

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 Tender Document : 12.12.2017 till 03.30
2. Last date for submission of Tender document : 13.12.2017 till 01.30 PM
3. Opening of Tender document : 13.12.2017 till 01.30 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 NOTICE 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 having experience in providing Security Guards for guarding Gandhi Maidan and Sri Krishna Memorial Hall 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 shall work in shifts (preferably 3 shifts, each of 8 hours) round the clock 24 x 7. The Agency shall put in place relievers (in the ratio 6:1) as would be required for the security staffs working for 26 days in a month. The rate quoted by the agency shall include additional relieving charges of 16.6 % of the rate as well.

The S.K.S.V.S reserves the right to increase or decrease the number of persons 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 purposes can be seen on the office of the Commissioner, Patna Division's website ([www.patnadivision.bih.nic.in](http://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 (2<sup>nd</sup> 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 2017**" and addressed to the S.K.S.V .S, Patna. The Tender forms complete in all respects may be submitted latest by \_\_\_\_\_ till 01.30 PM. The tenderer or their representative may 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 it's 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 CRITERIA FOR TENDERERS**

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

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

**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 (2013-14, 2014-15 & 2015-16). Agency should submit documentary evidence for the same.

**4.** The Tenderer should provide all the required details as mentioned in the technical bid.

## GENERAL TERMS AND CONDITIONS

- 1.** 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.
- 2.** The agency 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 with all amendments.
- 3.** Compliance of all statutory laws/labour laws is to be made by the agency only and SKSVS has no obligation of the same.
- 4.** 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, honest and competent, free from any disease contagious or otherwise. The responsibility of their discipline will be that of the Agency. The persons provided should have proper knowledge of their job. Persons so engaged by the Agency shall be appropriate Security personnel of high integrity and good conduct. In no circumstances, guards below 18 years of age should be employed.
- 5.** 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 and other security equipment like lathi-s/batons, walky-talkies, torches, 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. All the cost incurred for such purpose is to borne entirely by the agency.
- 6.** 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 shown. The register shall remain available round the clock for inspection by any authorized representatives of the S.K.S.V.S, Patna.
- 7.** 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 post is left unmanned, and also it should be informed to the SKSVS.
- 8.** 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, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.

**9. The agency shall alone be liable to pay the salaries/wages at all times that the same are not below the minimum wages prescribed for unskilled labour.**

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

**11.** 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.

**12.** The security guard should not allow the entry of unauthorised vendor in Gandhi Maidan. The Security personnel deployed by the Security Agency, maintain vigil from watch towers in night. They will ensure that no damage is caused to the equipments on account of their mishandling.

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

**14.** 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.

**15.** This "Letter of Award" (LOA) will be valid for a period of eleven months. It may be further extended on satisfactory performance and mutual consent on same terms and condition on yearly basis for another two years.

**16.** 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.

**17.** The "Letter of Award" (LOA) may be terminated by the agency by giving two months notice, however **SKSVS may terminate the LOA by giving fifteen days notice without assigning any reason whatsoever.** 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.

**18.** The Agency shall report to the proper authorities of the S.K.S.V.S and police authorities in case they receive complaints from the Security Guards regarding any security breach.

**19.** In the event of exigencies arising due to the death, infirmity, insolvency of the agency or for any other reason or circumstances, liabilities thereof of the awarded company/agency/firm etc shall be borne by the following on such terms and conditions, as the S.K.S.V.S 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.

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

### **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 bidder 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 signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm. Otherwise the tender may be rejected.

**4.** The successful bidder shall have to deposit bank security/demand draft of Rs. 2,00,000.00 (two lakhs) as performance guarantee.

**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 extended.

**6.** 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.

**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 may debar/blacklist the agency and can take appropriate action against it.

FOR REFERENCE ONLY



**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.

The Performance Guarantee deposited shall be returned within two months after the expiry of LOA and completion of all LOA's obligations. In case the LOA period is extended further, the validity of such 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 Performance Guarantee.

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



## 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	Name and Address of the Proprietor/Partners/Directors of the Company.	(i)			
		(ii)			
		(iii)			
04	Registration (Firm, Company etc.) / Registration Authority, Date, Number etc.				
05	Registered Office Address and Telephone number & Email address.  Local Contact Address/ Telephone Number.				
06	Office Address through which the work will be handled (together with service provider's email address)				
07	Experience in undertaking similar services to other organizations during last three 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	Certificate/ Other

08	Turnover of the Company/ Firm/ Agency should be minimum Rs. 50,00,000/- (Fifty lakhs) per annum for three (3) financial years.	2013-14	Rs.	Lakh
		2014-15	Rs.	Lakh
		2015-16	Rs.	Lakh
09	PAN Number			
10	GST Number			
11	Whether the Firm/Company/ Agency has licence from Police authorities under Private Security Agency Regulation Act 2005			
12	Service Tax Registration Paper (Photocopy)			

**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 last 3 financial years duly certified by the chartered accountant.	
08	Copy of license issued under the PSAR 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/ annum for the three (3) financial years (2013-14, 2014-15, 2015-16 )	
11	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 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 the terms and conditions laid down by S.K.S.V.S. as stipulated I/We state as under:-

<b>Security Guards at Gandhi Maidan and Sri Krishna Memorial Hall, Patna.</b>	<b>Basic Rate per person Per Month* (In rupees)</b>
<b>(A) Security guards</b>	
<b>(B) Supervisor/ Officer ( Should be Ex-serviceman)</b>	

**Note:-**

\* Quoted prices should be basic rate inclusive of all the salary/allowances payable to the employees, other mandatory/statutory charges like EPF, ESI, Bonus & service charge etc. and shall also include relieving charges as mentioned in Para-I of this tender document. GST would be borne by Sri Krishna Smarak Vikas Samiti.

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

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