

Cost of Form- Rs.100/-

SRI KRISHNA SMARAK VIKAS SAMITI

OFFICE OF THE COMMISSIONER, PATNA DIVISION, PATNA

“TENDER DOCUMENT FOR SECURITY SERVICES AT”

Gandhi Maidan and Sri Krishna Memorial Hall, Patna

1. Last date of purchase of : 29/04/2021 till 05.00PM
Tender Document
2. Last date for submission of : 08/05/2021 till 05.00 PM
Tender document
3. Opening of Tender document : 12/05/2021 at 02.00 PM

Signature of Authorised Signatory

Stamp of SKSVS

Office of the Commissioner, Patna Division-cum-Chairman

SRI KRISHNA SMARAK VIKAS SAMITI (S.K.S.V.S.), PATNA (BIHAR)

TENDER DOCUMENT FOR PROVIDING SECURITY GUARDS

IN GANDHI MAIDAN and SRI KRISHNA MEMORIAL HALL, PATNA.

1. Sri Krishna Smarak Vikas Samiti (hereinafter be referred S.K.S.V.S) invites tenders from reputed and experienced agencies (ISO Certified) for providing unarmed Security Guards for guarding Gandhi Maidan and Sri Krishna Memorial Hall, Patna for an initial period of eleven months as per laid down in LOA's obligations. However, LOA can be further extended for a period of one or two years at the discretion of S.K.S.V.S and subject to the satisfactory performance of duties of the staff and proper fulfilment of all the terms and conditions.

Total number of Security Guards and Supervisor (Officer) deployed for gates/facilities will work in shifts (preferably 3 shifts, each of 8 hours) round the clock 24 x 7. The S.K.S.V.S reserves the right to increase or decrease the number of Security Guards to be deployed before awarding the work or any time during the LOA. Only the agency having a minimum of 3 years experience in providing security services as mentioned in the tender form are eligible to apply.

2. Tender form for reference purpose can be seen on the office of the Commissioner, Patna Division's website (www.patnadivision.bih.nic.in) but for purpose of application, the same has to be physically purchased from the Sri Krishna Smarak Vikas Samiti, Office of the Commissioner (2nd Floor) on any working day on a payment of non-refundable fee of Rs. 100/- each.

3. 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 LETTER OF AWARD (LOA) FOR SECURITY SERVICE 2021**" and addressed to the S.K.S.V.S, Patna. The Tender forms complete in all respects may be submitted latest by 08/05/2021 till 05.00 PM. The tenderer or their representative should remain present at the time of opening of Tender.

4. Part-1 (Technical Bid) of the tender document should be duly filled and submitted along with the document as mentioned therein along with EMD of Rs. 35,000/- (Rs. Thirty Five Thousand Only) in the form of Demand Draft favouring SRI KRISHNA SMARAK VIKAS SAMITI, PATNA payable at Patna. All the pages of

Part-1, along with its annexure and enclosures should be signed and stamped by the Company/Firm/Agency.

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

6. Any Tender should be accompanied by **EMD** of Rs. **35,000/-**.

7. Bid Security (EMD) shall be forfeited if the bidder withdraws his bid during the period of Tender validity or if he fails to execute the LOA of work.

ELIGIBILITY & TERMS AND CONDITIONS

1. The Bidder should be Proprietary firm, Partnership firm, limited company or Corporate body legally constituted and it must be ISO Certified. Issuance date of ISO Certification should be before or till 31st Jan 2021 and it should be valid for 11 months at least till 31st May 2021.

2. Should hold valid, renewed upto date licence for Financial Year 2021-22 under Private Security Agency Regulation Act 2005 (PSARA).

3. Only companies/firms having 3 years experience in providing services of Security Guards to Government/Semi-Government or other major institutions, turnover of not less Rs. 50 lakhs per annum for three (3) financial years (2017-18, 2018-19 & 2019-20). Agency should submit documentary evidence for the same.

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

5. The agency shall comply with the statutory provisions of Contract Labour- such as The Employees Provident Fund (and Miscellaneous Provisions) Act, Employees State Insurance Act 1948; The Minimum Wages Act,1948 with all amendments.

6. Compliance of all statutory laws/labour laws is to be made by the agency only and SKSVS has no obligation of the same.

7. It shall be the responsibility of the agency to ensure that the Security Guards deployed by him are physically fit, active, healthy, smart, and intelligent with good bearing character, honest and competent, free from any disease contagious or otherwise. In no circumstances, guards below 18 years and above 50 years of age should be employed. After selection the work agency will provide the staff details of all the staffs to the Gandhi Maidan Police Station for Police verification.

8. The Agency shall ensure that the guards are always in proper uniform to be supplied by the Agency, while on duty. In this regard, the Agency shall at its cost provide to the security guards sets of uniform, boots, caps, jerseys for winter, belts, badges, I-Card and other security equipment like lathi-s/stick, torches with cells, whistle, registers and stationery as approved by the S.K.S.V.S and for the proper maintenance of the same the Agency alone shall be responsible or liable for such providing. All the cost incurred for such purpose is to borne entirely by the agency.

9. The Agency 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 described. The register shall remain available round the clock for inspection by any authorized representatives of the S.K.S.V.S, Patna.

10. In case of sickness or leave or absence from duty for whatever cause, of Security Guards, the Agency shall undertake to replace such Security Guards. On occasion when it is not possible to provide the replacement immediately, the Agency shall ensure that no duty post is left unmanned, and also it should be informed to the SKSVS.

11. The Agency 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 agency deployed for the work, they shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.

12. The agency shall alone be liable to pay the salaries/wages at all times that the same are not below the present effective minimum wages to Security Guards and Security Supervisor.

13. Security Guards provided shall be adequately known in safety and security measures including first aid, emergency responses fire fighting operations and thermal scanner.

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

15. The security guard should not allow the entry of unauthorised vendor in Gandhi Maidan & Sri Krishna Memorial Hall. The personnel deployed by the Security Agency, maintain vigil also in night (24 x 7). They will ensure that no damage is caused to the equipments on account of their mishandling.

16. The Agency shall comply with the provisions to prevent 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 & Sri Krishna Memorial Hall, the complaint will be filed before the Internal Complaints Committee constituted by the Firm/Agency and the

Firm/Agency shall ensure appropriate action under the said Act in respect to the complaint.

17. The S.K.S.V.S will normally make all payments (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 Agency. 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 (City Magistrate, District Control Room, Patna and Deputy Manager-cum-In Charge, Gandhi Maidan, Patna will monthly report regarding the absentee of working security guards and supervisor.

18. This "Letter of Award" (LOA) will be valid for a period of eleven months from the date of work order. It may be further extended on satisfactory performance and mutual consent on same terms and condition on yearly basis for another two years after getting the approval of stake holders of SKSVS If, work agency submits required papers of their related licences.

19. In case, so required by Law/Rules/Regulation, the Agency shall ensure that a labour license under the Agency 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 LOA and that all terms and conditions there under are complied by him at all times.

20. The "Letter of Award" (LOA) may be terminated by the agency by giving prior one months notice mentioning the reason and reviewing the explanations of work agency. However, such rights would be intact and inherent in SKSVS. The termination shall not affect the rights or the obligations of parties arising as a result of or in consequence any act done prior thereto.

21. Agency will be whole and sole responsible for the all the salary/allowances payable to the employees and other mandatory/statutory charges.

22. The Tenderer should provide all the required details as mentioned in the technical bid. **As the desired Security Guard would be unarmed. The Bidder must quote wage rate for Security Guards as Unskilled labour not below Rs. 292 per day and for Security Supervisor not below Rs.8,363 per month as per present effective minimum wages of Labour Resource Department, Govt. of Bihar, Patna and applicable GST.** If the agencies quote below the present effective minimum wages mentioned above, then Technical Bid would be completely rejected.

23. The proprietor of Company/ firm/agency must provide his Character Certificate (should be issued from concern district DM/SP/SDO office which should not be older than 6 months from date of advertisement of Tender Notice).

24. If L1 Bidder does not become ready to work on L1 Tendered rate as per Financial Bid in that case L2 Bidder would be eligible for negotiation. And also if L2 Bidder does not become ready to work in that case L3 bidder would be eligible for negotiation.

25. SKSVS will decide L1 rate on the basis of Security Guard wages rate tendered by firms in their Financial Bid, not on the basis of the tendered wage rate of the Security Supervisor. Because number of working Security Guards would be 30 whereas no of Security Supervisor would be only one.

26. If L1 rate would be equal and same in Financial Bid of two or more tendered firms. In that case security agency will be selected on the basis of Lottery System amongst those same equal rate bidders.

RATES AND PRICE

14.1 Bidders should quote the rates in the format given at Proforma-II (Financial Bid). Incomplete bids will summarily be rejected. All Corrections and alterations in the entries of tender papers will be signed in fully by the Bidder with date. No erasing or over-writings is Permissible.

14.2 Rate must quote by the Bidders inclusive of GST.

LETTER OF AWARD

1. The S.K.S.V.S will award the LOA to the successful evaluated bidder whose bid has been found to be eligible and qualified to perform the work satisfactorily as per the terms and conditions incorporated in the tender document.
2. The S.K.S.V.S will communicate the successful lowest rate tender as per Financial Bid. LOA will also be sent on the address of the Firm/Agency given by him in Technical Bid by letter transmitted by Registered post/Speed post/through hand, that his bid has been accepted.
3. The tender submitted on behalf of a firm shall be duly signed by proprietor or authority of the agency.
4. The successful bidder shall have to deposit bank security/demand draft/performance bank guarantee of Rs. 2,00,000.00 (two lakhs) in favor of "SRI KRISHNA SMARAK VIKAS SAMITI".
5. The Security Deposit shall be returned within two months after the expiry of LOA and completion of all LOA obligations. In case the LOA is extended further, the validity of performance guarantee shall stand automatically be extended.
6. Failure of the successful bidder to comply with the requirements of above all clauses of Tender Document shall constitute sufficient grounds for the annulment of the award and forfeiture of Security Deposit by SRI KRISHNA SMARAK VIKAS SAMITI.
7. **Evaluation of Staff & Supervisor :-** SKSVS on a regular basis would evaluate the performance of deployed staff & supervisor of the agency and may at its discretion direct the agency to make suitable replacement of the non-performing staff and supervisor within a week of such direction. The agency shall be obliged to comply with such direction.
8. **Penalty for non-performance :-** SKSVS would make regular assessment of the performance of the agency for the work assigned and at its own discretion may make suitable and appropriate deductions in the monthly payment as per its own assessment of the work performed by the agency. If for two consecutive months, the work performed is found unsatisfactory, SKSVS reserves the right to debar/blacklist the agency and can take appropriate action against it.

FORMAT-1

(To be given on Applicant's letter head)

TENDER FOR PROVIDING SECURITY GUARDS AT GANDHI MAIDAN and SRI KRISHNA MEMORIAL HALL, PATNA

In connection with the above and the terms and conditions laid down by S.K.S.V.S. as stipulated 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 LOA, I/We is/are agreeable to deposit the Performance Guarantee deposit which shall be kept as Security Deposit.

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 Performance Guarantee.

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

PROFORMA-I

Technical Bid

Particulars of the Company/ Firm / Agency

(Please submit along with documentary evidence)

S.No.	Particulars				
01	Name of the Company/ Firm / Agency				
02	Type of the Company whether, Proprietorship, Partnership etc.				
03	ISO Certification Issuance date of ISO Certification should be before or till 31st Jan 2021 and it should be valid for 11 months at least till 31st May 2021.(Attach Photocopy)				
04	Name and Full Address of the Proprietor/Partners/Directors of the Company.	(i)			
		(ii)			
		(iii)			
05	Registration (Firm, Company/ Agency etc.) / Registration Authority, Date, Number etc.				
06	Registered Office Address and Telephone number & Email address. Local Contact Address/ Telephone Number.				
07	Office Address through which the work will be handled (together with service provider's email address)				
08	3 years experience in providing services of security guards to Govt./ Semi-Govt./ other major institutions.	S.No.	No. of security guards deployed	Cost of deployment per year	Certificate/ Other

09	Turnover of the Company/ Firm/ Agency should be minimum Rs. 50,00,000/- (Fifty lakhs) per annum for three (3) financial years.	2017-18	Rs.	Lakh
		2018-19	Rs.	Lakh
		2019-20	Rs.	Lakh
10	PAN Number (Attach Photocopy)			
11	GST Number (Attach Photocopy)			
12	Whether the Firm/Company/ Agency has valid, renewed and up-to-date licence valid for Financial Year 2021-22 from Police authorities under Private Security Agency Regulation (PSARA), Act 2005			
13	Character Certificate of the proprietor (issued from concern district DM/SP/SDO Office should not be older than 6 months)			

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 Contact 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 and Seal)

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

Sl. No.	Documents asked for	Page number of document placed
01	Earnest Money (DD of Rs. 35,000/-)	
02	Authorised 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.)	
03	Undertaking on a letter head (as per format prescribed in)	
04	Self attested copy of the PAN card.	
05	Self attested copy of GST Registration number.	
06	Self attested copy of valid Registration number of the firm/agency.	
07	Annual turnover of three (3) financial years (2017-18, 2018-19 & 2019-20) duly certified by the chartered accountant.	
08	Copy of valid renewed and up to date license for Financial Year 2021-22 issued under the PSARA ACT in rules 2005.	
09	3 years experience in providing services of security guards to Govt./ Semi-Govt./other major institutions.	
10	Turnover of not less than Rs. 50 lakhs per annum for the three (3) financial years (2017-18, 2018-19, 2019-20)	
11	ISO Certification - Issuance date of ISO Certification should be before or till 31 st Jan 2021 and it should be valid for 11 months at least till 31 st May 2021. (Attach Photocopy)	
12	Character Certificate of the proprietor (issued from concern district DM/SP/SDO office should not be older than 6 months)	
13	Any other documents, if required.	

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

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

Proforma-II (FINANCIAL BID)

(To Be Given on Applicant's letter head)

In connection with the above and the terms and conditions laid down by S.K.S.V.S. as stipulated I/We state as under:-

Security Guards and Security Supervisor for Gandhi Maidan and Sri Krishna Memorial Hall, Patna.	Rate per person Per Month and applicable GST (In Rupees)
(A) Security guards	
(B) Security Supervisor	

Note: SKSVS will decide L1 rate on the basis of Security Guard wages rate tendered by firms in their Financial Bid, not on the basis of the tendered wage rate of the Security Supervisor. Because number of working Security Guards would be 30 whereas no of Security Supervisor would be only one.

Acceptance

I have gone through all the terms and conditions of tender document and I agree with all the terms and conditions.

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

Prescribed Format for Undertaking

I..... as authorized representative/ organisation declare that there is/are no pending cases in any court against me/organisation. I firmly declare that I have not been screened under debarred list/blacklisted in any of the clauses for providing the security services in any department i.e., Private/PSUs/ Government department under Government of Bihar.

During my service tenure if any of the information is found false/ incorrect/mislead or any hidden facts I will be liable to be punishable as per norms and necessary appropriate legal action may/can be taken against me/organisation.

I accept the above stated statement to the best of my knowledge.

Authorized Signatory
(with Name & Seal)