

CENTRAL INSTITUTE OF ROAD TRANSPORT (CIRT)

Pune-Nashik Road, Nasik-Phata, Bhosari, Pune 411 026
Tel. (020) 67345300 Website : www.cirtindia.com E-mail : director@cirtindia.com

Name of the Tender :- **“Hiring of a Security Agency for (1) CIRT, Pune and (2) IDTRS, Pune”**

IMPORTANT DETAILS

Sr. No.	Particulars	Details
1.	Tender Notice No.	ADM:GEN:2025-26:01 dated 24 July 2025
2.	Name of the Work	“Hiring of a Security Agency for (1) CIRT, Pune and (2) IDTRS, Pune”
3.	Tender Issuing Authority	Central Institute of Road Transport (CIRT), Pune
4.	Duration	Period of one year and extendable further on mutually agreeable terms, subject to satisfactory performance.
5.	Location for providing services	Central Institute of Road Transport (CIRT), Bhosari, Pune – 411026 and Institute of Driving Training & Research Society (IDTRS), Kasarwadi, Pune – 411 034
6.	Tender Form Fee (non-refundable)	Rs.2,000/- plus 18% GST (Rs.360/-). Total Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty only) payable through Demand Draft obtained from a Nationalised Bank in favour of “Director, CIRT, Pune”.
7.	Earnest Money Deposit (EMD)	For CIRT : Rs.1,00,000/- (Rupees One Lakh only) payable through Demand Draft obtained from a Nationalised Bank in favour of “Director, CIRT, Pune”. For IDTRS : Rs.50,000/- (Rupees Fifty Thousand only) payable through Demand Draft obtained from a Nationalised Bank in favour of “Institute of Driving Training & Research Society”.
8.	Performance Security Deposit	For CIRT : Upon award of the contract, the Agency will be required to provide a Bank Guarantee of Rs.2,00,000/- for CIRT , Pune through a nationalised bank in Pune. For IDTRS : Upon award of contract, the Agency will be required to provide a Bank Guarantee of Rs.1,00,000/- for IDTRS , Pune through a nationalised bank in Pune.
9.	Last Date of submission of Technical and Commercial Bids	13 August 2025 up to 1600 hrs.
10.	Technical Bid Opening	14 August 2025 at 1300 hrs.
11.	Commercial Bid Opening	Date will be finalised on conclusion of technical bid evaluation.
12.	Address for Communication and Submission of Technical and Commercial Bids	The Director, Central Institute of Road Transport (CIRT), Bhosari, Pune – 411026 Tel.: 020-67345300
13.	Download of Tender Document	A copy of the tender document can be downloaded from www.cirtindia.com (www.cirtindia.com/tenderNotice.html)
Note : The Director, CIRT, Bhosari, Pune – 411026 reserves the absolute right to accept/ reject any or all bids at any stage of the tender process without assigning any reason whatsoever.		

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Note: - Form 'D' & Form 'E' should be kept together in ONE sealed cover.		

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Post Box No. 1897, Pune-Nasik Road, Bhosari, Pune – 411 026 (India)

Website : www.cirtindia.com E-mail : director@cirtindia.com

Tender Notice No.ADM:GEN:2025-26:01

Date : 24 July 2025

TENDER NOTICE FOR HIRING OF A SECURITY AGENCY FOR (1) CIRT, PUNE and (2) IDTRS, PUNE

1. Sealed tenders under two bid (technical & financial) system are hereby invited on behalf of the **Central Institute of Road Transport** hereinunder called as **CIRT**, Pune and for **Institute of Driving Training & Research Society (IDTRS)**, Pune to hire a reputed/well established and professional Security Agency, having capability of providing following manpower and having a minimum of 5 years' experience in security services :-

	CIRT		IDTRS	
Time	Guard	Supervisor	Guard	Supervisor
0700-1500 hrs	05	1	1	1
1500-2300 hrs	05	1	1	1
2300-0700 hrs	05	1	1	1
Total	15	03	03	03

2. The Agency shall provide personnel for round-the-clock watch duties in **CIRT**, Pune and **IDTRS**, Pune.
3. The bidder agency must not have been blacklisted by any court of law or any Government / Central Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep CIRT & IDTRS informed.
4. The Tender Document can be downloaded from CIRT Website (www.cirtindia.com). The Tender Fee of Rs. 2,000/- (Rupees Two Thousand Only) plus 18% GST (Rs.360/-) (**Total Rs.2,360/-**), which is non-refundable, is to be submitted along with the tender document by way of Demand Draft obtained from any Nationalised Bank and drawn in favour of "Director, CIRT, Pune" payable at Pune.
5. The Tender document comprises of three parts, that is, **(i)** Technical bid **(ii)** Financial bid and **(iii)** Conditions governing terms for providing security services.
6. The tenderer shall send sealed Technical and Financial Bids in separate envelopes super scribed '**Technical Bid**/' '**Financial bid – Hiring of Security Agency**' as the case may be. The Financial bids of only those tenderers will be opened who are declared as technically qualified by the Technical Committee. An undertaking to abide with the conditions governing the terms for providing security services should be enclosed along with the Technical Bid.
7. Duly completed Tender Form along with interest free **Earnest Money Deposit (EMD)** of **Rs. 1,00,000/- (Rupees One Lakh only)** through Demand Draft, in favour of "Director, CIRT, Pune" payable at Pune should reach **CIRT**, Pune-Nasik Road, Bhosari, Pune-411026 on or before **1600 hrs on 13 August 2025**.
8. Duly completed Tender Form along with interest free **Earnest Money Deposit (EMD)** of **Rs. 50,000/- (Rupees Fifty Thousand only)** through Demand Draft, in favour of the "Institute of Driving Training & Research Society", payable at Pune should reach **CIRT**, Pune-Nasik Road, Bhosari, Pune-411026 on or before **1600 hrs. on 13 August 2025**.

9. Tender bids that are not accompanied by **EMD** in the prescribed mode will be summarily rejected. The EMD of unsuccessful bidders shall be returned after the contract is awarded.
10. **The tenderers are required to submit separate tenders for both (1) CIRT, PUNE and (2) IDTRS, PUNE**
11. Besides the **EMD**, the Agency will also be required to provide a Performance **Bank Guarantee** of **Rs.2,00,000/-** (Rupees Two Lakh only) for **CIRT**, Pune upon award of contract through a nationalized bank in Pune. Validity of Bank Guarantee will be upto 15 months from the date of Agreement. Upon award of contract, on submission of bank Guarantee, the EMD shall be returned. This Bank Guarantee will be treated as Performance Security Deposit.
12. Besides the **EMD**, the Agency will also be required to provide a Performance **Bank Guarantee** of **Rs. 1,00,000/-**, (Rupees One Lakh only) for **IDTRS**, Pune upon award of contract through a nationalized bank in Pune. Validity of Bank Guarantee will be upto 15 months from the date of Agreement. Upon award of contract, on submission of bank Guarantee, the EMD shall be returned. This Bank Guarantee will be treated as Performance Security Deposit.
13. The Tenderer should quote in figures as well as in words the rate and amount tendered by them.
14. At the first stage, the Technical Bids shall be opened in the presence of Tenderers, who may like to be present on 14 August 2025 at 1500 hrs, in CIRT, Pune. The time and date of opening of Financial Bids shall be intimated later. Only successful Tenderers, on the basis of the Technical Bid, after assessing the suitability, as deemed fit by the Technical Committee, shall be called at the time of opening of Financial Bid.
15. The Tender is not transferable under any circumstances.
16. Tenders received by e-mail, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Tenderer.
17. Tender in any form, other than the prescribed form issued by the CIRT, Pune shall not be entertained and shall be summarily rejected.
18. Tender with revised/modified rates/offer after opening of the tenders will be summarily rejected and the entire Earnest Money Deposit money submitted with the tender will be forfeited.
19. The wages for Security Supervisors and Security Guards will be as notified by **Pune District Security Guard Board, Pune**.
20. After calling offers, the agency will be finalised, on the basis of **Lowest Agency Administrative Charges as per the financial bid (quoted in 'Form-D' and 'Form E')**. However, the **CIRT**, Pune / **IDTRS**, Pune reserve the right to accept or reject any or all or any part of the tender without assigning any reason thereof, and the decision of the **CIRT**, Pune / **IDTRS**, Pune in this respect shall be final.

Head-ASD
Central Institute of Road Transport
Post Box No. 1897, Pune-Nasik Road, Bhosari
Pune – 411 026

**CONDITIONS GOVERNING TENDER FOR PROVIDING SECURITY SERVICES FOR
(1) CIRT, PUNE and (2) IDTRS, PUNE**

1. The tender documents so received will be scrutinized by the committee and the final decision of a tender will rest with the Director, **CIRT**, Pune. The Director, **CIRT** reserves the right to reject all/any tenders received without assigning any reason and the decisions shall be binding on all parties concerned. The Tenderers not fulfilling the prescribed conditions or incomplete or any false information in Technical Bid in any manner, are liable to be rejected.
2. Canvassing of any kind in connection with tenders is strictly prohibited and the tenders submitted by contractors who resort to canvassing are liable to rejection.
3. **First the Technical bids shall be evaluated and those bids which are technically qualified, only their financial bids shall be evaluated. The Lowest percentage of Agency Administrative Charges quoted in the Financial Bids of the technically qualified bids shall be the sole criteria for determining the successful bidder.**
4. The evaluation of the tender document will be based on both technical and financial bids.
5. On acceptance of the tender, the name of the authorized representative(s) of the Agency, who will be responsible for taking instructions in r/o **CIRT**, Pune from the In-charge Security, **CIRT**, Pune and in r/o **IDTRS**, Pune from the In-charge Security, **IDTRS**, Pune shall be communicated immediately.

SCOPE OF WORK

1. The Agency shall provide Security to the CIRT, Pune/ IDTRS, Pune. The items/situations that have to be covered by Security Agency are enumerated below :-
 - a) Protection of property and personnel including staff, officers and visitors against wilful harm; The CIRT, Pune/ IDTRS, Pune means all Gates/office premises and entire campus within the boundary of the CIRT, Pune/ IDTRS, Pune.
 - b) Regulate access control at gates, prevent misuse of the CIRT, Pune/ IDTRS, Pune campus and facilities by outsiders/preventing tress-passing, unauthorized parking, unauthorized construction, squatting in the campus, prevent vandalism, breaking of twigs/trees, loitering and also ensure proper and timely reporting of violations to supervisors.
2. The security guards shall continuously monitor the buildings and facilities, check the area and in case of fire breaking out, the guard on duty shall inform the Fire Brigade immediately. The Security Guards employed by the Agency must be trained in fire fighting and disaster management procedures. They will have to pro-actively act as first line of fire fighting and disaster management mechanism even before the arrival of any help from outside CIRT. The Agency shall maintain liaison with local authorities, police and fire brigades. The security guards shall deposit any missing material/article found in the premises as per the direction of the supervisor on duty. However, due care shall be taken in case of suspicious /unclaimed items such as briefcase, tiffin box etc, as it may contain hazardous explosive / bomb.

3. The Agency shall deploy security personnel to provide security of a very high standard. The security personnel to be provided by the Agency shall satisfy the following requirements:-

a. Security Guards:

- i. Age: Between 21 to 45 years for Civilian and upto 50 years for Ex-servicemen
- ii. Character: Good
- iii. Educational Qualification: Minimum Matriculate
- iv. Physical Standards: Minimum Height 5 ft. 5 inches and physically fit in health, fit in eye sight. Also, shall submit colour vision testing (Ishihara chart) report. He shall be free from all disease & shall not consume liquor while on duty.
- v. Minimum Experience: One year in a Security Agency for civilian. No experience for Ex-servicemen

b. Supervisors :

- i. Civilian/Ex-Servicemen
- ii. Age: Not more than 50 years.
- iii. Character: Good Exemplary
- iv. Educational Qualification: Minimum HSC for Civilian, NCO/JCO Rank for Ex-servicemen
- v. Physical Standards : Minimum Height 5 ft. 5 inches and physically fit in health, fit in eye sight. Also, shall submit colour vision testing (Ishihara chart) report. He shall be free from all disease & shall not consume liquor while on duty.
- vi. Minimum Experience: 03 years of Supervisory experience in a Security Agency for civilian. No experience for Ex-Servicemen.

4. Security Staff provided should have knowledge of Fire Fighting, fighting against attempt of theft, First Aid, Scooter/ Motor Cycle/LMV Driving. All Security Guards and Supervisors should have knowledge of HINDI/ENGLISH.

5. All the Security Staff deployed :-

- (i) Should be duly trained so as to be fully conversant with security rules and requirements. Security agency is required to give training to its staff to secure the property of CIRT/ IDTRS & prevent it from thefts & dacoity.
- (ii) The Security agency will have to protect the property of third person/party/visitors in CIRT / IDTRS premises.
- (iii) The Agency shall not deploy any personnel not satisfying the above eligibility conditions. The Guards should be supplied preferably in the ratio of 50% Ex-Servicemen and 50% Civilians. The CIRT, Pune shall be at liberty to change this ratio for better security.

6. The Agency shall maintain a Register which will be made available in r/o **CIRT**, Pune to the In-charge Security, **CIRT**, Pune and in r/o **IDTRS**, Pune to the In-charge Security, **IDTRS**, Pune. The attendance of the guards and supervisors will be compulsorily biometric installed by the **CIRT**, Pune and **IDTRS**, Pune.

7. The Agency shall furnish all the relevant records and details, as and when asked for in r/o **CIRT**, Pune by the In-charge Security, **CIRT**, Pune and in r/o **IDTRS**, Pune from the In-charge Security, **IDTRS**, Pune and produce, to the satisfaction of the In-charge Security, **CIRT**, Pune and the In-charge Security, **IDTRS**, Pune, the relevant records of all payments made by it to its personnel.

8. The Agency shall provide the details of the staff proposed to be deployed viz., their name, age, father's/mother's name, residential address, contact numbers/mobile numbers, recent passport size photograph, signature. The agency shall issue valid identity cards to its entire staff, such that no staff remains unidentified and is in a position to avail the statutory benefits.

9. The Agency shall provide uniforms and other essential equipment to its employees at its own cost. The **CIRT**, Pune/**IDTRS**, Pune shall not bear/refund the cost of the Uniform. The style, colour and pattern of the Uniform should be acceptable to the **CIRT**, Pune/**IDTRS**, Pune. The Agency shall, at all times provide for at their cost and ensure that the staff are neatly attired in Uniform along with shoes, belts, cap, whistles, jerseys/coat, torches, batteries, batons and such other items as required and necessary for smart turn out of the security personnel, as approved by CIRT. The identity cards of guards and supervisors have to be properly displayed. Movement in CIRT premises shall be only on account of the bona-fide work and duties delegated to the personnel during their working hours and general discipline and good behaviour shall be maintained at all times by the personnel deployed by the Agency.

10. The Agency/Contractor shall pay regular wages to manpower employed by it directly, which shall not be less than the minimum wages, and DA etc., as notified by Pune District Security Guard Board, Pune from time to time by the **seventh day** of each month. Wherever possible, payment may be disbursed through bank.

11. The Agency shall perform security duties under the overall charge in r/o **CIRT**, Pune of the In-charge Security, **CIRT**, Pune and in r/o **IDTRS**, Pune of the In-charge Security, **IDTRS**, Pune.

12. The deployment of security staff shall be as per the provisions of Labour Laws, and round the clock (24x7) and these will be in three shifts of 8 hours each, on all the seven days of a week and 365 days in a year. No employee shall be assigned work more than specified by various laws applicable to the agency and its staff.

13. The guards on duty shall be well behaved, polite and courteous. The qualification and standards be adhered to as mentioned in the Form of Technical Bid. The deployed security personnel shall be very punctual while reporting to office.

14. The guards on duty should be present in their assigned places, guarding the CIRT, Pune/**IDTRS**, Pune performing the duty assigned to them, and, they should not be found wastefully chatting with one another or reading newspaper or otherwise neglecting their roles of assignments during duty hours.

15. The Agency should have a proper system for checking the guards on duty, day and night for every shift. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified. The Agency should supply Guard Check Books to the guards at its own cost.

16. In case it is felt by the In-charge, Security, CIRT, Pune/the In-charge, Security, **IDTRS**, Pune that any guard or supervisor of the Agency is indulging in any activity not in conformity with his duties at work site or found under the influence of alcohol /drug or possession of a objectionable material etc. the agency shall immediately replace the guard /supervisor concerned.

17. All office and other equipment, such as torches, cells, lathis, tables, chairs, computers, fax machines, printers, pens, pencils, registers and other such items, shall be arranged by the Agency at its own cost for their staff. The Agency, for discharging their duties and responsibilities as per the contract agreement, will not utilize any facility available at the CIRT, Pune offices, unless otherwise agreed to in writing by the In-charge, Security, CIRT / the In-charge, Security, **IDTRS**.

INFORMATION FOR TECHNICAL BID

1. Sealed tenders are invited on behalf of **CIRT**, Pune and **IDTRS**, Pune for hiring a Security Agency for providing security in **CIRT**, Pune and **IDTRS**, Pune. **The contract duration will be for a period of three years. The initial agreement will be for one year, which will be renewed every year, based on satisfactory performance of the Agency, on same terms and conditions.**
2. Tenders are to be submitted strictly in the enclosed format along with supporting documents. No column in the Tender should be left blank.
3. The Agency along with the tender form should produce the following up-to-date clearance certificates. If the tenderer fails to produce/submit attached copies of the below mentioned documents, his tender may be summarily rejected.
 - i. PF Registration Certificate, Pune (6A, 12A Certificates)
 - ii. EPFO Registration Certificate, Pune
 - iii. ESI Registration Certificate, Pune
 - iv. PAN issued by the Income Tax Department
 - v. GST Number and GST Certificate.
 - vi. TAN (TDS Account Number)
 - vii. Registration/ NOC from Pune District Security Guard Board.
 - viii. Address proof of the registered office and the office in Pune.
 - ix. Registration under Maharashtra Labour Welfare Board.
 - x. They should be either registered companies or registered partnership firms reputed for providing Security Guards' services.
 - xi. Holding PSARA Licenses under Private Security Agencies (Regulation) Act 2005.
 - xii. They should have Registration under Bombay Shops & Establishments Act 1948.
 - xiii. License to engage in the business of Private Security Agency from Maharashtra Police.
 - xiv. Clearance Certificate for Professional Tax.
 - xv. List of Present Clients with their latest phone numbers, with names of the contact person & copies of agreement, if any.
 - xvi. Performance Certificate & Annual Turnover Certificate of at least Rs. 2 crore in any of the preceding three financial years (2021-22, 2022-23 and 2023-24) of similar nature of work for last 3 years carried out in the Government / Private Institute.
 - xvii. Copy of License under Maharashtra Security Guards (Regulation of employment and welfare) Act, 1981.
 - xviii. Copy of CA Certified Balance Sheet for the years 2021-22, 2022-23 and 2023-24.
4. The Agency shall also furnish details of any legal suit/legal action pending especially about violation (if any) in the PF Act, ESI Act, Labour Laws, Income Tax, etc. A certificate to the effect that no liabilities are pending with PF commissioner of the region/area where the agency has valid contracts, be submitted along with the tender.
5. The Tenderer shall furnish the details regarding the total number of works/services, each costing more than Rs. **50,00,000 (Rupees Fifty Lakh only)** per annum completed during the last five years, requiring supply of atleast **20 to 50 trained security manpower**. The Tenderer should be currently executing a minimum of two works/services of this magnitude in the Pune Region.
6. Forms 'A', 'B' & 'C' may be duly filled and submitted by the Tenderer and these forms shall form a part of the Technical Bid.
7. The Committee assessing the technical capability of the Security Agency may refer to the Security Agency's annual reports and annual accounts of the preceding 3 years.
8. It is preferred that the Agency should have **expertise in conducting investigations** in the event of theft or any loss/fire etc., happening in the office when the Security Guards/Personnel were deployed.

General Terms & Conditions

1. The Agency shall not sub-contract any or part of the 'Services' that it provides to the **CIRT**, Pune & **IDTRS**, Pune under the contract to another Agency/Contractor.
2. The Agency shall, wherever applicable, comply with the provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund and Miscellaneous Provisions Act 1952, ESI Act 1948, Article 24 of the Constitution, Employer's Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act, 1947, Contractor's Labour (Regulations and Abolition Act) 1970, Equal Remuneration Act 1976, Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979, Payment of Gratuity Act 1972 and the modifications thereof or any other laws relating thereto or applicable thereof and the rules made there-under from time to time. The agency shall not take recourse to any kind of deviance from labour laws and other statutory liabilities. It shall execute its work under the present contract with responsibility by following all the norms of the law.
3. The Agency shall keep the **CIRT**, Pune and **IDTRS**, Pune completely indemnified against all the liabilities arising due to non-compliance or delay in compliance of any statutory obligations. The Agency shall keep the CIRT indemnified against any payment or liability arising out of non-observance of the above mentioned laws/rules and liabilities on account of non-compliance of any other statutory obligation.
4. Any increase/s in the statutory minimum wages effected by the Government / Pune District Security Guard Board shall be brought to the notice of the **CIRT**, Pune/ **IDTRS**, Pune by the Agency from time to time. The **CIRT**, Pune/ **IDTRS**, Pune shall accordingly enhance the minimum wage rates along with the rate of ESI and PF contribution applicable thereon. However, the remaining charges including any other charge/profit/Service Charges, etc shall remain the same as on the date of the original agreement. The onus of providing the gazette notification regarding enhancement of minimum wages shall lie with the agency.
5. Upon award of contract, on submission of **Bank Guarantee of Rs.2,00,000/- (Rupees Two Lakh only)** for **CIRT**, Pune, the Earnest Money Deposit (EMD) of Rs. 1,00,000 (Rupees One Lakh only) shall be returned. Validity of Bank Guarantee will be upto 15 months from the date of Agreement.
6. Upon award of contract, on submission of **Bank Guarantee of Rs. 1,00,000/- (Rupees One Lakh only)** for **IDTRS**, Pune, the Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees Fifty Thousand only) shall be returned. Validity of Bank Guarantee will be upto 15 months from the date of Agreement.
7. The compensation or other payments, if any, payable by the Agency under the terms of this contract may be deducted from the wage bill of the Agency.
8. Tax at source shall be deducted from all the payments, in accordance with the provisions of Income Tax Act, 1961, or any other relevant Act in force.
9. Bills shall be submitted every month, by the Agency to the In-charge, Security, **CIRT**, Pune/ the In-charge, Security, **IDTRS**, Pune for verification on or before the 2nd day of subsequent month, along with the record/certification to the effect that all the liabilities on account of compliance of the Labour Laws have been discharged. All receipts regarding payments towards EPF & ESIC should be attached with the subsequent monthly bills.

10. Payment of the Agency's monthly bill shall be endeavoured to be made by the **CIRT**, Pune/ **IDTRS**, Pune within 15 working days from the date of submission of the bill, subject to there being no dispute or discrepancy in the bill.

11. The Agency shall, at its own expense, comply with or cause to be complied with Model rules for labour welfare or rules framed by the Government from time to time for the protection of health of their staff employed in the **CIRT**, Pune/ **IDTRS**, Pune,. In case the Agency fails to make arrangement as aforesaid, the In-charge, Security, **CIRT**, Pune / the In-charge, Security, **IDTRS**, Pune shall be entitled to comply with the provisions and recover the cost thereof, from the Agency.

12. The Agency shall be solely responsible for all injuries and/or accidents to persons employed by it. It will also cover, through Insurance Policy/group insurance, its personnel for personal accident, death, major hospitalisation or any other contingency whilst performing the duty. Thus, the **CIRT**, Pune/ **IDTRS**, Pune shall not be responsible to make any payment or to cover up damages suffered by any persons engaged by the Security Agency. The agency shall be responsible to pay compensation to cover-up injuries/death of its staff.

13. The **CIRT**, Pune/ **IDTRS**, Pune reserves the right to carry out pre-payment/audit and technical examination of the final bills including all supporting vouchers, abstract etc., The **CIRT**, Pune/ **IDTRS**, Pune further reserves the right to enforce recovery of any over payment, when detected.

14. If, as a result of such audit and technical examination, any overpayment is detected, it shall be recovered by the **CIRT**, Pune/ **IDTRS**, Pune from the bills, submitted by the Agency or from any sums due to the agency. If any under payment is discovered, the amount shall be duly paid to the Security Agency by the **CIRT**, Pune/ **IDTRS**, Pune.

15. If, at any time after the acceptance of the tender, the **CIRT**, Pune/ **IDTRS**, Pune decides to abandon or reduce or increase the number of manpower, for whatsoever reasons, the In-charge, Security, **CIRT**, Pune/ the In-charge, Security, **IDTRS**, Pune shall give a one months' notice in writing to that effect to the Agency. The Agency shall have no claim to any payment or compensation or otherwise whatsoever, on reduction, in the required manpower.

16. The Agency shall, as and when asked for, by the In-charge, Security, **CIRT**, Pune/ the In-charge, Security **IDTRS**, Pune, furnish books of account, wage books, muster rolls, PF returns, Form 3A/6A, 12A and other relevant documents.

17. The payments would be made through monthly bills subject to the satisfactory functioning of the Security Agency. A certificate to this effect would be required to be obtained from In-charge, Security, **CIRT**, Pune the In-charge, Security, **IDTRS**, Pune and appended with the bills.

18. The Agency shall not, at any time, cause or permit any nuisance and misconduct in the **CIRT**, Pune/ **IDTRS**, Pune or do anything which shall cause unnecessary disturbance or inconvenience to the **CIRT**, Pune/ **IDTRS**, Pune. If any security guard deputed by the Agency is found creating any nuisance and misconduct, then the Agency shall be required to terminate his services (after payment of his dues and arrears), on the specific recommendations of the In-charge, Security, **CIRT**, Pune /the In-charge, Security, **IDTRS**, Pune in writing, explaining the reasons to initiate such an action. The **CIRT**, Pune/ **IDTRS**, Pune may or may not accept such reason. The decision of the **CIRT**, Pune / **IDTRS**, Pune in this respect shall be final.

19. The Agency shall employ only such persons as are skilled and experienced in the security duties and submit the list of staff so employed by it as well as their Supervisor/Incharge. The In-charge, Security, CIRT, Pune/the In-charge, Security, **IDTRS**, Pune shall be at liberty to object to and require the Agency to remove from the CIRT, Pune any person employed by the Agency who in the opinion of the In-charge, Security, CIRT, Pune/the In-charge, Security **IDTRS**, Pune has caused misconduct or is incompetent or negligent in the proper performance of his duties and such person shall not be employed again in the **CIRT**, Pune / **IDTRS**, Pune. The decision of the **CIRT**, Pune / **IDTRS**, Pune in this respect shall be final and binding on the Agency.

20. All instructions, notices and communications etc., under the contract shall be issued in writing and sent by the Registered Post to the last place of business of the Agency and shall be deemed to have been served on the date, when in the ordinary course of post, these would have been delivered to the Security Agency.

21. The Agency shall be solely responsible for the staff deployed by it in all matters relating to their claims etc. It shall indemnify the CIRT, Pune/ IDTRS, Pune against any payments to be made under various Labour Laws and laws as mentioned in clause No. 2 of General Terms & Conditions for their observance. The CIRT, Pune/ IDTRS, Pune shall not be responsible to pay any compensation under payment of Workmen's Compensation Act 1923.

22. The Agency shall obtain, at its own cost, all permissions and license etc., under various laws/regulations/rules, as required during the period of contract, in connection with carrying out obligations under this contract.

23. In the event of any loss due to theft or otherwise, on account of negligence of the Agency's employees, the Agency shall reimburse the loss, either by the replacement of the lost item(s) and/or material by adequate payments, so that the lost item(s) and/or material can be replaced. The decision of the CIRT, Pune/ IDTRS, Pune in this regard shall be final and binding on the Agency.

24. The CIRT, Pune will provide a suitable office space to the Agency during the period of contract in the CIRT, Pune/IDTRS, Pune. The agency shall not sublet the office space provided by CIRT/IDTRS.

25. The Agency must be a registered Agency and must have license under Contract Labour (Regulation and Abolition) Act, 1970, a copy of which is to be attached with the Technical Bid. In case an agency cannot submit the labour licence, detailed reasons for the same must be mentioned in the technical bid.

26. Once the shift of a particular guard is over, he should not be found on premises chatting/idling with guards/cleaners or outsiders or employees of the CIRT, Pune/IDTRS, Pune.

27. In case of any accident/damage etc., caused due to the negligence of the staff deployed by the Agency, the loss shall have to be fully compensated by the Security Agency.

28. The Agency shall be allowed free water, electricity in the designated area in the CIRT / IDTRS, strictly for carrying out the duties and responsibilities assigned to it under the contract.

29. The work of the Agency shall be reviewed by the In-charge, Security, CIRT/ the In-charge, Security, IDTRS, every quarter, wherein a senior executive of the Agency is required to be present.

30. In the event of any dispute on the functioning of the contract, the same shall be referred to the CIRT, Pune/ IDTRS, Pune. In such an eventuality, the decision of the CIRT, Pune/ IDTRS, Pune shall be final.

31. It will be binding on the Agency to make timely payment of salary of its employees, not later than 15th of every month irrespective of settlement in process from CIRT or IDTRS.

32. The Agency shall be fully responsible and settle all issues/claims related to all statutory requirements applicable and regarding retrenchment benefits during the period of the pendency of this contract, to its staff as per law, and acknowledgement submitted to the In-charge, Security, CIRT, Pune/ the In-charge, Security, IDTRS, Pune. The Agency shall keep the CIRT, Pune / IDTRS, Pune indemnified against such claims and any claims that may arise in future. On expiry of the contract, the performance security deposit shall be refunded only after fulfilment of these obligations.

33. The Agency shall be fully responsible and liable for payment and settlement of all the matters arising out of the decisions of the Labour Court or any other court of law, Tribunal/Board with regard to employment of the staff and payment of the benefits to them. The Agency shall depute its representative in Labour court or any other court of law, and shall be solely responsible and liable for the cost of such litigation. The CIRT, Pune/ IDTRS, Pune shall not be responsible and shall not bear any cost of such litigation.

34. The Agency further agrees to absolve the CIRT, Pune/ IDTRS, Pune from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the Agency. It is clearly understood that should the CIRT, Pune/ IDTRS, Pune be called upon to make any payment to any authority, the Agency shall reimburse such amounts to the CIRT, Pune / IDTRS, Pune whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the CIRT, Pune/ IDTRS, Pune for any default of the contractor or its employees committed during the operation of this Agreement, the Agency shall pay the CIRT, Pune/ IDTRS, Pune such amount on demand without protest.

35. The Agency shall not fix any tent for accommodating its staff in the CIRT, Pune/ IDTRS, Pune for the purpose of short transit and rest of the staff, including provision of basic facilities and work place services. It will be the responsibility of the Agency to guard the place and keep it clean and sanitized for a healthy habitat.

36. That no right, much less a legal right shall vest in the Agency's staff/employees to claim/have employment or otherwise seek absorption in the CIRT, Pune/ IDTRS, Pune nor the Agency's staff/employees, shall have any right whatsoever to claim the employment & any benefits and/or emoluments that may be permissible or paid to the employees of the CIRT, Pune/ IDTRS, Pune. The staff/employees will remain employees of the Agency at all times and there will no relationship as employer & employee between CIRT/IDTRS & Agency Staff and this shall be solely the responsibility of the Agency to make it clear to their staff before deputing or work at the CIRT, Pune/ IDTRS, Pune. Such a stipulation shall also be mentioned in the appointment letter or any similar document which may be issued to staff/employee of the Agency.

37. The security agency shall comply the provision of Act of Maharashtra Private Security Guards (Regulation of Employment and Welfare) Act, 1981, 2002 & 2005.

38. In case of dispute between the parties same will be referred to the sole arbitrator for arbitration proceeding as per Arbitration and Conciliation Act 1996 as amended by Arbitration and Conciliation Act 2015. The arbitrator will be appointed by CIRT. The venue of the arbitration proceedings will be at Pune and the cost of arbitration proceeding will be borne by both the parties in the ratio of 50% to each party. The language of the arbitration proceedings will be in English.

Penalty

1. The Agency shall comply with all instructions issued by the In-charge, Security, CIRT, Pune/the In-charge, Security, IDTRS, Pune from time to time. Non-compliance of these instructions will entail penalty, to be decided by the CIRT, Pune/ IDTRS, Pune which shall be final and binding on the agency.

2. If the Agency fails to implement the assigned job or parts of the Standard Operating Procedures to the satisfaction in r/o **CIRT**, Pune of the In-charge Security, **CIRT**, Pune and in r/o **IDTRS**, Pune of the In-charge Security, **IDTRS**, Pune on any day in any part of the area assigned, the Agency shall also be penalised by imposing a penalty/fine of Rs. 500/- (Rupees Five hundred only) per day. The penalty shall continue for successive days till the satisfaction of the authorities. The Agency shall provide replacement in case any employee of the Agency is proceeding on leave and these will be at no additional expense to the **CIRT**, Pune.

3. None of the employees of the Agency shall enter into any kind of private work in the CIRT, Pune/IDTRS, Pune during working hours or otherwise, failing which penalty as stipulated in Clause 2 above shall be imposed. The employee should not be put in different shifts at other locations and likewise they should not be employed by other Agencies to do so.

4. The In-charge, Security, **CIRT**/ the In-charge, Security, **IDTRS**, shall satisfy itself with the security services provided by the Agency and shall certify the same in an appropriate format, along with the monthly bill processed for payments. The In-charge, Security, **CIRT**, Pune/ the In-charge, Security, **IDTRS**, will also point out any dissatisfaction in the level of service provided by the Agency, and will bring the same to the knowledge of the **CIRT**, Pune/**IDTRS**, who will then take necessary action, also specify penalty, if any, to be levied on the Agency.

Extension of Contract

1. The contract duration will be for a period of three years. The initial agreement will be for one year, which will be renewed every year, based on satisfactory performance of the Agency, on same terms and conditions.

Termination of Contract

1. In the event the Agency commits breach of any of the terms and conditions, herein contained and/or required to be observed by it or given false information or suppression of the material informed/observed, the Head-ASD, CIRT, Pune/Secretary, IDTRS, Pune shall be at liberty to terminate this contract by giving 30 days notice and without assigning any reasons. Moreover, apart from it the Head ASD, CIRT/Secretary, IDTRS, shall be entitled to forfeit amount of the performance security deposit or any part thereof.

2. In the event the Agency commits any serious breach of any of the terms and conditions, herein contained and/or required to be observed by it, and when the security of the CIRT, Pune is under threat/endangered, then Head ASD, CIRT/Secretary, IDTRS, shall be at liberty to terminate this contract by giving 48 hours notice and without assigning any reasons. Moreover, apart from it, Head ASD, CIRT/Secretary, IDTRS, shall be entitled to forfeit amount of the performance security deposit or any part thereof.

Disputes Resolution/Arbitration

1 All /any dispute(s) arising from this agreement shall be subject to the jurisdiction of Pune courts.

FORM-A

*(To be put in a separate sealed cover marked '**EARNEST MONEY**') for **CIRT**, Pune*

Details of Interest free Earnest Money Deposit : **Rs. 1,00,000/-** (Rupees One Lakh only) in favour of the "Director, CIRT, Pune", payable at Pune

Name of Bank:

Demand Draft Number :

Dated:

Amount:

Date:

Signature of the Contractor or
his authorized signatory

Seal of the Agency/Company

FORM -B

*(To be put in a separate sealed cover marked '**EARNEST MONEY**') for **IDTRS**, Pune*

Details of Interest free Earnest Money Deposit : **Rs. 50,000/-** (Rupees Fifty Thousand only) in favour of the "**Institute of Driving Training & Research Society**", payable at Pune.

Name of Bank:

Demand Draft Number :

Dated:

Amount:

Date:

Signature of the Contractor or
his authorized signatory

Seal of the Agency/Company

FORM – C

*(To be put in a separate sealed cover marked ‘**TECHNICAL BID**’)*

Questionnaire to be filled by the Company/Agency applying for tender for Security Contract for **CIRT**, Pune and **IDTRS**, Pune (each response/document must be given with proper reference in the following tender document. Attach copies of Licence / Certificate).

A. <u>Mandatory Details for Technical Evaluation of the Tender</u>		
Sr. No.	Particulars	Details to be filled by the Company/Agency or copies Attached
1	Name of the Company/Agency (full address, Tel. No., E-mail Id.) with proof	
2	Registration No. of the Company/ Agency under State/Central Govt.	
3	Status of the Company/Agency (Ltd, Pvt. Ltd, Partnership or Proprietorship) Attach details thereof.	
4	Licence of registration with Labour Department under Contract Labour (Regulation and Abolition) Act, 1970.	
5	ESI Registration Certificate	
6	EPFO Registration Certificate, Pune	
7	GST No. (Attach copy)	
8	PAN No. (Attach copy)	
9	TAN No. (Attach copy)	
10	Attach acknowledgement of filing of <u>Income Tax return in the previous financial year (2023-24) ?</u>	
11	Attach Chartered Accountant audited Financial Status including Annual Reports of preceding 3 years (2021-22, 2022-23 and 2023-24).	
12	Enclose Chartered Accountant audited balance sheet for last 3 years (2021-22, 2022-23 and 2023-24).	
13	Attach proof of <u>annual turnover of atleast Rs. 2 crore</u> in any of the preceding three financial years (2021-22, 2022-23 and 2023-24)	
14	Attach details of <u>experience in security business for at least 5 years (Financial Years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24)</u>	
15	Attach copy of License under Private Security Agencies (Regulation) Act	
16	Registration from Pune District Security Guard Board	
17	Licence / Registration under Bombay Shops and Establishments Act for engaging a minimum of 20 employees	
18	Registration under Maharashtra Labour Welfare Board	
19	Copy of Receipts for Professional Tax paid for last 3 years (2021-22, 2022-23 and 2023-24)	
20	Licence under Maharashtra Security Guards (Regulation of employment and Welfare) Act 1981	
21	PF Registration Certificate, Pune	
22	Furnish the details regarding the total number of works/services, each costing more than Rs. <u>50,00,000 (Rupees Fifty Lakh only)</u> per annum completed during the last five years, requiring supply of atleast <u>20 to 50 trained security manpower</u> . Details of currently executing a minimum of two works/services of this magnitude in the Pune Region.	

B.	Additional Information	
Sr. No.	Particulars	Details to be filled by the Company/Agency or copies Attached
1.	Do you have provision of Group Insurance cover for your employees? If yes, please attach proof.	
2.	Do you have an experience of working in the offices of the Government? If yes, provide details and proofs thereof.	
3.	Current <u>list of clients</u> wherein security staff of <u>20</u> or more is provided and provide details of client for whom you have employed <u>50 to 100</u> employees at one location in one shift.	
4.	Can you provide <u>minimum 50% Ex-Serviceman</u> and remaining Civilian Guards ?	
5.	Please provide details of infrastructure in terms of vehicles, electronic/non-electric security gadgets, Public Address Equipment, etc. available with the Security Agency. Please provide a list of such assets in case the Security Agency is the owner of such assets. Otherwise inform about the lease deed through which such assets were taken for use.	
6.	Please provide the details of Bankers a) Name of the Bank, Branch, IFSC Code: b) Address: c) Account Number:	
7.	Please provide the details of Company's Offices/office Equipment and facilities.	
8.	Provide details of training facilities.	
9.	Details of any legal suit/legal action pending especially about violation (if any) in the PF Act, ESI Act, Labour Laws, Income Tax, etc. A certificate to the effect that no liabilities are pending with PF commissioner of the region/area where the Agency has valid contracts is to be submitted by the Agency along with the tender.	

Signature of the Contractor or his
Authorised signatory
with seal of the Agency/Company

Note: If any information given in the Technical Bid is found false at any stage of assessment, the tender shall be rejected and the entire amount of earnest money deposit will be forfeited by **CIRT**, Pune and **IDTRS**, Pune.

FORM - D**FINANCIAL BID FOR CIRT, PUNE**

(To be put in a separate sealed cover marked 'FINANCIAL BID FOR CIRT, PUNE' together with Form 'E')

1. Name of the Company/Agency (full address with Tel. No.):
2. Registration No. of the Company/Agency under State/
Central Govt. or any other Organization viz. DGR:
3. Rates quoted per **Security Guard / Security Supervisor** :-

Sr. No.	Total Wages as per the Pune District Security Guard Board (Give all details/ bifurcations) (Excluding GST)		Per Security Guard	Per Security Supervisor
1	Basic	Rs.		
2	D.A.	Rs.		
	Total Basic + D.A.			
3	HRA	Rs.		
4	Travel	Rs.		
5	Washing	Rs.		
	Gross			
6	Levy	Rs.		
7	Levy on HRA	Rs.		
	Total Gross + Levy			
8	Other legal compliances (in any)	Rs.		
	TOTAL	Rs.		
9	Agency Administrative Charges in Percentage (Agency Administrative Charges shall be the sole criteria for evaluation of the Financial Bid)	In Percentage (%)	Agency Administrative Charges in Percentage: %	
10	Agency Administrative Charges in Rupees as Per Percentage quoted in above row	Rs.		
11	Total Gross Wages Per Security Guard/ Supervisor per month (wages as per the Pune District Security Guard Board plus Agency Administrative Charges) (Total Amount Rs.) (Excluding GST)	Rs.		

Note : The Percentage (%) of Agency Administrative Charges shall be the sole criteria for evaluation of the Financial Bid)

Date : _____

Signature : _____

Name of the Bidder/s: _____

Designation: _____

Address: _____

FORM-E**FINANCIAL BID FOR IDTRS, PUNE**

(To be put in a separate sealed cover marked 'FINANCIAL BID FOR IDTRS, PUNE' together with Form 'E')

1. Name of the Company/Agency (full address with Tel. No.):
2. Registration No. of the Company/Agency under State/
Central Govt. or any other Organization viz. DGR:
3. Rates quoted per **Security Guard / Security Supervisor** :-

Sr. No.	Total Wages as per the Pune District Security Guard Board (Give all details/ bifurcations) (Excluding GST)		Per Security Guard	Per Security Supervisor
1	Basic	Rs.		
2	D.A.	Rs.		
	Total Basic + D.A.			
3	HRA	Rs.		
4	Travel	Rs.		
5	Washing	Rs.		
	Gross			
6	Levy	Rs.		
7	Levy on HRA	Rs.		
	Total Gross + Levy			
8	Other legal compliances (in any)	Rs.		
	TOTAL	Rs.		
9	Agency Administrative Charges in Percentage (Agency Administrative Charges shall be the sole criteria for evaluation of the Financial Bid)	In Percentage (%)	Agency Administrative Charges in Percentage: %	
10	Agency Administrative Charges in Rupees as Per Percentage quoted in above row	Rs.		
11	Total Gross Wages Per Security Guard/ Supervisor per month (wages as per the Pune District Security Guard Board plus Agency Administrative Charges) (Total Amount Rs.) (Excluding GST)	Rs.		

Note : The Percentage (%) of Agency Administrative Charges shall be the sole criteria for evaluation of the Financial Bid)

Date : _____

Signature : _____

Name of the Bidder/s: _____

Designation: _____

Address: _____