

TENDER DOCUMENT

FOR

SECURITY SERVICES

FOR

URBAN HOSTEL COMPLEX

POKHARIPUT & KALINGA NAGAR

BHUBANESWAR

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA.

**URBAN HOSTEL COMPLEX
POKHARIPUT & KALINGA NAGAR
Bhubaneswar**

Notification No. 1796 / Date: 27.10.20 /

TENDER FOR SECURITY SERVICES

Sealed tenders are invited from Registered Security Agencies for providing security services for URBAN HOSTEL COMPLEX at Pokhariput & Kalinga Nagar, Bhubaneswar in the prescribed tender documents, which may be downloaded from the Website: www.khordha.nic.in.

Offers in prescribed format duly sealed and superscripted "**Tender for Security Services**" should reach to the office of the **District Welfare Officer, Old Collectorate, Khordha Pin-752056**, by **16th November, 2020** (up to 5:00 PM) through Speed Post / Registered Post only. The Technical Bid will be opened on **17th November 2020 at 4:00 PM in the office of ADM, Khordha** in the presence of bidder(s) or their authorized representatives followed by Financial Bid.

Terms & Conditions: As laid down in the tender documents. The Collector & District Magistrate, Khordha, reserves all right to reject any or all tenders without assigning any reason thereof.

By the order of Collector, Khordha


District Welfare Officer, Khordha

**TENDER DOCUMENT FOR SECURITY SERVICES FOR URBAN HOSTEL COMPLEX AT
POKHARIPUT & KALINGA NAGAR, BHUBANESWAR.**

District Welfare Officer, Khordha invites sealed tenders under two-bid system from reputed and experienced agencies for providing Security Services addressed to District Welfare Officer, Old Collectorate, Khordha. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Security Services" and should reach to the above address on or before **16th November, 2020 by 05:00 pm** through speed post/ registered post only

The technical bids shall be opened on **17th November, 2020 at 04.00 pm**, in the office of the ADM, Khordha and followed by Financial bid of eligible bidders.

The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement are enclosed as a part of Tender Document which can be download from the website: www.khordha.nic.in.

**District Welfare Officer,
Khordha**

APPLICATION: TECHNICAL BID

For Providing Manpower Services to For Providing Manpower Services to Urban Hostel Complex at Pokhariput & Kalinga Nagar, Bhubaneswar

1	Name of Bidder	
2	Details of the Earnest Money Deposit, Bid Processing Fee & DD Details	DD No..
		Date:
		Amount(Rs.)
		Drawn on Bank:
3	Name of Proprietor / Director:	
4	Full Address of Registered Office	Postal Address:
		Telephone No..
		FAX No..
		E-Mail Address:
5	Name & Telephone no.of the authorized officer/ person to liaise with authority	Name & designation:
		Mobile No..
6	Bank Name of the Manpower Service Provider	Account Number:
		Bank Name:
		IFS Code:
8	PAN No. (Attach self attested copy)	
9	GSTIN No. (Attach self attested copy)	
10	EPF Registration No. (Attach self attested copy)	
11	ESI Registration No. (Attach self attested copy)	
12	PSARA License No. & Valid upto (Applicable in case of Security Services)	
13	Acceptance to all the terms & conditions of the tender (Yes/No)	
14	Power of Attorney/ Authorization letter for signing of the bid document	
15	Submit an undertaking that no criminal case is pending with the police at the time of submission of the bid	
16	Submit a notary affidavit regarding the organisation has not been black listed by the Govt. or any Offices	

17. Financial turnover of the bidder for the last 3 financial years.

Financial Year	Turn Over Amount (in INR)	Average Turnover (in INR)
2019-20		
2018-19		
2017-18		

18. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format:

(Attach separate sheet, if required, along with self attested copy of proof)

Sl. No.	Name of client, address, Telephone & FAX Nko.	Details of Manpower Services Provided		Amount of Contract (Rs. In Lakh)	Duration of Contract	
		Type of Manpower Provider	No		From	To

19. Additional information, if any:

20. Declaration

- i. I, Shri
 Son/Daughter/Wife of Shri Proprietor/
 Director/ Authorized signatory of
 Competent to sign this declaration and execute this tender Document;
- ii. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
- iii. The information / documents furnished along with the tender application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/ our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Bidder/ Authorised Representative

Name:

Seal:

Date:

Place:

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")
TENDER DOCUMENT FOR SECURITY SERVICES

**For Providing Security Services to Urban Hostel Complex at Pokhariput & Kalinga Vihar,
Bhubaneswar**

Nos. Of Requirement:-

Security Guards with lathi:- Minimum 3 nos. Security Guard per hostel for providing round the clock security services.

1. Name of the bidder :
2. Rate quoted by the bidders:
 - a) Rate quoted for round the clock security services .

SI. No.	Position	No. Of Hostels	Amount quoted inclusive of all statutory dues per hostel per month (in INR)	Service Charges per hostel per month (in INR)	GST Charges, if applicable per hostel per month (in INR)	Total rate per hostel per month (in INR)
1	Security Guard with Lathi (Minimum 3 nos. of security guards for providing round the clock security services per hostel)	2				

NB*

- The total rate for security and allied services per month per hostel should not exceed Rs.40,000/- (Rupees Forty Thousand)only including all statutory dues, charges and taxes.
 - The detail break-up of rate quoted for providing round the clock security services per hostel for per month should be submitted separately by the bidder.
 - GST is exempted for security and sanitation service provided to educational institutions as per GST Rule
3. Other conditions :
 - a) The service charges should not be quoted as Nil.
 - b) The bidder quoting lowest total rate per hostel per month for the round the clock security services will be awarded the contract subject to fulfilment of other terms and conditions.
 - c) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act.. In case two or more agencies are found to have quoted same rates, the Competent Officer authorized by DM, Collector, Khordha shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, annual turnover and length of experience etc.. The decision of the Competent Authority shall be final.

Signature of the Bidder/ Authorised Representative

Name:

Seal: Date:

SCOPE OF WORK & GENERAL INSTRUCTION FOR BIDDER

A. Scope of Work:

Providing Security services at Urban Hostel Complex, Pokhariput & Kalinga Nager, Bhubaneswar by deploying required number of Security Personnel.

- 1) The Agency shall provide Security services by deploying adequately trained and well disciplined security personnel to safeguard the Hostel Buildings, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus.
- 2) The security personnel shall be deployed round the clock in 3 shifts at the above mentioned buildings to safeguard the premises. One shift is equal to 8 Hours.
- 3) The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by the Superintendent of Urban Hostel Complex on working and closed days.
- 4) The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
- 5) The Agency shall maintain records of inward and outward movement of men/women (Employees, guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by Superintendent of Urban Hostel Complex.
- 6) The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should well dressed and equipped.
- 7) The security personnel shall be duly trained in Fire Safety Operations.
- 8) The Agency shall keep the Superintendent of Urban Hostel Complex informed of all the matters of security and co-operate in the investigation of any incident relating to security.
- 9) The service provider shall visit the Urban Hostel within office hour before submitting the bid for access the requirement of security services.

B. Eligibility Criteria (Documents to be attached:- Absent of the following criteria shall be treated as Non-Responsive and rejected)

- 1) The Bidder must have licenses of **PSARA (Private Security Agency Regulation ACT,2005)**(Copy to be Enclosed)
- 2) The Bidder shall have at least 3 years experience in providing Security services. (Copy to be Enclosed)
- 3) The Bidder must have successfully completed works of similar assignment as per following criteria, in last three financial years i.e till 31st March 2020 in any Govt. Organisation/PSUs. (Copy to be Enclosed)
 - (i) One similar work of Rs10 Lakhs or more.
 - Or
 - (ii) Two similar works, each amounting to not less than Rs. 5.00 Lakhs.
 - Or
 - (iii) Three similar works, each amounting to not less than Rs. 3.00 Lakhs
- 4) Must have annual average turnover of Minimum Rs.50.00 Lakhs in last 3 financial years i.e. till 31st March 2020,

- 5) The bidder should have an office/ branch in proximity of Bhubaneswar (copy of the Proof enclosed).
- 6) There should be no case pending with the police against the Proprietor/Firm/ or the Company (Agency).(Undertaking to be submitted).
- 7) The agency must not be blacklisted by any organisation .(Under taking to be attached)
- 8) The bidder shall have the following Registrations made and details of the same be provided in the Technical Bid: (Copy to enclosed)
 - a) EPF Registration along with latest deposited challan and Return as on 31.03.2020 (ECR with Remittance and latest Account slip)
 - b) ESI Registration along with latest deposited challan and return as on 31.03.2020.
 - c) PAN Card
 - d)Valid Service Tax Registration certificate (GSTIN)
- 9) Copy of Latest Service Tax deposited challan and latest Return as on 31.03.2020.
- 10) In case of Tie up found more than one firm, their turnover shall be compared.

C. Information and Conditions relating to Submission of Bids

- 1) The initial period of contract shall be for 12 months & may be extended further, one year at a time depending on performance of the Agency and at discretion of Collector&DM,Khordha.
- 2) The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Security Services" should reach DWO KHORDHA on or **before 16th November 2020 upto 05:00 pm**. The technical bids shall be opened on **17th November 2020 at 04:00 pm** at the office of ADM, Khordha in presence of the bidders or their authorized representatives who choose to remain present.
- 3) All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 4) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
- 5) The bidder shall pay Bid Security (EMD) of Rs.20,000/- (Rupees Twenty thousand)only and bid processing fee of Rs.2,000/- (Rupees Two Thousand) Only non refundable along with the technical bid by Demand Draft in favour of "**District Welfare Officer, Khordha**" drawn on any Nationalized Bank/Scheduled Bank and payable at Khordha. Bids received without Earnest Money Deposit (EMD) processing fees shall stand rejected and thus shall not be considered for evaluation etc. at any stage.
- 6) The Bid Security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
- 7) As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 10% of Annual Contract value towards performance Security Deposit by way of Demand Draft/ Bank Guarantee in favour of "**District Welfare Officer, Khordha**" drawn on any Nationalized Bank/Scheduled Bank and payable at Khordha.
- 8) Any future clarification and/or corrigendum(s) shall be communicated through Advertisement and publication in the district website: www.khordha.nic.in by the DWO, Khordha.
- 9) The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'DWO, Khordha' fully

indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may raise.

- 10) The EMD deposited by successful agency will be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his Bid Security (EMD) shall be forfeited unless time extension has been granted by DWO, Khordha.
- 11) The bid shall be valid and open for acceptance of the Competent Authority (Collector & DM, Khordha) for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
- 12) To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- 13) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by Collector & DM, Khordha shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
- 14) Collector & DM, Khordha reserves the right to accept or reject any or all bids without assigning any reasons. Collector & DM, Khordha also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/ specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

D. Terms and Conditions

1. The agency shall provide security services round the clock by deploying adequate number of security personnels in the urban hostel.

Shift	Time	Minimum no. of Security Guard
First	06:00-14:00	1
Second	14:00-22:00	1
Third	22:00-06:00	1

Minimum Qualification

Sl. No.	Particulars	Minimum Qualification
1.	Security Guards with lathi	8 th Passed

2. The agency shall ensure that the security personnel deputed are trained, healthy and not more than 50 years of age. The agency will get their antecedents, character and conduct verified.
3. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to DWO, Khordha along with testimonials before they are actually deployed for the job.

4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the DWO, Khordha at any time without assigning any reason whatsoever.
5. The Security Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of the hostel complex, they shall work under directives and guidance of Superintendent Urban Hostel Complex, Bhubaneswar and will be answerable to the same. This will, however, not diminish in any way, the agency's responsibility under contract to the DWO, Khordha.
6. The visitors shall be regulated as per the regulation fixed by Collector & DM, Khordha and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
7. A senior level representative of the Agency shall visit Urban Hostel Complex, Bhubaneswar at least in a fort-night and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the DWO, Khordha who is dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
8. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at Urban Hostel Complex at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick etc.. shall be borne/ supplied by the Agency at its own cost.
9. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Urban Hostel Complex/ Govt. of India/any State/or any Union Territory.
10. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Superintendent. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of Collector & DM, Khordha.
11. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. ESI etc. relating to personnel deployed by it at Urban Hostel Complex, Bhubaneswar or For any accident caused to them and the Urban Hostel Complex Authority, Bhubaneswar shall not be liable to bear any expense in this regard.
12. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by DWO, Khordha for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
 - i. The Payment of Wages Act, 1936
 - ii. The Employees Provident Fund Act, 1952
 - iii. The Contract Labour (Regulation) Act, 1970
 - iv. The Payment of Bonus Act, 1965
 - v. The Employees State Insurance Act, 1948
 - vi. Minimum Wages Act, 1948
15. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to DWO, Khordha and maintain liaison with the police. FIR will be lodged by Superintendent Urban Hostel Complex, Bhubaneswar wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
16. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the Superintendent Urban Hostel Complex, Bhubaneswar during normal periods as well as during

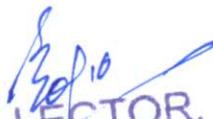
- strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the Superintendent Urban Hostel Complex, Bhubaneswar.
17. In case of any loss that might be caused to the Urban Hostel Complex, Bhubaneswar due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, DWO, Khordha shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to Urban Hostel Complex, Bhubaneswar besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, DWO, Khordha shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 18. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
 19. As and when Urban Hostel Complex, Bhubaneswar requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the Superintendent Urban Hostel Complex, Bhubaneswar. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the DWO, Khordha shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
 20. The agency shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to DWO, Khordha an attested photocopy of the attendance record and enclose the same with the monthly bill.
 21. The DWO, Khordha shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
 22. There would be no increase in rates payable to the Agency during the Contract period.
 23. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
 24. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
 25. In case of non compliance/non-performance of the services according to the terms of the contract, the DWO, Khordha shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
 26. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify DWO, Khordha against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in Urban Hostel Complex, Bhubaneswar premises/facility.
 27. The decision of Collector & DM, Khordha in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
 28. In case of any dispute between the Agency and Urban Hostel Complex Authority, Bhubaneswar, Collector & DM, Khordha shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Bhubaneswar.
 29. In case of any dispute or differences arising under the terms of this Agreement the same shall be

- settled by reference to arbitration by a sole Arbitrator to be appointed by Collector & DM, Khordha. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
30. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the agreement between DWO, Khordha and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

- a) Covering letter along with power of attorney on the bidder letter head.
- b) Demand Draft in support of bid, processing fee as applicable.
- c) Demand Draft in support of EMD, as applicable.
- d) Copy of certificate of incorporation of the firm by agency.
- e) Copy of GSTIN.
- f) Copy of PAN.
- g) Copies of IT Return of the last 3 assesment year.
- h) Copies of EPF & ESI Registration No.
- i) Copy of valid licence under PSARA Act, 2005 (in case of Security Service)
- j) Copy of Bank Account details.
- k) Copy of income/ expenditure statements along with balance sheet for the last 3 years.
- l) Copies of work order of the previous organizations for providing service during last 3 years.
- m) Undertaking regarding non-black listing (On stamp paper).
- n) Undertaking regarding non-pending of any Judicial Proceedings. (On bidders letter head)


COLLECTOR,
KHORDHA