

# **TENDER DOCUMENT**

FOR

**Security Agency, Sweeper and Gardener**

FOR

**Katihar Engineering College, Katihar**



**Tender No.: 11/2019-20**

**Tender date: 08.01.2020**

**Last Date of submission: 07.01.2020**

**Katihar Engineering College, Katihar**

**Hajipur, Katihar-854109**

**Katihar Engineering college, Katihar**

Instruction for Tender of Security, Sweeper and Gardener

Tender Notice no. 11/2019-20

Dt.08.01.2020

Sealed Technical (Strategy and Documents) and Financial bids are invited from registered and reputed Security and Intelligence Agencies having nationwide presence, for providing contractual security and ancillary services round the clock for the KEC, Katihar for annual contract period of one year, by Registered post/ speed post/ Hand delivery.

Last date of submission: 07.01.2020 up to 15:00 Hrs

**Opening of tender : 08.01.2020 at 11:00 PM at KEC, Katihar**

**INSTRUCTIONS TO BIDDERS**

All interested vendors are requested to send their sealed quotation under two bid systems in the following manner:

- a) Envelope-1: Technical Bid.
- b) Envelope-2: Financial Bid.

NOTE: The bid documents are not transferable and the firms' seal and signature of the authorized official must appear

On all papers and envelopes submitted.

Both the envelopes should be sealed, signed, marked and kept in a bigger envelope super scribed with the Tender Reference No. and Tender notice details as appended hereunder.

**TENDER FOR Security Agency**

TENDER REF. NO: 11/2019-20  
FOR SUBMISSION:

LAST DATE : 07.01.2020

To,  
The Principal,  
KEC, Katihar,  
Hajipur, Katihar, Pin-854109.

From: M/s -----  
Contact No -----  
E-mail ID -----

## **I SCOPE OF SERVICE**

The Security agency is required to provide the following services:

- i) Complete security to the life and property of the residents (faculties, staff, students, official visitors and guests) and assets of the Institute.
- ii) Safeguard against trespasses
- iii) Security covers to various official functions, student's functions, VIP Visits, social & religious functions organized in the campus community.
- iv) Protect property/cash/documents against (where loss is due to entry after breaking the any entry lock/door/window/grill)
- v) Control of vehicular traffic.
- vi) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
- vii) Control of stray cattle and canine menace.
- viii) Pursuance of cases with local police and liaison with them.
- ix) Assist the Institute in maintenance of day-to-day discipline and smooth running of various activities.
- x) Provide timely intelligence inputs to the Institute administration.

The agency will bear overall responsibility for maintaining peace and tranquillity on the campus. It has to ensure a theft and incident free campus from law and order point of view.

## **II Manpower. Communication. And Transport equipments:**

The agency will be required to deploy the following equipments and manpower:

Supervisor- One for each institution

Security Guards (male & female) excluding supervisor-

Per Engg- College- 25, Sweeper-04 and Gardener-02

## **III Terms & Conditions for Security Services**

1. Sealed Technical (Strategy and Documents) and Financial bid in separate covers for Security Services are invited. The envelope should be super scribed " Tender for Security Services, Sweeper and Gardener" with name and address of the agency with phone and fax number.
2. On the opening date, Technical bid will be opened. Financial bids of only technically successfully bidders will be opened in presence of the Bidders/ their authorized representative.
3. The Technical Bid shall also include the Presentation to be made by each Firm.
4. The evaluation of tender will be done by the committee on the basis of weightage to presentation Technical (Strategy and Documents) and Financial part.

5. The breakdown of weightage is, Technical – 70% and Financial – 30% Technical (Presentation 10% Infrastructure-20% Strategy- 10% Insurance Cover- 10%, Turn Over- 10%, Similar Institute- 10%)
6. After evaluation of Bid, the successful bidder will be informed separately.
7. In case of any Govt. holiday or undeclared holiday or strike on the opening date the tender will be opened on the next working day at the same time and for this no information will be published separately.
8. The agencies must put their initial on each page submitted. All pages must be numbered and a note of this should be mentioned on covering letter. The Terms & Conditions duly signed should be attached with tender paper.
9. The tender fee of 2000.00 rupees and E.M.D. of 2,00,000.00 rupees only in the shape of demand draft of any nationalized bank in favour of **The Principal KEC, Katihar** payable at **Katihar** , should accompany tender paper. Tender without tender fee and EMD will be ignored straightway. The security money will be released after completion of contract period successfully.
10. The EMD without interest will be refunded to the unsuccessful Bidders after finalization of tender. However, the EMD of successful bidders shall be converted into security deposit and held by the institute as performance guarantee for the entire period of contract but no interest shall be payable on the Earnest Money and the same shall the expiry of the contract be refunded within 3 months after it is applied for by the Agency.
11. The agency has to submit bank guarantee of Rs.20 Lakhs (Twenty lakh only) also of a nationalized bank, which will be released after completion of tenure. A certificate from Banker for proposed Bank Guarantee is to be enclosed.
12. They have to start service within 07 days of intimation.
13. The full E.M.D. shall be forfeited in case of backing out of the offer/agreement after acceptance.
14. Incomplete tenders and/or tender received after due date and time will not be considered.
15. Any effort by a bidder to influence the Institute in the bid evaluation, bid comparison or contract award decision directly or indirectly will attract straightway rejection of his bid without assigning any reason.
16. The Agency may be disqualified. if it has:
  - i) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
  - ii) Records of poor performance such as abandoning work, no properly completing the contract or financial failure/weaknesses.
  - iii) The Confidential enquiry reveals facts contrary to the information provided by the applicant.
17. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify that whether he is signing in the capacity of (i) a sole proprietor of the firm or constituted attorney of sole proprietor or (ii) a partner of the firm in which case, he must have authority to represent the firm for arbitration of disputes concerning the Business of the partnership firm either by virtue of the partnership or power of attorney (iii) Constituted attorney of the firm.
18. At any time, prior to the date of submission of bids, the Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

19. After receipt of tender paper, it will be presumed that the bidders have submitted their paper after accepting the terms and conditions of the tender.
20. Overwriting should be avoided. Correction, if any, can be made by neatly crossing out, initiating, dating and rewriting. All pages of the bid document shall be numbered and submitted as package with signed letter of transmittal.
21. The Bidders should submit an affidavit by a Notary public that they are not having any case pending against them anywhere nor have they been found guilty in any criminal case since last five years. They shall also submit an affidavit that they were not blacklisted earlier by any organization since last five years.
22. The agency must provide details of salary, bank statement for transfer of salary to the security personnel and statutory deductions made in EPF an ESI month wise.
23. The agency must be in possession of Labour Licence for running security services. (Enclose copy).
24. The agency should have valid license issued under Home Dept. Govt. of Bihar letter no 8057 dated 07.08.2017 (Enclose copy) as amended time to time.
25. The agency should have ISO certification or any other quality certification (enclose copy)
26. The agency has been in contractual security business continuously during preceding five years.
27. The agency must have minimum average annual turnover of Rs 5.00 (Five) Crore. (Enclose audited) statement of account by C.A. and Income Tax Return of last 3 year, (Pertaining to security service)
28. The agency should have training infrastructure and should have properly organized training arrangements for its security personnel. Full details of such training, including the institutions utilized for training, duration of training and available training aids should be furnished. ( attach CD)
29. The agency must **be registered with EPF and ESI** organizations and should have its EPF and ESI code numbers. (Enclose copy).
30. The agency must have **its Income Tax PAN**. (Enclose copy).
31. The agency must have its **GST-Registration**-(Enclose copy).
32. The agency must have Insurance cover from **Insurance Company for employees, public liabilities and theft**. (enclose copy)
33. The security personnel deployed must invariably be trained persons and having minimum age of 21 years and maximum age of 55 years and should be mentally and physically fit.
34. **All Licenses should be valid and subsisting as on the last date of bid.**
35. The bidder's name should appear on each page of the bid document.
36. The bidder may attach any additional information, which it thinks necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is however, advised not to attach superfluous information.
37. The supervisor should be Ex. Military and should posses security service knowledge, good leadership quality, basic crowd control and also capable to give training to security guard. The supervisor should have computer literacy to monitor CCTV also.
38. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.
39. The uniform consisting of body dress, cap socks, shoes, logo, rank badge and name plate should be provided by the agency to security personnel Separate set of uniform suitable for various seasons and conditions must also be provided by the agency. Touch, overcoat, jersey, lathi will be a part of uniform and would be provided by the agency.
40. The Institute will release payment as per minimum wages for the security personnel as per notification of Govt. of Bihar for engaged security personnel only of semi-skilled and highly skilled category.
41. The agency will be wholly responsible for payment of minimum wages to the personnel, as per Govt. of Bihar and other statutory rules, as paid by institutes for them to agency.

42. The Agency has to submit proof of payment to workers month wise as released by institute (as per point 40) to the Institute for release of payment.
43. List of required documents to be enclosed with Technical bids.
44. It is mandatory for the agency to make monthly basic payments to personnel in their savings account. Cash payment will never be allowed.
45. The agency should clearly mention the service charge (on a per person basis). The service charge should be reasonable.
46. Quoting a negligible service charge in the proposal will be viewed as a malicious attempt by the agency to grab the tender and will lead to suspension of the agency's proposal from further consideration. The institute will also consider blacklisting the agency.
47. The institute is committed to providing minimum basic wages and payments under various heads (EPF, CSI etc.) to the workers, as fixed by the Bihar Government. The agency is obligated to uphold this commitment.
48. The agency should make monthly basic wage payments to the workers, directly into their savings accounts by the 5<sup>th</sup> working day of each month. Delay in payments will attract a heavy penalty of Rs. 10 per worker, per day for the first five days. The per diem penalty will increase by Rs. 10 per worker after five days (Working day 6-10- Rs. 10/worker, working day 11-15 – Rs. 20/workers and so on).
49. Any employee / worker provided by the agency can be debarred from the services only after the approval of the Principal.
50. Cutting and overwriting in rates will not be entertained.
51. The successful bidder will have to furnish documentary details of contribution towards E.P.F./E.S.I against personnel deployed at KEC, Katihar failing which the contract may be terminated.
52. The Security money of successful bidders will be forfeited and penalty will be imposed, if they do not adhere to norms of E.P.F., ESI and payment of minimum wages to their staff as paid by Institute.
53. The successful bidder will have to enter into an agreement with KEC, Katihar institution on non-judicial stamp paper, before starting work.
54. The contract will be initially for a period of one year which can be extended for further period of Two (one + one) years subject to satisfactory performance.
55. In case the services are not satisfactory, the contract will be terminated with one month's notice from institution. In case the agency wants to terminate the contract with KEC, Katihar they have to give three months notice in advance.
56. The undersigned reserves the right to terminate the contract or impose penalty in case of lapses from the agency including damage or loss of assets of this campus or of any resident. The contract can be terminated by giving one month's notice.
57. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security personnel.
58. The agency must have at least 5 (Five) running contracts of the annual value not less than Rs. 50 (fifty) lakhs each. Copies of work order of certificate of monthly billing from the client must be enclosed as documentary evidence.
59. The agency should have minimum 500 permanent guards on its rolls during the last three years. It should also have a clear regular recruitment policy. The bidder must furnish the details of employees currently on their rolls.
60. Any damage and losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
61. In case of leave absence sickness or shortage of guards person in replacement should be provided by the agency within same day.

62. **Action will be taken as per law of the State**, if any security personnel found drunk or under influence of any prohibited drugs and he/they will be debarred from services immediately with no option to be engaged in future.
63. Security personnel will maintain 8 (eight) hours shift system
64. **Admissible** payment will be made against monthly bill in accordance with availability of fund and after fulfilment of required official formalities. Claim for interest on dues on account of delayed payment due to lack of technical formalities and any other valid reason will not be entertained.
65. Statutory deductions will be made as applicable and shall be deducted from monthly bill.
66. The Institute does not bind itself to accept the lowest or any other tender. The Institute reserves the right to accept/reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reason whatsoever and without incurring any liability to the affected bidder or bidders on the grounds of the Institute action.
67. The institute further reserves the right to decide on fair and reasonable price of the services tendered for and counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even in case of any counter offer rate having been offered to the bidders. The Institute also reserves the right to negotiate with selected bidder to arrive at a fair and reasonable price.
68. The institute reserves the right to reject or accept tender/ any rate quotation in part or full and relax any provision without assigning any reason thereof.
69. In case of any dispute arising relating to the right and obligation and relating to the interest and meaning of the terms of the agreement, the decisions of the Principal or person so authorized by him, shall be final and binding.
70. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by the Institute.
71. The tender/ contract is not transferable under any circumstances.
72. The financial Bid will be opened later after verification of Technical bid. The time and date will be informed to successful bidder.
73. The agency should have experience in crowd management.
74. As per clause no. 32 and 57 of the Tender, the liabilities up to Rs. 1 lakh will be met by the Agency. For the liabilities more than Rs. 1 lakh, Agency may make such a loss through an insurance cover if it has one. It would specifically enable payment of compensation for the losses suffered due to negligence or poor performance by the agency, and the compensation will be as per Insurance rules. Alternatively, it should be covered by the agency itself.
75. The agency shall not be allowed to change its name and style after the award of contract.
76. The agency should have investigation cell to investigate thefts, accidents and other matters required time to time.
77. The Institutes authorized official may inspect the office and set up of agency before award of contract.

**78. Preference will be given if agency has served as service provider of security personnel in public Sector Unit PSUY/National level Institute.**

**IV. Presentation**

The presentation shall be made by an authorized representative of each firm before the Committee on the scheduled date. The representative should be in a position of answering all the queries related to the firm. The presentation is to cover the following aspects of the firm:

- i) Brief introduction of the firm.
- ii) Certificate of registration of the firm.
- iii) Clients served/being served by the firm.
- iv) Recruitment policy of the firm.
- v) Infrastructures of the firm.
- vi) Facilities for imparting training to its personnel.
- vii) Capability to deal with critical situations.
- viii) Any other aspects of significance.

The Institute will provide requisite hardware to facilitate marking of presentation. After presentation, a hard copy of the presentation is to be provided to the Committee.



V. the evaluation parameters will as follow:

A. Technical: Total Marks: 70

1. Presentation: 10 Marks

	10	8	6	4	2
Total Marks obtained					
<b>2. Infrastructure- Facilities and Documents: 20 Marks</b>					

	20	16	12	10	8
Total Marks obtained					
<b>3. Strategy: 10 Marks</b>					

	10	8	6	4	2
Total Marks obtained					
<b>4. Insurance Cover: 10 Marks</b>					

	10	8	6	4	2
Total Marks obtained					
<b>5. Turn Over: 10 Marks</b>					

	10	8	6	4	2
Total Marks obtained					
<b>6. Similar Institutions: 10 Marks</b>					

	10	8	6	4	2
Total Marks obtained					

**Grand Total of 1 to**

<b>B. Financial evaluations Total : 30 Marks</b>					
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	L1	L2	L3	L4
Service Charge (Value in Rupees)				
In terms of points	30	27	24	21
Total Marks obtained				
	A	B	(A +B)	
<b>Grand Total A &amp; B out of 100</b>				

Eligibility criteria for Security Services

<b>Sl. No.</b>	<b>Enclosure</b>	<b>Enclosed Yes/No</b>
1.	Up-to-date labour license under Bihar state/Central Govt.	
2.	Registration with E.P.F.	
3.	License issued by Home Dept. Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act. 2010	
4.	Experience Certificate	
5.	Income Tax PAN of Agency	
6.	Affidavit	
7.	GST Registration No.	
8.	Turn Over and Balance sheet	
9.	IT Return	
10.	Registration with ESI	
11.	Tender Fee	
12.	EMD Details	
13.	ISO or any other quality certification	
14.	Training Infrastructure (CD)	
15.	Experience in planning, installation. Utilization and maintenance of electronic Surveillance system.	
16.	5 (Five) running contracts of the annual value not less than Rs. 50 (Fifty) lakhs each (Copies of work order or certificated of monthly billing from the client)	
17.	Names and title or Directors and officers to be concerned with proposed contract with designation of individuals authorized to act for the organization.	
18.	Information on any litigation in which the Agency was involved during the last 5(five) years. Including any current litigation.	
19.	Details of employees currently on their rolls	
20.	Certificate from Banker for proposed Bank Guarantee	
21.	Insurance cover from Insurance company	

(Signature & Seal)

Annexure-II (Technical)

Strategy to provide Security in -----

**Application for the services of Security, Sweeper and Gardener**

**Envelop -1 (Technical Bid)**

1. Tender No. ....
2. Name of Agency .....
3. Correspondence Address.....  
.....
4. Permanent Address.....  
.....
5. Mobile No...../ E-mail ID.....
6. Details and EMD.....  
(Without EMD Bid is invalid)
7. Details and Tender Fee.....
- 8.

<b>S.No.</b>	<b>Enclosure</b>	<b>Enclosed Yes/No</b>
1.	Up-to-date labour license under Bihar state/Central Govt.	
2.	Registration with E.P.F.	
3.	License issued by Home Dept. Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act. 2010	
4.	Experience Certificate	
5.	Income Tax PAN of Agency	
6.	Affidavit	
7.	GST Registration No.	
8.	Turn Over and Balance sheet	
9.	IT Return	
10.	Registration with ESI	
11.	Tender Fee	
12.	EMD Details	
13.	ISO or any other quality certification	
14.	Training Infrastructure (CD)	
15.	Experience in planning, installation. Utilization and maintenance of electronic Surveillance system.	
16.	5 (Five) running contracts of the annual value not less than Rs. 50 (Fifty) lakhs each (Copies of work order or certificated of monthly billing from the client)	
17.	Names and title or Directors and officers to be concerned with proposed contract with designation of individuals authorized to act for the organization.	
18.	Information on any litigation in which the Agency was involved during the last 5(five) years. Including any current litigation.	
19.	Details of employees currently on their rolls	
20.	Certificate from Banker for proposed Bank Guarantee	
21.	Insurance cover from Insurance company	

(Signature & Seal)

**Application for the services of Security, Sweeper and Gardener**

**Envelop -2 (Financial Bid)**

1. Tender No. ....
2. Name of Agency .....
3. Correspondence Address.....  
.....
4. Permanent Address.....  
.....
5. Service charge per month as fixed amount for engaged required number of personnel
  - Military Male Security.....
  - Military Female Security .....
  - Non-Military Male Security.....
  - Non-Military Female Security .....
  - Male Sweeper .....
  - Female Sweeper.....
  - Male Gardener.....
  - Female Gardener.....
6. Provide the complete break up of other charges like Basic Salary,ESI. EPF etc.

(Signature & Seal)

**Annexure II****SCOPE OF WORK****1. Qualification of Personnel to be engaged and rates of wages:**

The rates of wages in respect of the required category of jobs, to the incumbents would be as per the Minimum Wages fixed/notified by the Labour Resource Department of the Bihar Government from time to time.

Sl. No.	Type of Personnel	No. of Employee	Essential Qualification	Category under which Minimum Wages fixed/notified by the Department of Science & Technology Bihar Govt. विभागीय आदेश सं. 265 दिनांक- 25. 01.2016
01	Supervisor	01	Ex- Service man (Army)	
02	Security Guard	25	1. Matriculation with Physically fit 2. Capable to run 1.5 km in 8 min.	
03	Sweeper	04	Non Matric with Physically fit	
04	Gardener	02	1. Non Martic with Physically fit 2. Knowledge of Gardening	

**Note:-**

1. The Term & Condition for hiring of Security agency are attached herewith in tender documents.
2. The Xerox copy will be attached with the tender documents.

**Principal  
KEC, Katihar**