

**Government of India**  
**Ministry of Jal Shakti**  
**Department of Water Resources, River Development & Ganga Rejuvenation**  
**Central Ground Water Board, State Unit Office,**  
**CGWB, SUO, #4842/17/B, 2<sup>nd</sup> main, 2<sup>nd</sup> A cross, Sadashiv Nagar, Belagavi-590019**  
**Email: [oiobelgaon-cgwb@nic.in](mailto:oiobelgaon-cgwb@nic.in)**

No. CGWB/Div.XIV/SUO/Security File/2021-22

Dated:19/Feb/2022

**LIMITED TENDER NOTICE NO.01 of 2021-22**

For and on behalf of President of India, the Officer-In Charge, CGWB, State Unit Office, Belgavi invites sealed tenders from eligible bidders for providing of services as per details given below:

1	Tender Notice No.	01 of 2021-22
2	Description of item	Round the clock 24 hours security guards in three shifts, Period: 2 years w.e.f 01.04.2022 to 31.03.2024, Place of Work: Premises of CGWB, SUO, #4842/17/B, 2 <sup>nd</sup> main, 2 <sup>nd</sup> A cross, Sadashivanagar, Belagavi-590019
3	Qty	03 Nos. Security Guard without arms
4	EMD	Rs.40000/- (in form of Bank DD or FDR or Bid Security from any Bank valid for 3 months)
5	Cost of tender document	Free of cost ( by hand at CGWB, State Unit Office, Belgaum & by downloading from websites <a href="http://www.cgwb.gov.in">www.cgwb.gov.in</a> & <a href="http://www.cppp/epublish.gov.in">www.cppp/epublish.gov.in</a> )
6	Publishing date & Starting date of issue of tender document	23.02.2022 at 09.00 hrs & 23.02.2022 at 10.00 hrs
7	Starting date of receipt of tenders	23.02.2022 at 14.00hrs
8	End date of receipt of tenders	07.03.2022 at 17.30hrs
9	Opening date of tenders & Venue	08.03.2022 at 15.00 hrs at Chamber the Officer-in-Charge, Central Ground Water State Unit Office, Belgavi-590019

1. The non-transferable tender document set may also be downloaded from websites "[www.cgwb.gov.in](http://www.cgwb.gov.in) and [www.cppp/epublish.gov.in](http://www.cppp/epublish.gov.in)"
2. Bids will be opened on 08.03.2022 at 15.00 hrs . In case, the due date of bid opening is declared as closed holiday, the quotations will be opened on next working day at 15.00 hrs.
3. Bids received late after end date and time will be treated as non-responsive.
4. Officer In-Charge, SUO, Belagavi reserves the right to increase/decrease the no. of security guards, and to accept/reject any/all the bids without assigning any reasons thereof.

5. The non-transferable Tender document set comprising of tender forms along with Bids and EMD under sealed cover addressed to the Officer-in-Charge, Central Ground Water Board, State Unit Office, CGWB, SUO, #4842/17/B, 2<sup>nd</sup> main, 2<sup>nd</sup> A cross, Sadashivanagar, Belagavi-590019 may be sent by Speed/Regd. Post or may be dropped in the Tender Box so as to reach this office before the due date 07.03.2022 at 17.30 hrs.
6. The EMD of unsuccessful bidders will be returned within 30 days after finalization of tender. EMD amount will be adjusted in Security Deposit to the successful bidders, if EMD submitted in form of DD by the bidder.
7. As a token of acceptance, tender documents and terms and conditions you may be signed with seal in all bid paper enclosed.

- Sd -  
(Dr.J.Davithuraj)  
Officer-in-charge  
CGWB, SUO, Belagavi

## TERMS & CONDITIONS

The Central Ground Water Board is a subordinate office of the **Ministry of Jal Shakti, Department of Water Resources, Government of India** situated at Office of the **Officer-in-Charge, Central Ground Water Board, State Unit Office, (CGWB,SUO) #4842/17/B, 2<sup>nd</sup> main, 2<sup>nd</sup> A cross, Sadashivanagar, Belagavi-590019** is the first party being Principal Employer.

Agency will provide security services round the clock in CGWB by engaging 3 numbers of Security Guards on Eight hours shift duty as follows:

Security Guard: 3 nos. Security Guard without arms  
(First Guard from 06.00 A.M to 02.00 P.M)  
(Second Guard from 02.00 P.M to 10.00 P.M)  
(Third Guard from 10.00 P.M to 06.00 A.M)

The staff deployed as security guards by bidder should be below 55 years. The number of security guards can be increased or decreased as per the requirement of the Principal Employer.

CGWB being Principal Employer shall be the controlling Authority over the Security Personnel. The Contractor will ensure that no guard should be deployed in second (double) shift duty except under extra ordinary circumstances necessitating such emergency. In any case it should not exceed the maximum of 5% normal duty.

1. Rate should be quoted as total emolument to be paid including Basis. D.A., & other allowances and inclusive of Service Charges & other taxes. Income Tax & other deduction for Security Guard will be the liability of agency.
2. The rates quoted by contractor will remain unchanged for two years from the date of contract taken charge by your agency as per rates quoted by contractor.
3. The period of contract shall be for a period of two years, the contract can be terminated by giving three months' notice in advance by the Agency.
4. If at any time during the period of contract, it is observed by the CGWB that the services rendered by you are not up to the satisfaction of the CGWB, the CGWB will terminate the contract at any time without notice and without assigning any reason and the decision of the CGWB on these matter will be final and binding upon contractor.
5. Contractor shall accept full and exclusive liability for the payment of wages, and other statutory liabilities applicable from time to time under the law in force as notified by the Government.
6. That in case the CGWB is put to any financial loss of any nature whatsoever arising directly or indirectly by the action/negligence of contractor/or security personal, the CGWB shall recover the same from the contractor or deduct from its monthly bill a sum equivalent to such financial loss suffered by the CGWB.
7. The CGWB will have no liability whatsoever concerning to personnel deployed by you for security purpose. You will keep this CGWB indemnified against all losses, damages of liabilities arising out of or imposed in connection with the service provided by contractor.
8. contractor shall make regular and full payment of wages/salaries and any other payment due to contractor employee and furnish necessary proof thereof every month. Please note that only after submission of the documents to be verified by the CGWB, contractor payment for the following month shall be released.
9. **Contractor shall comply with acts, laws or other statutory rules, Regulations, Bye Laws applicable or which might become applicable to the Government with regard to the performance of the work included herein on touching this contract including Minimum Wages Act 1948 Contract Labour Act 1947 Workman Compensation Act, 1970, Industrial Dispute Insurance Act, State Government Act and Establishment Act 1954, Provident Fund Act and from time to time take such steps as may be necessary in this regard. You shall keep the CGWB indemnified against all penalties, claims and liabilities of any**

**kind whatsoever for any violation of such acts, Law or regulations etc. by your management, your agent or your staff.**

10. It shall be entirely your responsibility to see that no unlawful act and/or indecent act is committed in performing the job by contractor personnel.
11. The contractor shall issue proper Photo Identity Card to the personnel deployed by him and some list personnel deployed by him in the CGWB shall be submitted along with a copy of their discharge slips be furnished to the CGWB uniform, shoes caps sticks and torch etc. will be provided by contractor at contractor expenses to the security personnel both in summer and winter deployed by contractor.
12. In case any dispute the decision of the Principal Employee i.e. CGWB or his/her nominee of the CGWB will be final and binding upon contractor.
13. The guards will be routed at regular intervals or as mutually agreed.
14. In case, CGWB consider the presence of any security staff detrimental to the interest of the CGWB and recommends his removal the contractor shall immediately replace the person.
15. The contractor shall attach Attendance Sheet for every month alongwith the bill and other relevant documents such as proof of payment of wages, (ESI), bonus etc. to the CGWB. In case, it is found that, any of your employee has not turned up, it will be your responsibility to provide a substitute failing which a penalty to the tune of salary of one day per Security Guard will be recovered from your monthly bill apart from recovery of the amount on account of absent of the security guards. The payment shall be released to you only on receipt of the following documents.
  - i) Pre-receipted Bill in Duplicate.
  - ii) Certificate stating that all statutory liabilities have been complied with and payment has been made.
  - iii) Attendance sheet as mentioned above in respect of Security Guards for the month concerned.
16. The contractor should make the arrangement for surprise checking during day and night on regularly.
17. That the contractor shall ensure compliance of the terms and conditions of the agreement and failure to do so will lead to violation of the terms of contract and can result in termination of the contract.
18. Contractor will deposit a sum equivalent to **5%** of the contract value as **Security Deposit** (i.e.PG)before commencement of the contract. The Security Deposit through DD or FDR or a Bank Guarantee of Nationalized Bank can be furnished. The FDR / Bank Guarantee shall be valid for the entire period of the contract. The Security Deposit will be released within a month after completion of the contract, if without any dispute.
19. contractor shall accept full and exclusive liability for the wages, Bonus, Medical Leave, Accommodation, Conveyance, Weekly Off, Overtime and other claim/damage for the personnel deployed by you for the security of the CGWB premises including any statutory obligation under law now and hereafter imposed by the Government of local bodies.
20. **Agency should be Registered with State Govt./Local bodies. Agency should have furnished photocopy of Registration in D.G.R. Registration in Labour Commissioner Office, Service Tax Registration, Pan Card etc. alongwith the tender documents.**
21. List of Customers/Departments of whom services are being rendered. The photocopy of work order/service contract should be enclosed for showing their authenticity in the field.
22. In case of any dispute, the matter shall be referred to courts having their jurisdiction at Bengaluru only.
23. The Nature of duties shall include the following.
  - a) Checking & keeping record of outgoing materials through Gate Passes signed by an authorized Officer/Official.
  - b) Checking/controlling/searching of staff engaged by contractor as per policy of the management of the CGWB.
  - c) To inform and to assist Fire Brigade in operating firefightingEquipment kept in the premises of our CGWB in the event of any fire noticed anytime.

- d) The security guards should have knowledge of operating firefighting equipment kept in the premises of our CGWB.
- e) To keep records/register of all the persons who are required to sit before/late office hours/attend office on Saturday/Sunday/Holidays for official work. The Security Guards on duty will obtain signatures of the employees concerned on the register maintained for the purpose.
- f) To ensure that no unauthorized persons enters in the premises both within and after office hours.
- g) To report or bring to notice of the authorities of the CGWB any untoward incidents/cases of theft etc., and to take follow up action for the same immediately.
- h) To prevent misuse of water, electricity, telephone lines by outsiders etc.
- i) To maintain visitors and staff movement record, if desired by the management.
- j) To check pilferage and implement anti-theft measures.
- k) Any other task allotted by the management in the interest of securities of the premises.

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

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

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 No. \_\_\_\_\_ to \_\_\_\_\_ (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/ organization too has 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 is not under declaration of ineligibility for corrupt & fraudulent practices issued by a court or Government Department and I/We also declare that our firm is not blacklisted/ debarred for noncompliance of any contract by any Government department/PSU.
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)

**BID SECURITY (EMD) FORM**

Whereas \_\_\_\_\_ (hereinafter called “the Tenderer”) has submitted its tender dated \_\_\_\_\_ (Date of submission of tender) for the supply of \_\_\_\_\_ (name and/or description of the goods) hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_ (Name of Bank) of \_\_\_\_\_, having our registered office at \_\_\_\_\_ (address of Bank) (hereinafter called “the Bank”) are bound unto \_\_\_\_\_ (Name of purchaser) (hereinafter called “the purchaser”) in the sum of Rs. 40,000 (Rupees Forty thousand only) for which payment well and truly to be made to the said purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2022

**THE CONDITIONS** of this obligation are:

- i. If the Tenderers withdraws his Tender during the period of tender validity specified by the Tenderers son the Tender Form; or
- ii. If the Tenderers, having been notified of the acceptance of its tender by the purchaser during the period of tender validity:

Fails or refuses to furnish the Security Deposit, in accordance with the Instruction to Tenderers,

We undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including ninety (90) days after the period of the tender validity and any demand in respect thereof should reach the Bank not later than the above date.

-----  
(Signature of the Bank)

**SECURITY DEPOSIT FORM**  
**(to be given by the bidder)**

To: \_\_\_\_\_ (Name of Purchaser)  
WHEREAS \_\_\_\_\_ (Name of supplier)

(Hereinafter called the "the Supplier") has undertaken, in pursuance of contract No. \_\_\_\_\_ dated \_\_\_\_\_ 2022 \_\_\_\_\_ to supply

\_\_\_\_\_ (Description of Goods and Services) hereinafter called "the contract".

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the supplier's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit of (amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2022 \_\_\_\_\_

Signature and Seal of Guarantors

\_\_\_\_\_

Date \_\_\_\_\_ 2022 \_\_\_\_\_

Address \_\_\_\_\_



**LIMITED TENDER NOTICE NO.01 Of 2021-22**

**Rates for Contractual Security arrangement for Premises of Central Ground Water Board, CGWB,SUO,  
Belagavi**

S. No.	Job Description	No. of Security Guard	Period	Total emolument inclusive all allowances and other applicable charges/ per month/ per Security Guard  in Rs	GST @ _____%  in Rs	Amount of 1(one)Security Guard for total emolument inclusive all allowances and others charges/ per month + GST  in Rs	Amount of all the 3(three) Security Guard for total emolument inclusive all allowances and others charges/ per month + GST  in Rs	Total Amount of all the 3(three) Security Guard for total emolument inclusive all allowances and others charges/ per month + GST for 2 years (i.e.24 months)  in Rs
1	<b>Round the clock 24 hours security guards in three shifts,</b> Period: <b>2 years w.e.f 01.04.2022 to 31.03.2024,</b> Place of Work: <b>Premises of CGWB, SUO, #4842/17/B, 2<sup>nd</sup> main, 2<sup>nd</sup> A cross, Sadashivanagar, Belagavi-590019</b>	03 Nos. Security Guard without arms	02 Years (w.e.f 01.04.2022 to 31.03.2024)					

Rupees in words:

Quotation Accepted / Rejected by

Officer-in-Charge

Signature of Contractor  
With date and seal