

TENDER

FOR

OUT- SOURCING SECURITY GUARDS, GARDENER AND SWEEPER

FOR

SRI PHANISHWAR NATH RENU ENGINEERING COLLEGE
ARARIA- 854318, BIHAR



TENDER No. : 01/2022

TENDER START DATE: 16.08.2022

LAST DATE OF SUBMISSION: 19.09.2022

AK
03/08/2022
Principal

S.P.N.R.E.C Araria

Principal
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Name of Organisation- Sri Phanishwar Nath Renu Engineering College, Araria

IMPORTANT INFORMATION

1. Non- Refundable Tender Cost:

Rs. 1000/- only through demand draft from any nationalised bank drawn in favour of Principal, Shri Phanishwar Nath Renu Engineering College Araria, payable at Araria.

2. Sale of Tender Document:

10:00 AM to 5:00 PM on all working days starting from 16.08.2022 to 18.09.2022 from the office of Principal, Shri Phanishwar Nath Renu Engineering College Araria-854318.

3. EMD:

Rs. 20000/-(Rupees Twenty thousand only) in the form of demand draft from any nationalised bank drawn in favour of Principal, Shri Phanishwar Nath Renu Engineering College Araria, payable at Araria.

4. Last date of Submission of Tender Document:

On or before 19.09.2022 up to 5:00 PM in the office of the Principal, Shri Phanishwar Nath Renu Engineering College Araria-854318.

5. Opening of Tender Bids:

11:00 AM on 21.09.2022.

6. Principal Address:

Shri Phanishwar Nath Renu Engineering College Araria, PO- Simraha, District- Araria, Pin-854318.

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Tender Notice for Security Agency

Tender Notice no. 01/2022

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 **Sri Phanishwar Nath Renu Engineering College, Araria, Bihar** for contract, by Registered post/speed post/Hand delivery.

Last date of submissions: **19/09/2022 up to 17:00hrs.**

Opening of tenders: **21/09/2022 at 11:00 AM**

INSTRUCTIONS TO BIDDERS

All interested vendors are requested to send their sealed quotation for supply of the above item under two bid systems in the following manners:

- a) Envelope – I : Technical Bid
- b) Envelope – I : Financial Bid

NOTE: The bid documents are not transferable and the firm's 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 envelop supercribed with the Tender Reference No. and Tender notice detail as appended hereunder.

TENDER FOR Security Agency

**TENDER REF. NO: . LAST DATE
FOR SUBMISSION :**

To
The Principal

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

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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 of the Institute
- iii) Security covers to various official functions, students' functions, VIP Visit, social & religious functions organised in the campus community.
- iv) Protect property/cash/documents against burglary (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 requirements :

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

Supervisors

Security Guards, Gardener and Sweeper (male & female) excluding supervisor

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" 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 authorised 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 will be as Technical -70 % and Financial - 30 %, Technical (Presentation 10 %, Infrastructure - 20 %, Strategy - 10 %, Insurance Cover - 10 %, Turn Over - 10 %, Similar Institution - 10 %).
6. After evaluation of Bid, the successful bidder will be informed separately.

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19. 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.
20. After receipt of tender paper, it will be presumed that the bidders have submitted their tender paper after accepting the terms and conditions of the tender.
21. Overwriting should be avoided. Nearly crossing out, initiating, dating and rewriting shall make correction, if any. All pages of the bid document shall be numbered and submitted as a package with signed letter of transmittal.
22. 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.
23. The agency must provide details of salary, bank statement for transfer of salary to the security personnel and statutory deductions made in EPF and ESI month wise.
24. The agency must be in possession of Labour License for running security services. (Enclose copy).
25. The agency should have valid license issued under Home Dept., Govt. of Bihar letter no. 8809 dated 11-08-2015 (Enclose copy). As amended time to time.
26. The agency should have ISO certification (enclose copy).
27. The agency has been in contractual security business continuously during preceding **05 (Five)** years.
28. The agency must have minimum average annual turnover of Rs. **1.5 Crore**. (enclose audited statement of account by C.A. and Income Tax Return of **last 3 years**, (Pertaining to security service))
29. The agency should have training infrastructure and have to provide training to security personnel alternate three months. The firm should have properly organised 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 utilized for training, duration of training and available training aids should be furnished. (attach CD)).
30. The agency must be registered with EPF and ESI organisations and should have its EPF and ESI code numbers. (Enclose copy).
31. The agency must have its Income Tax PAN (Enclosed copy).
32. The agency must have its GST – Registration (Enclosed copy).
33. The agency must have Insurance cover from Insurance Company for employees, public liabilities and theft (enclosed copy).
34. The security personnel deployed must invariable be trained persons and having minimum age of 21 years and maximum age of 55 years and should be mentally and physically fit.
35. All licenses should be valid and subsisting as on the last date of bid.
36. The bidder's name should appear on each page of the bid documents.
37. 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. No further information will be entertained after the bid is submitted, unless the Institute calls it for even before selection.

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38. The supervisor should be from Ex. Military and should possess security service knowledge, good leadership quality, basic crowd control and also capable to give training to security guards. The Supervisor should have computer literacy to monitor CCTV footage also and to initiate timely action if requires.
39. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.
40. 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. Torch, overcoat, raincoat, jersey, lathi will be a part of uniform and would be provided by the agency.
41. 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.
42. 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.
43. The agency has to submit proof of payment to them month wise as released by institute (as per point 41) to the Institute for release of next month payment.
44. List of required documents to be enclosed with Technical bids.
45. Service charges only, as fixed amount per personnel, should be mentioned quoted in words and figures.
46. Cutting and overwriting in rates will not be entertained.
47. The successful bidder will have to furnish documentary details of contribution towards EPF/ESI against personnel deployed at Institute on quarterly basis, failing which the contract may be terminated.
48. The Security money of successful bidders will be forfeited and penalty will be imposed, if they do not adhere to norms of EPF/ESI and payment of minimum wages to their staff as paid by Institute.
49. The successful bidder will have to enter into an agreement with Institution on non-judicial stamp paper, before starting work.
50. 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.
51. 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 institution, they have to give three months notice in advance.
52. 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 residents. The contract can be terminated by giving one month's notice.
53. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security personnel.
54. The agency must have at **least 5 (Five)** running contracts of the annual value not less than **Rs. 30 (Thirty) lakhs each**. Copies of work order or certificate of monthly billing from the client must be enclosed as documentary evidence.

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A line of handwritten signatures and initials in blue and green ink, including "HALL" and "A-2".

55. The agency should have minimum **100 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.
56. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
57. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within same day.
58. 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.
59. Security personnel will maintain 8 (eight) hours shift system.
60. Admissible payment will be made against monthly bill 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 will not be entertained.
61. Statutory deductions will be made as applicable and shall be deducted from monthly bill.
62. The Institute does not bind itself to accept the lowest or any other tender. The Institute reserves the right to accept or 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 there to, incurring any liability to the affected bidder or bidders on the grounds of Institute action.
63. 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 a 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.
64. The institution reserves the right to reject or accept the tender / any rate quotation in part or full and relax any provision without assigning any reason there of.
65. 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 authorised by him, shall be final and binding.
66. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by the Institute.
67. The tender/contract is not transferable under any circumstances.
68. The financial Bid will be opened later after verification of Technical bid. The time and date will be informed to successful bidder.
69. The agency should have experience in crowd management.
70. As per clause no. 33 and 53 of the Tender, the liabilities up to Rs. 1(one) lakh will be met by the Agency. For the liabilities more than Rs. 1(one) lakh, Agency may make good such a loss through an insurance cover if it has one, which would specifically enable payment of compensation to institute 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.

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71. The agency shall not be allowed to change its name and style after the award of contract.
72. The agency should have investigation cell to investigate thefts, accidents and other matters required time to time.
73. The Institutes authorised official may inspect the office and set up of agency before award of contract.
74. Preference will be given if agency has served as service provider of security personnel in Public Sector Unit(PSU)/National level Institute.
75. In case of any dispute, Jurisdiction of court will be at Araria.

III. Presentation

The presentation shall be made by an authorised 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 making of presentation. After presentation, a hard copy of the presentation is to be provided to the Committee.

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Annexure – I

Eligibility criteria for Security Services

Sl. No.	Enclosure	Self Attested copy Enclosed (Yes / No)
1.	Up-to-date labour license under Bihar State / Central Govt.	
2.	Registration with EPF	
3.	License issued by Home Deptt. Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act., 2010	
4.	Experience Certificate of Fifteen years	
5.	Income Tax PAN of Agency	
6.	Affidavit	
7.	GST Registration No.	
8.	Turn Over and Balance Sheet	
9.	IT Return of last 03 years	
10.	Registration with ESI	
11.	Tender Fee Rs. 1000/- (One Thousand) only	
12.	EMD Details Rs. 20000/- (Twenty Thousand) only	
13.	ISO certification	
14.	Training Infrastructure (CS)	
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. 30 (Fifty) lakhs each (Copies of work order or certificated of monthly billing from the client)	
17.	Names and title of 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 05 year service period of agency including any current litigation.	
19.	Details of employees currently on their rolls	
20.	Certificate from Bankers for proposed Bank Guarantee	
21.	Insurance cover from Insurance Company	

(Signature & Seal)

Annexure-II (Technical)

Strategy to provide Security in

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Annexure-III

Financial Bid for security services (Please provide in a separately sealed envelope)

S. No.	Content	Amount in Rupees (in figure & in word)
1.	Service charge per month as fixed amount for engaged required number of personnel (covering un-skilled and semi-skilled, Gunman, Supervisors and ASO)	
2.	Provide the complete break up of other charges like Basic salary, ESI, EPF etc.	

(Signature & Seal)

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