

Cost of Form-500/-

**SRI KRISHNA SMARAK VIKAS SAMITI**

**Office of The Commissioner, Patna Division, Patna**

**“TENDER DOCUMENT FOR SECURITY SERVICES AT”**

**Gandhi Maidan, Patna**

1. Sale of Tender Document : 07.08.2015 TO 16.08.2015 (Till 5 PM)
2. Last date for submission of tender document: 17.08.2015 (Till 3 PM)
3. Opening of Technical Bid : 17.08.2015 (At 4 AM)
4. Opening of financial Bid : 18.08.2015 (At 3 PM)

**Office of the Commissioner, Patna Division -cum- Chairman  
SRI KRISHNA SMARAK VIKASH SAMITI, (S.K.S.V.S.), PATNA (BIHAR)**

Cost of Form: Rs. 500/-

**PART-I (TECHNICAL BID)**

Name and Address of the party in whose

Favour Tender form has been issued: .....

(SEAL OF THE OFFICER)

**TENDER NOTICE FOR PROVIDING SECURITY GUARDS  
IN GANDHI MAIDAN. PATNA.**

1.1 S.K.S.V Samiti invites tenders from reputed and experience agencies having experience in the trade of supplying trained Security Guards. Preferably ESM for guarding Gandhi Maidan, on contract basis for an initial period of one year as per laid down contractual obligations. However, contract can be extended further for a period of one or two years at the discretion of S.K.S.V Samiti and subject to satisfactory performance of duties of the staff and proper fulfillment of all terms and conditions of the contract.

The estimated number of Security Guards to be deployed will be as follows :-

The number of Security Guards/Supervisor (Officer) deployed for every gate will work shiftwise 24 x 7.

The S.K.S.V Samiti reserves the right to increase or decrease the number of persons to be deployed before awarding the work or any time during the currency of contract. Only having minimum 5 years experience in the field of providing security services as mentioned in the Part-I of the tender form are eligible to apply.

1.2 Tender forms can be obtained from the office on any working day from ..... **between 10 AM to 3 PM on a payment of non-refundable fee of Rs. 500/- in each.**

1.3 The tender form can also be downloaded from the "Tender" module of the RBI website (<http://www.bihar.nic.in>). In case of downloaded documents, **the said non-refundable payment of Rs. 500/-** in the form of **Demand Draft** favoring will have to be submitted in a separate sealed cover attached to the envelope containing Part-I of the Tender and super scribed Demand Draft of Rs. 500/- favoring S.K.S.V Samiti, Patna.

Tender submitted without the demand draft of the Rs. 500/- would be considered as ineligible.

**1.4** Tenders shall be submitted in two parts, i. e., Technical bid and Financial bid and submitted in separate sealed envelopes super scribed as "Part –I and Part-II". Both these sealed covers should be further sealed in another sealed envelope super scribed "**TENDER FOR AWARD OF CONTRACT FOR SECURITY SERVICE 2014**" and addressed to the S.K.S.V Samiti,, Patna. The Tender forms complete in all respects may be submitted latest by 3:00 PM on **17.08.2015** in the Tender Box Kept at the office. The tenderer or their representative will be present at the time of open of Tender Bid.

**1.5** Part-I (Technical Bid) of the tender document should be duly filled and submitted along with the document as mentioned therein along with EMD of Rs. **1,00,000 (Rs. One Lakh Only)** in the form of Demand Draft favoring **SRI KRISHNA SMARAK SAMITI, PATNA** payable at Patn. All the pages of Part-I, along with it's annexure and enclosures should be signed and stamped by the Company/Firm.

**1.6** Part-II (Financial Bid) should only contain Quoted rates in the enclose Format-II duly signed and stamped by the company/firm.

**1.7** Any Tender not accompanied by **EMD** of Rs. **1,00,000/-** shall be rejected.

**1.8** Bid Security (EMD) shall be forfeited if the bidder withdraws his bid during the period of Tender validity if, fails to execute the contract of award of work.

## **2. ELIGIBILITY CRITERIA FOR TENDERERS**

**2.1** The Bidder may be Proprietary firm, Partnership firm, limited company or Corporate body legally constituted.

**2.2** Should hold valid licence under Private Security Agency Regulation Act 2005 (PARA).

**2.3** Only companies/firms having 5 years experince in providing services of Security Guards to Government/Semi-Government or other major institutions, having executed two or more such contracts individually costing not less than 50 lakh per year during the last three years from the last day of the month preceding the onth in which this tender is invited and having a turnover of not less Rs. 100 Lakh per annum for the work. Contractor should submit documentary evidence for the same.

**2.4** The agency should have office in Patna with proper training facility for Security Guards.

**2.5** The Tenderer should have the following Registrations and details of the same be provided in the technical bid (Contractor should aubmit documentry evidence for the same)

- a. PF registration
- b. ESI registration
- c. Service Tax registration
- d. Income Tax proof-Pan card/I.T. Return

**2.6** All personnel deployed should be ex-serviceman (75%) and (25%) fully trained youth.

## **3. GENERAL TERMS AND CONDITIONS**

**3.1** The security guards shall be deployed by the Contractor/Security Agency (hereinafter used interchangeably) to the S.K.S.V. Samiti from out of his pool of security staff who shall be the direct employees of the contractor for all purposes and object under the labour and walfare laws in force from time to time, including contract labour legislations.

**3.2** The contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act 1948; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948.

**3.3** It shall be the responsibility of the contractor to ensure that the Security Guards deployed by him are physically fit, active, healthy, smart, intelligent with good bearing, honest and competent, free from any disease contagious or otherwise. The responsibility of their discipline will be that of the Contractor. The persons provided should have proper knowledge of their job. Persons so engaged by the contractor shall be properly trained Security personnel of high integrity and good conduct and preferably below the age of 45 years and ESM below 55 years. In no circumstances, guards below 18 years of age should be employed.

**3.4** The Contractor shall ensure that the guards are always in proper uniform to be supplied by the Contractor, while on duty. In this regard, the Contractor shall at his cost provide to the security guards sets of uniform, boots, caps, jerseys for winter, belts, badges and other security equipment like lathis/batons, torches, cells, whistle, registers and stationery as approved by the S.K.S.V Samiti and for the proper maintenance of the same the contractor alone shall be responsible or liable.

**3.5** The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the S.K.S.V Samiti, Patna.

**3.6** In case of sickness or leave or absence from duty for whatever cause, of Security Guards, the Contractor shall undertake to replace such Security Guards. On occasion when it is not possible to provide the replacement immediately, the Contractor shall ensure that no post is left unmanned.

**3.7** The contractor shall submit details, such as names, parentage, residential address, age etc., along with recent photograph of the persons deployed by him. For the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.

**3.8** The contractor shall alone be liable to pay the salaries/wages at all times that the same are not below the minimum wages prescribed to the S.K.S.V Samiti as and when due and shall maintain all necessary records.

**3.9** Guards provided shall be adequately trained in safety and security measures including first aid, emergency responses & fire fighting operations.

**3.15** S.K.S.V Samiti will deduct tax at source and all other statutory taxes/charges etc. as applicable from time to time the amount payable to the contractor.

**3.16** The Security personnel deployed by the Security Agency at the site shall switch-on and switch-off the lights in Gandhi Maidan and maintain vigil from watch towers in night. They shall ensure that no damage is caused to the equipments on account of their mishandling.



The Contractor/Agency shall comply with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of Gandhi Maidan, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

**3.17** The S.K.S.V Samiti will normally make all payments due under this Agreement (the payment of the preceding month) latest by 15th of each month provided the bill is correct in all respects. The payment will be made against bill which should be properly signed by authorized signatory signed with proper stamp as used by the Contractor. The bill shall, for this purpose reach this office on 1st of each month. In case, it is a holiday/non-working day or for any other reason, the payment will be made on next working day. The Bill will be settled on actual services provided and not on notional basis.

**3.18** This contract will be valid for a period of One Year from ..... to .....  
It may further be extended on satisfactory performance and mutual consent on same term and condition on yearly basis for another two years.

**3.19** In case, so required by Law/Rules/Regulation, the Contractor shall ensure that a labour license under the Contractor Labour (Regulation and Abolition) Act, 1970 or any other law/rules is renewed as and when required and is kept in force during the period of the contract and that all terms and conditions there under are complied by him at all times.

**3.20** The Contract may be terminated by either party giving three months notice or payment in lieu thereof. Such termination shall not affect the rights or the obligations of parties arising as a result of or in consequence any act done prior thereto.

**3.21** The Contractor shall report to the proper authorities of the S.K.S.V Samiti in case they receive complaints from the Security Guards regarding expected deviations from the laid down security duties structure.

**3.22** In the event of exigencies arising due to the death, infirmity, insolvency of the contractor or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the S.K.S.V Samiti may think proper, namely.

- I. Legal heirs in case of sole proprietor
- II. The next Directors/Partners in the case of company or firm as the case may be.

**3.23** The S.K.S.V Samiti may revoke the contract or may appoint solicitor or shall reserve the right to settle the matter according to the circumstances of the case as it may think reserve the right to settle the matter according to the circumstances of the case as it may think proper.

#### **4. Award of Contract**

**4.1** The S.K.S.V Samiti will award the contract to the successful evaluated bidder whose bid has been found to be eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.

**4.2** The S.K.S.V Samiti will communicate the successful bidder by letter transmitted by Registered post/Speed post that his bid has been accepted. (Hereinafter and in the condition of contract called the "Letter of Award")

**4.3** The successful bidder will be required to execute an agreement within a period of two weeks from the date of issue of Letter of Award until extended by the S.K.S.V Samiti up to a maximum of another two weeks.

**4.4** The Contract shall come into full force effect on the date of issue of the Letter of Award. The costs of stamp duties and similar charges (if any) imposed by law in connection with the Contract Agreement shall be borne by the Contractor.

**4.5** The tender submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected.

**4.6** The EMD of the successful bidder shall be kept as Security Deposit by the S.K.S.V Samiti for the period of the contract on which the S.K.S.V Samiti shall not pay any interest.

**4.7** The Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Security Deposit shall stand automatically extended.

**4.8** Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Security Deposit

## FORMAT I

(To be given on Applicant's letter head)

### TENDER FOR PROVIDING SECURITY GUARDS AT GANDHI MAIDAN, PATNA

In connection with the above and in full agreement with the terms and conditions as stipulated by S.K.S.V Samiti. I/We state as under:

I/We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the State Government from time to time/other authorities concerned from time to time. In addition, I/We also understand that all statutory payments like EPF/ESI.Bonus/Gratuity, etc., also need to be paid as prescribed under various statutes, by me/us.

In case I/We are awarded the contract, I/We is/are agreeable to deposit with The EMD of the successful bidder shall be kept as Security Deposit.

The Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Security Deposit shall stand automatically extended.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Security Deposit.

I/We have valid registration in respect of Employees Provident fund/Employees State Insurance/Service Tax etc., copies of the above are enclosed herewith.

Authorized Signatory  
(with Name & Seal)

**Particulars of the Company/Firm**

(Please submit along with documentary evidence)

S.No	Particulars				
1	Name of the Company/firm				
2	Type of Company whether, Proprietorship, Partnership etc.				
3	Name and address of the Proprietor/ Partners/ Directors of the Company	(i)			
		(ii)			
		(iii)			
4	Registration (firm, company etc.) / Registration Authority, Date, Number etc				
5	Registered office address and telephone number & email address  Local Contact address/ Telephone number				
6	Office address through which the work will be handled (together with service provider's email address)				
7	Experience in undertaking similar services to other organizations during last five years from the last day of the month preceding the month in which this tender is invited.	S.No	No of security Guards deployed	Cost of deployment per year	Names, full address & contact no of the organisations to whom service provided



8	Total value of the services provided to the other organisations during the last 5 years from the last day of the month preceding the month in which this tender is invited.	2009-10	Rs.	lakh
		2010-11	Rs.	lakh
		2011-12	Rs.	lakh
		2012-13	Rs.	lakh
		2013-14	Rs.	lakh
9	Turnover of the company/firm during the last 5 years(furnish Audited Balance Sheet for 5 years)	2009-10		
		2010-11		
		2011-12		
		2012-13		
		2013-14		
10	Whether deployed Security Guards to any of the Government / Semi-Government Undertaking/s as approved service providers and if so, furnish details			
11	Indicate if involved in any litigation.			
12	Any civil suits pending in any of the orders executed. give details			
13	Time required to place the service, if engaged.			
14.	PAN Number			
15	Details of Security personnel available in organization for deployment	i) Ex-servicemen ii) Other trained person iii) Total		
16.	Whether the Firm/company has License from Police authorities under Private Security Agency Regulation Act.2006			

Signature of the applicant with Seal

Details of Bankers

(To be given on applicant's letter head)

Name of the Branch and its complete postal Address	
Name and Job-title of the Contract Person along with his/her Telephone No(s) and Fax No.(s) etc.	
Type of Account and Account No.	
The period from which the service provider has been banking with the Banker.	
Any other information which the service provider may like to furnish about its Bankers:	
IFSC code of the Branch	

Authorised Signatory

(With name & Seal)

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES AGENCY**

Sl. No.	Documents asked for	Page number of document placed
1	Earnest money (DD of Rs. 100000/-)	
2	Authorized person of the firm/agency, with name, designation address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/Directors also. (Copy of partnership deed/Registration Certificate/MOU/MOA as applicable to be submitted)	
3	Undertaking on a letter head (as per format prescribed in).	
4	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5	Self attested copy of Service Tax Registration number.	
6	Self attested copy of valid Registration number of the firm/agency.	
7	Self attested copy of the License under Contract Labour (R&A) Act, 1970 of he employer for whom the Security Agency is currently undertaking the work.	
8	Self attested copy of valid Provident Fund Registration number.	
9	Self attested copy of valid ESI Registration number.	
10	Annual turnover of last 5 financial year duly certified by the Chartered Accountant.	
11	Copy of License issued under the PSAR ACT in rules 2005	
12	Whether the firm has executed two similar works individually costing not less than Rs. 50 Lakh/year during the last 5 years from the last day of the month preceding the month in which the tender in invited.	
13	5 Years experience in providing services of security guards to Govt./Semi-Govt./other major institutions.	
14	Turnover of not less than Rs. 100 Lakhs/annum for the last 5 years.	
15	Address of the firm/company office in PATNA for proper training facility of Security guards.	
16	Any other documents, if required.	

Signature of the Tenderer  
(Name and Address of the Tenderer)

### Checklist for Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1	Annual Turnover for the last 5 years duly certified by the Chartered Accountants.		
2	Experience of running Security services (in years).		
3	Manpower on roll		
4	No. of Supervisory staff and trained Security/Ex- Servicemen on roll. Ex-Servicemen Guards = Security Guards = Supervisory Staff =		
5	Names of the Organisations where services have been provided.		
6	Training academy location and specifications		
7	Training Staff : qualification and duration of service in the agency		
8	QRT location and composition		
9	Nature of self defence training provided		

**Note:** Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Tenderer  
(Name and Address of the Tenderer)  
Telephone No.



**Office of the Commissioner, Patna Division -cum- chairman  
SRI KRISHNA SMARAK VIKASH SAMITI, (S.K.S.V.S.), PATNA (BIHAR)**

**PART- II (FINANCIAL BID)  
(To be given on Applicant's letter head)**

In connection with the above and in full agreement with the terms and conditions as stipulated by you I/We state as under :-

<b>Security Guards to the Gandhi Maidan Premises, Patna.</b>	<b>Rate Per Personnel Per month* (In Rupees)</b>
<b>1. Security Guards with Arms</b>	
<b>2. Security Guards with Lathi</b>	
<b>3. Supervisor/Officer</b>	

**Note:-**

\*Quoted prices should be inclusive of all the salary/allowances payable to the employees, other mandatory/statutory charges like EPF, ESI, Bonus etc., all taxes, charges and statutory cesses like education cess, higher education cess etc., applicable as on date of application.

I have gone through the terms and conditions and am agreeable to them.

**Authorized Signatory  
(with Name & Seal)**