

सीएसआईआर- उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान  
**CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY**  
 (Council of Scientific & Industrial Research)

जोरहाट: JORHAT: असम: ASSAM

Tele: 0376 – 2370177

Web: [www.neist.res.in](http://www.neist.res.in) E-mail: [ao@neist.res.in](mailto:ao@neist.res.in)



**NOTICE INVITING TENDER**

On-line tenders are invited through Government-e –Market place (GeM) on behalf of Director, CSIR-NEIST, Jorhat from renowned, experienced, well established and registered contractors/cooperative Societies/Agencies for providing (i) 03 (Three) nos. of Security Supervisors and 55 Nos. of Security Guards (Including 2 Female Security Guards) at CSIR-North East Institute of Science & Technology (NEIST), Jorhat on rates notified by Chief labour commissioner (Central). They should be registered with Central/State Labour Department and possess a valid Labour license under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 for Security Services and also registered with Assam Private Security Agencies (Regulation) Act 2005, ESIC, EPF, GST Authorities and having executed security contracts satisfactorily within the last three financial year (From 2021-22, 2022-23 2023-2024) either in CSIR Labs/Institutes or in Government Departments/Public Sector Undertakings/Corporate and Industrial Sectors. The contractors shall submit PSARA License of the agency from Assam Government.

Sl. No.	NIT No.	Description	Estimated cost Per annum	EMD	Duration
1	D-15012/9/24-Gen	03 (Three) nos. of Security Supervisors and 55 Nos. of Security Guards (Including 2 Female Security Guards) at CSIR-North East Institute of Science & Technology (NEIST), Jorhat.	<b>Rs. 2,25,00,000/-</b>	Rs. 4,50,000/- to be deposited in the account of Director, CSIR-NEIST, Jorhat SBI No.-30266871392 IFSC Code- SBIN0005604  (Relaxation of EMD will be as per Govt. of India Rules relating to MSME etc. Bidder should upload relevant documents).	For a period of 2 years, which may be extended subject to satisfactory performance on the same terms and conditions and approval of the competent authority.
Publishing date of Bid on GeM Portal					07.10.2024 at 12.00 Noon
Bid Duration Period					21 days
Last date and Time for submission Bid					28.10.2024 at 12.30 P.M
Date and Time for Opening of Technical Bid					28.10.2024 at 1.00 P.M
Date and Time for Financial Bid					Will be notified later to the technically qualified bidder(s)

Tender documents can be downloaded from the GeM portal (<https://www.gem.gov.in>) please note that the submission of the tender/bid is only through the Government-e-Market (GeM) in Two Bid, i.e., Technical Bid & Financial Bid.

Notice with link is also available on CSIR-NEIST website <https://www.neist.res.in> (for reference only)

Director, CSIR-NEIST, Jorhat reserves the right to accept or reject any offer without assigning any reasons.

Sd/-

**Controller of Administration**



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5477549  
Dated/दिनांक : 07-10-2024

### Bid Document/ बिड दस्तावेज़

#### Bid Details/बिड विवरण

<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	28-10-2024 12:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	28-10-2024 12:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	60 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Science And Technology
<b>Department Name/विभाग का नाम</b>	Department Of Scientific And Industrial Research (dsir)
<b>Organisation Name/संगठन का नाम</b>	Council Of Scientific And Industrial Research (csir)
<b>Office Name/कार्यालय का नाम</b>	North East Institute Of Science And Technology
<b>Item Category/मद केटेगरी</b>	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
<b>Contract Period/अनुबंध अवधि</b>	2 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	225 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer



**Bid Details/बिड विवरण**

<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	7 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	22500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

<b>Advisory Bank/एडवाइजरी बैंक</b>	State Bank of India
<b>EMD Amount/ईएमडी राशि</b>	450000

**ePBG Detail/ईपीबीजी विवरण**

<b>Advisory Bank/एडवाइजरी बैंक</b>	State Bank of India
<b>ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)</b>	5.00
<b>Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).</b>	26

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Director

NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY, Department of Scientific and Industrial Research (DSIR),



**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [QM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**



Scope Of Work For the Service:1728282031.pdf

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential;  
Unarmed Security Guard ( 58 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled , Highly Skilled
Gender	No Preference
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to 55 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title For Optional Allowances 1	0
Title For Optional Allowances 2	0
Title For Optional Allowances 3	0

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Raju Kumar	785006,Pulibor, Jorhat	55	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> <li>• Basic Pay (Minimum daily wage) : 739</li> <li>• Provident Fund (INR per day) : 60</li> <li>• EDLI (INR per day) : 2.5</li> <li>• ESI (INR per day) : 24.01</li> <li>• EPF Admin charge (INR per day) : 2.5</li> <li>• Bonus (INR per day) : 61.55</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> </ul>
2	Pranjal Pratim Gogoi	785006,Pulibor, Jorhat	3	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> <li>• Basic Pay (Minimum daily wage) : 868</li> <li>• Provident Fund (INR per day) : 60</li> <li>• EDLI (INR per day) : 2.5</li> <li>• ESI (INR per day) : 28.21</li> <li>• EPF Admin charge (INR per day) : 2.5</li> <li>• Bonus (INR per day) : 72.30</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> </ul>



## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---