTRACTOR the security personnel shall not do any professional or other work for reward or otherwise either directly or indirectly.
- l) The CONTRACTOR shall ensure that its personnel shall not at any time, without the consent of the CSIR-CFTRI in writing, divulge or make known any trust, accounts matter or transactions undertaken or handled by the CSIR-CFTRI and shall not disclose any information about the affairs of CSIR-CFTRI.

7. Formulation of mechanism and monthly duty/assignment chart:

On taking over the responsibility of providing the aforesaid services, the CONTRACTOR shall formulate the mechanism and monthly duty assignment chart for circulation in all the areas of their deployment in the CSIR-CFTRI for the approval of the Senior Security Officer. He will visit CSIR-CFTRI in order to interact with the Senior Security Officer for ensuring the effective arrangement at his level and keep on reviewing his arrangements from time to time and take additional measures, if any, required to be taken to further streamline the said arrangements. He will further ensure that no person shall be deployed on double duty except in the emergent circumstances with the prior approval of the Senior Security Officer. The CONTRACTOR as well as the personnel deployed by him on duty shall be duly bound to carry out the directions/instructions given to him by the Director, CSIR-CFTRI / Administrative Officer and Senior Security Officer or any other officer authorized to do so by the Director, CSIR-CFTRI from time to time. Any dereliction from such obligation shall be considered as breach of the terms of the Contract.



The eight hours shift generally will be from 06.00 hrs. to 14.00 hrs., 14.00 hrs. to 22.00 hrs. and 22.00hrs. to 06.00 hrs. But the timings of the shift are changeable and shall be fixed by the CSIR-CFTRI from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the CSIR-CFTRI for double duty, if any. The Guards shall be so deployed by the CONTRACTOR as to enable each of the guards to compulsorily avail one paid “WEEKLY OFF”.

The personnel will have to report to the CSIR-CFTRI’s Security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the CSIR-CFTRI.

Biometric Attendance: The CONTRACTOR has to take biometric attendance from all the security personnel engaged by him on all working days without fail and the same has to be submitted to the office for getting reimbursement of the monthly bills.

8. Determination of quality of work/services:

The decision of the Director, CSIR-CFTRI with regard to the determining of quality of work/services provided by the CONTRACTOR, shall be final and acceptable to the CONTRACTOR. The CONTRACTOR shall, therefore, rectify the defects so pointed out without any extra payment. The Director, CSIR-CFTRI shall also reserve the rights to get the work/services so rejected done/replaced at his level at the risk and cost of the CONTRACTOR, after giving him a notice in writing, and the expenditure incurred on this count shall be recovered from the bills of the CONTRACTOR or any other outstanding dues or by revocation of any or all parts of the security deposit as he may think proper.



9. Identification:

For the purpose of proper identification of the personnel of the CONTRACTOR deployed at various points, the CONTRACTOR shall himself issue them the IDENTITY CARDS at his own cost prior to the deployment and they shall be duty bound to display the identity cards at the time of duty. The CONTRACTOR shall also ensure that all personnel deployed by him are displaying their NAME TAB while on duty without fail.

10. Uniform:

The wearing of uniforms by the Contractual personnel deployed for duties shall be compulsory. The agency should provide each of its personnel with **two sets** of good quality uniform, cap, belt, shoes, seasonal and protective clothing, torch, lathi, rain coat, Gum boot, etc.. per annum at CONTRACTOR's own cost, immediately on award of the contract. **Six sets** of Ceremonial dress with all accessories should be issued to the Guards at his OWN cost to be worn on National Days and during the visit of VIPs to CSIR-CFTRI without any deductions in the wages of security personnel deployed by him.

11. Supervisory Control:

The persons so deployed shall be under the overall control and supervision of the CONTRACTOR. The CONTRACTOR shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the CSIR-CFTRI.

12. Surprise Check:

The Director, CSIR-CFTRI or any other officer so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the



CONTRACTOR in order to ensure that the required numbers of persons are deployed and that they are doing their duties properly. In case, any person so deployed by the CONTRACTOR does not come up to the mark or performs his duties improperly or indulges in any unlawful act or disorderly conduct, the CONTRACTOR shall take suitable action against such personnel. In case of any complaint/defect pointed out by the authorized officer of the CSIR-CFTRI, the CONTRACTOR shall immediately replace the person so deployed. Also the CONTRACTOR himself or through his field officer shall carry out periodical/ surprise checks of Security Guards deployed by them at CSIR-CFTRI for alertness and discipline at their respective posts during day and night shifts in consultation of Senior Security Officer.

13. Relationship between the employer and personnel:

The persons deployed by the CONTRACTOR for the work shall be his employees for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said persons and the CSIR-CFTRI, either implicitly or explicitly.

14. Medical Examination and verification of antecedents:

The CONTRACTOR will ensure that employees are medically fit and free from communicable diseases. The CONTRACTOR shall ensure that the antecedents of the persons are verified by the civil police /appropriate authority and shall provide their Bio-data sheets consisting of photograph, finger prints and ID details (Aadhar copy etc.) with full details of permanent and temporary address, past experience and qualification details and a copy of discharge certificate to the Senior Security Officer prior to their deployment.



15. Raising of Bills:

In order to ensure timely payment of wages to the personnel, the monthly wage bills shall be raised by the CONTRACTOR in the requisite format in vogue on the basis of Biometric attendance and work performance report got signed by the Senior Security Officer or any other officer so authorized by the competent authority for the purpose by **12th of each month positively**. All the statutory documents should be enclosed with the bills.

If as a result of post payment audit any overpayment is detected in respect of any work done by the CONTRACTOR or alleged to have done by the CONTRACTOR under the tender, it shall be recovered by the CSIR- CFTRI from the CONTRACTOR.

16. Payment of wages:

The CONTRACTOR will be responsible for making the payment to his workers directly to their respective bank accounts on or before 7th of each month from his own sources and wage slips should be issued to every person. Subsequently the bill should be raised along with bank details and other statutory payments challans/receipts for reimbursement.

The CONTRACTOR shall ensure that all the employees get wages at the rates as fixed by DGR from time to time. The CONTRACTOR shall ensure that the wages etc. paid to his employees so deployed are in conformity with the provisions of the DGR and Contract Labour (Regulation and Abolition) Act, 1970 and the rules made there under.

Payment of leave salary, National and other Holidays etc.. will be paid by the CONTRACTOR from the relieving charges (1/6th of total) reimbursed by CSIR-CFTRI as part of wage structure illustrated in Annexure I. Since reliever charges are being paid, no OT should be claimed by the CONTRACTOR.



17. EPF/ESI/BONUS/Minimum wages:

The CONTRACTOR shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, Minimum Wages Act, ESI Act, Shops and Establishment Act, Bonus Act, Contract Labour (Regulation and Abolition Act), 1970 etc. as applicable and amended from time to time. The CONTRACTOR shall be responsible for deposit of employees' and Principal Employer's share of statutory contribution towards ESI/EPF with the concerned department/authorities at his level vide a **separate e-challan** for all the persons deployed by him at CSIR-CFTRI and maintenance of such record as per rules. He will be required to submit a copy of Challan/abstract/statement of the amount deposited on account of the statutory contributions along with the bills for release of payment, failing which the payment of the bills of the following month will be withheld.

The payment will be released to him after deduction of Income tax, GST-TDS or any other statutory dues, after the submission of Bank challan, wage sheets, ESI, EPF, GST Challans/statements etc.. on the required formats, by **12th day of the month**. He will also arrange to continue to hold the old UAN/ESI Nos. allotted to contract workers and to open such EPF/ESI accounts for new workers deployed by him in CSIR-CFTRI. The responsibility for issuance of Annual Statements of EPF deposits and ESI cards to its workers solely lies with the CONTRACTOR.

If the tenderer is operating his work from outside of Mysuru, he should have Branch office, EPF, ESI & GST sub-codes in Mysuru.

18. GST:

Online payments towards GST shall be made by the CONTRACTOR and can claim reimbursement of the same by submission of proof of remittance.



19. Tax Deducted at Source (TDS):

2% Income tax and 2% GST-TDS shall be deducted from the bills of the CONTRACTOR at source/or at the rates as applicable from time to time, in accordance with the latest Govt. notification applicable in this regard.

20. Other mandatory responsibilities of the CONTRACTOR:

It is obligatory on the part of the CONTRACTOR to fulfil his commitments towards his employees so deployed by him under various Labour Laws. Any obligation and/or formalities which are required to be fulfilled under the DGR and Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this Contract shall be carried out by the CONTRACTOR at his own cost and the CONTRACTOR shall report the compliance thereof to the Director, CSIR-CFTRI or his nominee. The CONTRACTOR shall be solely responsible for violation of any provisions of the said Act or any other Act. The CONTRACTOR shall not charge any money from the Contractual employees towards security deposit. The CONTRACTOR shall issue employment cards containing terms and conditions of appointment to his employees to be deployed in CSIR-CFTRI.

21. Liability of the CONTRACTOR to indemnify:

The CONTRACTOR shall keep CSIR-CFTRI indemnified against any loss caused to CSIR-CFTRI property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the CONTRACTOR. CONTRACTOR shall be responsible for payment of any loss caused to the property of the CSIR-CFTRI. In case, any employee of the CONTRACTOR so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the CONTRACTOR concerned to contest the same. In case the CSIR-CFTRI is also to be made a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the CSIR-CFTRI by the CONTRACTOR in advance or on demand. Further, the CONTRACTOR shall ensure that no financial or any other legal liability comes on the CSIR-CFTRI in this respect at any time for the acts done by the personnel of the CONTRACTOR.



22. Deficiency in service/Disobedience by personnel:

In case of any deficiency in services or disobedience by the personnel so deployed by the CONTRACTOR, the Director, CSIR-CFTRI shall be at liberty to impose a penalty as may be deemed fit for each such lapse after giving an opportunity of being heard in person. The decision of the Director, CSIR-CFTRI shall be final and binding on the CONTRACTOR. The CSIR-CFTRI shall have further right to adjust, readjust, or deduct any of the amounts as aforesaid from the payment to be made to the CONTRACTOR under this Contract or out of the security deposits of the CONTRACTOR.

23. Termination of the Contract:

The Contract may be terminated in the event of occurrence of any of the following contingencies:

- a) Without any prior notice on the expiry of the Contract period.
- b) In the event of the death of the CONTRACTOR, the Director, CSIR-CFTRI shall have the option of terminating the Contract without compensation.
- c) By giving **one month** advance notice by CSIR-CFTRI on account of :
 - i) Losses suffered by CSIR-CFTRI due to lapse on the part of the CONTRACTOR/his supervisors/workers.
 - ii) For committing breach of the contract of any of the terms and conditions of the contract.
 - iii) The CONTRACTOR consistently provides unsatisfactory services
 - iv) On violation of any Labour laws as per the statutory provisions.
 - v) The CONTRACTOR is declared insolvent by any court of law
 - vi) The CONTRACTOR assigns the Contract or any part thereof to any other Person for subletting the whole or a part of the Contract.
 - vii) The CONTRACTOR is not interested to complete/continue the Contract

“Provided that during the notice period for termination of the Contract, the CONTRACTOR shall continue to provide the services as before till the expiry of notice period.”



24. Removal of personnel on termination of Contract:

It shall be the duty of the CONTRACTOR to remove all persons deployed by him on termination of the Contract and ensure that no person shall create any disruption/hindrance/problem of any nature to the CSIR-CFTRI.

25. Transfer of Liabilities:

In the event of exigencies arising due to the death, infirmity, insolvency of the CONTRACTOR or for any other reasons or circumstances, liabilities of the Contract shall be borne by the following on such terms conditions, as the Director, CSIR-CFTRI may think proper in public interest:

- Legal heirs in case of sole proprietor.
- The surviving partners in the case of a firm, otherwise, the sole Proprietor shall reserve the right to settle the matter according to the circumstances of the case as he may think proper.

26. Jurisdiction:

The courts at Mysuru only shall have the jurisdiction for the purpose of this agreement.

27. Arbitration:

In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever the same shall be referred to the sole arbitration of the nominee of the Director, CSIR-CFTRI whose decision thereon shall be final and binding on the parties thereto. The expression “nominee of the Director, CSIR-CFTRI” shall include an acting/officiating Director, CSIR-CFTRI or his nominee.



28. Responsibilities of CSIR-CFTRI

- a) That in consideration of the services rendered by the CONTRACTOR or as stated above, he shall be paid on monthly basis. Such payment shall be made on the receipt of the bills along with statutory documents raised by the CONTRACTOR and duly certified by Sr.Security Officer by **12th of every month.**
- b) That payment of enhancement/escalation charges on account of revision of wages by the DGR from time to time shall be payable by the CSIR-CFTRI to the CONTRACTOR on submission of the notifications.

29. The Director, CSIR-CFTRI in the public interest reserves all right to accept or reject any or all Tender without assigning any reason and also to impose/relax any term and conditions of the tender.



ANNEXURE-I

Existing wage structure (DGR RATES) w.e.f. 01.04.2019 (for information only)

Sl. No.	DESCRIPTION	Revised rates w.e.f. 1 st April 2019		
		Security Guard (without arms)	Security guard (with arms)	Security Supervisor
1.	Basic wages plus VDA	16,770.00 (645 x 26)	18,460.00 (710 x 26)	22,282.00 (857 x 26)
2.	ESI @ 4.75% of Basic plus VDA	797.00	877.00	0.00
3.	EPF @ 12% of Basic plus VDA (capped at ₹15,000.00)	1,800.00	1,800.00	1,800.00
4.	EDLI @ 0.5% of Basic + VDA	75.00	75.00	75.00
5.	Adm. charges (EPF) @ 0.5% of Basic+VDA	75.00	75.00	75.00
6.	HRA @ 16% of Basic plus VDA or ₹3,600.00 whichever is higher)	3,600.00	3,600.00	3,600.00
7.	ESI @ 4.75% on HRA	171.00	171.00	0.00
8.	Bonus @ 8.33% on Basic plus VDA	1,397.00	1,538.00	0.00
9.	Uniform outfit allowance @ 5% of Basic plus VDA	839.00	923.00	1,114.00
10.	Uniform washing allowance @ 3% of Basic plus VDA	503.00	554.00	668.00
11.	TOTAL A	26,027.00	28,073.00	29,614.00
12.	Relieving charges 1/6 th of total A	4,338.00	4,679.00	4,936.00
13.	TOTAL B	30,365.00	32,752.00	34,550.00
14.	Service Charges @ _____% on Basic wages plus VDA			
15.	TOTAL C			
16.	GST @ 18%			
17.	GRAND TOTAL			

NOTE: 1. Payment for Leave salary, National Holidays and other Holidays will be paid by the CONTRACTOR from the relieving charges (1/6th of total A) reimbursed by CSIR-CFTRI as part of DGR wage structure.

2. That payment of enhancement/escalation charges on account of revision of wages by the DGR from time to time shall be payable by the CSIR-CFTRI to the contractor on submission of the notifications.



ANNEXURE A

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:

To,
THE DIRECTOR,
CSIR-CFTRI, MYSURU

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 20(04)/E-VII/2019

Name of Tender / Work: Security Services viz. “Regulation of Movement of Men, Material and Vehicles at the Entry and Exit Points of the CSIR-CFTRI and Guarding of Vital Installations at CSIR-CFTRI Campus, Mysuru”.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely <https://etenders.gov.in> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page Nos. **01 to 39** (including all documents like annexure(s), schedule(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/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization 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 the forfeiture of the full said Earnest Money Deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



AFFIDAVIT

I/We _____ (Name)
CONTRACTOR/Partner/Sole Proprietor (strike out word which is not applicable) of the
(Firm) _____ do hereby
solemnly affirm and declare that the individual firm/companies are neither black-listed
by the Union or State Government nor any Partner/Shareholder thereof is directly or
indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT

Address: _____

Verification:

Verified that the contents of above affidavit are true and correct to the best of my
knowledge and beliefs. No part of it is false and nothing has been kept concealed
therefrom.

DEPONENT

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper of Rs.200/- value duly attested by
the Oath Commissioner)



ANNEXURE B

DECLARATION OF RELATIONSHIP

I/We (Name)_____ who is working as CONTRACTOR/ Partner/ Sole Proprietor (**strike out word which is not applicable**) of the (Firm) name _____Address do hereby solemnly affirm and declare that **NO** RELATIVE(S) is/are working in any CSIR Laboratories/Institute or CSIR-CFTRI, Mysuru.

Signature with date and seal of the tenderer

(OR)

I/We (Name)_____ who is working as CONTRACTOR/Partner/Sole Proprietor (strike out word which is not applicable) of the (Firm) do hereby solemnly affirm and declare that Sri/Smt./Dr._____ Designation_____ at CSIR-CFTRI, Mysuru or CSIR employee at _____ Laboratories/Institute located at _____ is my relative.

Relative(s) may be the following list person :

[NOTE : A person shall be deemed to be a relative of another if, and only if,(a) they are members of a Hindu Undivided Family (HUF), or (b) they are husband and wife, or(c) the one is related to the other in the following manner : Father, Mother (including step mother),son (including step son), Son's wife, Daughter(including step daughter), Fathers Father, Son's son(s), Grandson's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.]



ANNEXURE C

UNDERTAKING BY THE TENDERER

I/We hereby undertake that:

- Full manpower will be engaged on daily basis for the Security Services as per given schedule/instructions of Senior Security Officer.
- I/We have visited the site in order to evaluate the level of services to be rendered and quoted accordingly.
- I/We agree that the payment will not be made for the work not carried out by me/us in any of the above areas.
- I/We agree for the bills payment on monthly pro-rata basis and will ensure that the bills are submitted by 12th day of the month.
- I/We agree to pay minimum wages as per notification of DGR, deposit necessary EPF, ESIC, GST, Professional tax with appropriate authorities as prescribed in the respective acts. Wages payment will be made on or before 7th day of every month based on Biometric attendance of the Security Guards.
- Substitute will be made available as and when required by the competent authority. Extra manpower if any called for will be provided on 24 hours' notice.
- Qualified, experienced Supervisors will be provided.
- Identity Card in Form XIV of Minimum Wages Act will be issued to all the workers within 15 days of award of work and it will be replaced as and when required and a copy of the Identity Card of the Security Guards deployed by me/us be submitted to Competent Authority.

Date:

Signature & Seal of the Tenderer

Place



Check List

Sl. No.	TECHNICAL REQUIREMENT AND BoQ
1.	Name of the Organisation/Firm and complete address with Telephone/Fax nos, mobile nos. /alternate mobile no. email id etc.
2.	Establishment Registration of the CONTRACTOR (Copy to enclosed)
3.	Valid license issued by Police Dept. under Private Security Agencies(Regulation) Act, 2005
4.	Registration details with Labour Licensing Officer / Labour Commissioner and a copy of valid license to be attached
5.	EMD Details (₹3,26,000/-) DD No. & Date
6.	Local Office Address Proof
7.	GST registration certificate
8.	EPF Registration No
9.	ESI Registration No.
10.	Copy of PAN card and Income Tax returns for the last three years
11.	Copies of Balance Sheet for the last three years
12.	Work Completion Certificates along with work orders (Satisfactory performance letters from these cited contract holders must be attached)
13.	Copy of the Current Bank Solvency Certificate of an amount not less than Rs.15.00 lakhs issued by a nationalized bank
14.	Have your firm ever been debarred by any Court of law OR penalized by any Government/CSIR/Private organization? Submit affidavit as per format provided
15.	Tender Acceptance Letter as per ANNEXURE A
16.	Declaration of Relationship as per ANNEXURE B
17.	Undertaking by the Tenderer as per ANNEXURE C
18.	BoQ (PRICE BID)



INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. **The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.** The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in>. Information and instruction for bidders shall form part of the bid document.
2. The intending bidder must read the terms and conditions of NIT carefully. Bidder should submit his bid only if he considers himself eligible and he is in possession of all required documents. The bidder would be required to register at e-tender portal <https://etenders.gov.in>. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. Those CONTRACTOR not registered on the website mentioned above, are required to get registered beforehand.
3. The tender form/bid documents may be downloaded from the websites: <https://etenders.gov.in>.
4. Bids must be mandatorily submitted online through central public procurement portal <https://etenders.gov.in>.
5. **Manual/Offline bids shall not be accepted under any circumstances.**
6. Tenderers/bidders are requested to regularly visit the website: <https://etenders.gov.in>. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
7. In case, the day of bid opening is declared a holiday by the government, the tenders will be opened on the next working day at the same time. No separate information will be broadcasted and no separate intimation shall be sent to the bidder in this regard.
8. Since, it is an online application/process, the tender opening or any other process may be delayed due to any technical fault/server issue. And if any such issue arises,



this will not tantamount to process delay and CSIR-CFTRI will not be in responsible for the same.

9. On opening of quotation online, **accepting the bid will not mean that the firm is technically or financially qualified.** The same exercise will be done at CSIR-CFTRI and be uploaded accordingly.
10. The Director, CSIR-CFTRI, Mysuru reserves the right to accept or reject any or all the tenders.
11. Uploading of unnecessary or irrelevant papers/ documents/ photographs/catalogues/certificates etc. must be avoided. Documents should be related with claim and currency like leaflets, brochures, cliental list, organization certificate etc.
12. Please include payment and other terms & conditions (except the prices) with technical bid.
13. The earnest Money Deposit (EMD) should be send/submitted in its original form. Though the bid is to be submitted online, but the original bid security should be sent by post or submitted by hand to reach this office before the end of bid submission time. Also the scanned copies of the same may be submitted with the technical bid. But without receipt of bid security in original time, the tender will be invalid and will not be accepted for evaluation. CSIR-CFTRI will not be responsible for any postal delay.
14. The EMD of unsuccessful bidder will be discharged/returned after finalization of the contract.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search



- parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
 3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to this office, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned



copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.**
7. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
