

Principal's Office
Government Polytechnic, Asthawan, Nalanda

Tender Document



For Security Agency

In the financial Year 2022-23

Tender No.- G.P. Asthawan/02/2022-23

Tender Start date :- 27.02.2023

Last Date of Submission :- 18.03.2023


23/02/2023
Principal

Government Polytechnic,

Asthawan, Nalanda

प्राचार्य
राजकीय पॉलिटेकनिक
अस्थावाँ, नालन्दा

IMPORTANT INFORMATION

1. Non-Refundable Tender Cost:

Rs. 1000/- only through demand draft (**must enclose with technical bid-Form I**) from a Nationalized Bank, drawn in favour of Principal, Government Polytechnic, Asthawan, Nalanda, payable at Asthawan, Nalanda.

2. Sale of Tender Document:

The tender documents can be downloaded from the institute Website - www.gpasthawannalanda.org.in starting from 27/02/2023 to 18/03/2023.

3. EMD:

Rs. 10,000/- (Ten thousand Only) in the form of demand Draft (**must enclose with technical bid-Form I**) from a Scheduled/Nationalized bank in favour of Principal Government Polytechnic, Asthawan, Nalanda, payable at Asthawan, Nalanda.

4. Last Date of Submission of Tender Document:

On or before 18/03/2023 up to 05:00 pm Only through **Registered Post / Speed Post** in the **Office of the Principal, Government Polytechnic, Asthawan, PO - Asthawan, Dist - Nalanda, Bihar- 803107. No other mode of submission is allowed.**

5. Opening of Tender Bids:

11.00 am on 21/03/2022 at the **Office of the Principal, Government Polytechnic, Asthawan, P.O.- Asthawan, Dist -Nalanda, Bihar- 803107.**

6. Address for Correspondence:

Office of the Principal,
Government Polytechnic, Asthawan, Nalanda
P.O. – Asthawan, Dist – Nalanda
Bihar – 803107


Principal

Government Polytechnic,
Asthawan, Nalanda,

प्राचार्य
राजकीय पॉलिटेकनिक
अस्थायी, नालन्दा

Government Polytechnic, Asthawan, Nalanda

Tender Notice for Security Agency

SHORT NOTICE INVITING TENDER

Tender No.- G.P. Asthawan/02/2022-23

Date - 23.02.2023

1. Sealed tenders are invited from reputed & competent firms/agencies/companies to provide security services (Security Gaurds, Gardener & Sweepers) for Government Polytechnic, Asthawan, Nalanda.
2. Interested and qualified agencies are requested to submit their bid proposals along with requisite documents **only through Registered post /Speed post** at Office of the Principal, Government Polytechnic, Asthawan, Nalanda, PO- Asthawan, Dist- Nalanda, Bihar-803107 latest by 5:00 pm on 18-03-2023.
3. The details and conditions for eligibility of bidders, bid submission and scope of works are mentioned in the tender document. Tender documents can be downloaded from the institute website - www.gpasthawannalanda.org.in under tender section. **No other mode of availability of tender paper is allowed.**
4. A non-refundable tender document fee of Rs. 1000/- (Rupees one thousand only) is to be submitted by the bidder along with the bidding documents in the form of a Bank Draft issued by a Scheduled/Nationalized Bank in India (**must enclose with technical bid- Form I**) drawn in favour of Principal, Government Polytechnic, Asthawan, Nalanda, payable at Asthawan, Nalanda.
5. G.P Asthawan, Nalanda will not be responsible for any delay or transit loss or late delivery of bids to the office of the Principal, Government Polytechnic, Asthawan, Nalanda. Bids sent through Email/Fax or submitted in unsealed cover(s) or late bids will not be accepted and such bids will be treated as non-responsive bids.


Principal

Government Polytechnic,
Asthawan, Nalanda

The tender documents can be downloaded from the institute website www.gpasthawannalanda.org.in from 27/02/2023 to 18/03/2023.

प्राचार्य
राजकीय पॉलिटेक्निक
अस्थावाँ, नालन्दा

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 manner:

- a) Envelope-1: Technical Bid.
- b) Envelope-II: 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 envelopes should be sealed, signed, marked and kept in a bigger envelope superscribed with the Tender Reference No. and Tender notice detail as appended here under.

TENDER FOR SECURITY AGENCY

Tender No.- G.P. Asthawan/02/2022-23

Last date for submission : 18.03.2023

To,
Office of the Principal,
Government Polytechnic, Asthawan, Nalanda
PO. – Asthawan, Dist – Nalanda
Bihar – 803107

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



I. Scope of Service

The security agency is required to provide the following services:-

1. Complete security to the life and property of the residents (faculties, staff, students, official visitor, and guests) and assets of the Institute.
2. Safeguard against trespasses, etc...
3. Security covers to various official functions, students' functions, VIP Visits, social & religious functions organized in the campus community.
4. Protect property/cash/documents against burglary (where loss is due to entry after breaking the any entry lock/door/window/grill)
5. Control of vehicular traffic.
6. Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
7. Control of stray cattle and canine menace.
8. Pursuance of cases with local police and liaison with them.
9. Assist the Institute in maintenance of day-to-day discipline and smooth running of various activities.
10. 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:

1. Security Guards (male & female) –
2. Gardener
3. Sweeper

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" with name and address of the agency with phone and E-mail ID.
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 will be as Technical -70% and Financial -30%, Technical (Presentation 10%. Infrastructure- 20%. Strategy- 10%, Turn Over-10% , Running work contracts in Public Sector Unit / National / State level Institutes -20%).

Evaluation parameters will be as follows:

A. Technical : Total Marks : 70

Sl.No.	Parameter		Marks	Marks Obtained
1	Presentation		10	
2	Infrastructure		20	
3	Strategy		10	
4	Turn Over		10	
	Annual Turn over	Marks		
	2 to 3 Cr.	2		
	3 to 4 Cr.	4		
	4 to 5 Cr.	6		
	5 to 6 Cr.	8		
	More than 6 Cr.	10		
5	Running work contracts		20	
	05 Nos.	14		
	06 Nos.	16		
	07 Nos.	18		
	08 Nos. or More	20		
Total -			70	

B. Financial evaluations : Total Marks : 30

Sl.No.	Parameter	Marks	Marks Obtained
1	Financial evaluations	30	

Level	Marks
L1	30
L2	27
L3	24
L4	21
L5 & Others	18

Grand Total:-

A	Technical bid marks	
B	Financial bid marks	
Grand Total A & B out of 100		

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. Terms & Conditions duly signed should be attached with tender paper.
9. The tender fee of. Rs. 1000/- (One thousand) and E.M.D. of Rs. 10,000/- (Ten thousand) only in the shape of demand draft separately on any Scheduled/Nationalized bank in favour of **Principal, Government Polytechnic, Asthawan, Nalanda** Payable at **Asthawan, Nalanda** should be enclosed with technical bid in original. **Tender without tender fee and EMD will be disqualified straightaway.**
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 after the expiry of the contract be refunded within 3 months after it is applied for by the Agency.
11. The successful Bidder has to deposit Rs. 1,00,000/- (Rupees One Lakh Only) the rest amount Rs. 10,000/- (Ten thousand only) will be adjusted from his EMD for Security Services as security deposit, within 10 days of selection. The security money will be released after completion of contract period successfully.
12. They have to start services within 07 days of intimation.
13. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.
14. Incomplete tenders and/or tenders 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 their bid without assigning any reason.
16. The Agency may be disqualified. If they have:
 - 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, not 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;
 - i) A sole proprietor of the firm or constituted attorney of sole proprietor.
 - ii) A partner of the firm case, he must have the authority to represent the firm for arbitration of disputes concerning business of the partnership firm either by virtue of the partnership deed 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 tender paper after accepting the terms and conditions of the tender.



20. Overwriting should be avoided. Neatly 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.
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 and ESI month wise.
23. The agency must be in possession of Labour License for running security services. **(Enclose copy)**.
24. The agency should have valid license issued under Home Dept., Govt. of Bihar letter no 8809 dated 11.8.15 **(Enclose copy)** as amended time to time.
25. The agency should have ISO certification or any other quality certification.
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. 2.00 (Two) Crore**. **(Enclose audited statement of account by C.A. and Income Tax Return of last 3 years (Pertaining to security service). (Enclose copy)**.
28. The agency should have training infrastructure and have to provide training to security personnel alternate three months. The firm 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/Pen drive)**
29. The agency must be registered with EPF and ESI organizations and should have its EPF and ESI code numbers. **(Enclose copy)**. Agency must enclose last three year E.P.F return Certificate. **(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.
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, sign & seal** should appear on each page of the bid document.
36. The bidder may attach any additional information, which it thinks necessary in regard to it. 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, so further information will be entertained after the bid is submitted, unless
37. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.
38. 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 only.
39. 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 un- skilled category.
40. 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.



41. 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.
42. List of required documents to be enclosed with Technical bids.
43. Service charges only, as fixed amount per personnel, should be mentioned quoted in words and figures.
44. Cutting and overwriting in rates will not be entertained.
45. The successful bidder will have to furnish documentary details of contribution towards E.P.F./ E.S.I. against personnel deployed at Government Polytechnic, Asthawan, Nalanda, 803107 on quarterly basis, failing which the contract may be terminated.
46. 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.
47. The successful bidder will have to enter into an agreement with institution on non-judicial stamp paper, before starting work.
48. 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.
49. 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 the institution, they have to give three months notice in advance.
50. 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.
51. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security personnel.
52. The agency must have at least 5 (five) running contracts of the annual value not less than **Rs. 20 (Twenty) lakhs** each in Public Sector Unit/ Government organisations / National / State level Institutes. **Copies of certificate of running contracts from the client must be enclosed as documentary evidence. (Enclose copy).**
53. Any damage then losses to any property and equipment due to carelessness and negligence of the security personal salary recoverable from the agency.
54. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within same day.
55. Action will be taken as per law of the Sate, 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.
56. Security personnel will maintain 8 (eight) hours shift system.
57. 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 will not be entertained.
58. Statutory deductions will be made as applicable and shall be deducted from monthly bill.
59. 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 thereto, incurring any liability to the affected bidder or bidders on the grounds of the Institute action.
60. 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.

61. 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 thereof.
62. 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.
63. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by the Institute.
64. The tender/ contract is not transferable under any circumstances.
65. The financial Bid will be opened later after verification of Technical bid. The time and date will be informed to successful bidder.
66. In Financial Bid, L1, L2, L3..... Will be decided on the basis of **TOTAL SERVICE CHARGES**.
67. The agency should have experience in crowd management.
68. As per clause no. 32 and 51 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.
69. The agency shall not be allowed to change its name and style after the award of contract.
70. The Institutes authorized official may inspect the office and set up of agency before word of contract.
71. The agency should have be registered under company act, provide registration no. **(Enclose copy)**.
72. The agency must furnish director's Aadhar No. **(Enclose copy)**.
73. The agency/Director should have character certificate issued by district Magistrate/Police Superintendent. **(Enclose copy)**.
74. Preference will be given to the agency having work experience of more than two states in Public sector unit/National/ State level institutes.
75. Service charge should be minimum 01 (one) percent.

74. Affidavit Format for Tenderer:- On 100/- (One hundred rupees only) Non judicial stamp paper

मेरे द्वारा इस आवेदन में भरे गये सभी तथ्यों/संलग्न अभिलेखों अथवा प्रमाण पत्रों मेरी जानकारी के अनुसार सत्य एवं सही है। मेरे द्वारा टेण्डर नियमावली एवं अन्य नियम एवं शर्तें अच्छी तरह पढ़ने/समझने के उपरांत यह आवेदन दिया जा रहा है। मैं राजकीय पोलिटेकनिक, अस्थावाँ, नालन्दा द्वारा निर्धारित सभी नियमों/शर्तों के अनुसार आवंटित ईकाई की संचालन व्यवस्था सुनिश्चित करने का आश्वासन देता हूँ। निविदा में किसी भी स्तर पर इन्हें गलत पाये जाने पर प्राचार्य, राजकीय पोलिटेकनिक, अस्थावाँ, नालन्दा द्वारा आवश्यक कार्रवाई करने हेतु स्वतंत्र होंगे।

मैं एतद् द्वारा पुष्टि एवं घोषणा करता हूँ कि हम मेसर्सकिसी भी सरकारी विभाग/सार्वजनिक क्षेत्र के उपक्रम द्वारा ब्लैकलिस्टेड/डी-रजिस्टर्ड/विवर्जित/काली सूची में नहीं डाला गया है।

दिनांक :-

हस्ताक्षर

Presentation, Infrastructure and Strategy

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 making of presentation. After presentation, a hard copy of the presentation is to be provided to the Committee.



Application for security guard/sweeper/gardener work service on outsourcing basis

Annexure-I Technical Bid for security Agency

Envelope No- 01, Format for Technical Bid

Eligibility criteria for Security Services

Sl. No.	Enclosure	Enclosed Yes/No	Page No. of the technical bid's document
1	Tender Fee		-
2	EMD Details		-
3	Up-to-date labour license under Bihar Govt./Central Govt.		
4	E.P.F. Registration No.		
5	Last three year E.P.F. return Certificate		
6	License issued by Home Dept. Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act. 2010		
7	E.S.I. Code No.		
8	Under company Act, Registration No.		
9	GST Registration No.		
10	Affidavit as per format provided in tender paper		
11	PAN No. of Agency		
12	Director's Aadhar No.		
13	IT Return of last three financial year		
14	Turn Over and Balance Sheet of last three financial year		
15	At least Five running work contract's Certificates		
16	Character certificate issued by District Magistrate/Police Superintendent		
17	Man Power Training & Training Infrastructure (CD/Pen drive)		

DATE

SIGNATURE AND SEAL OF THE APPLICANT



Application for security guard/sweeper/gardener work service on outsourcing basis

Annexure-II Financial Bid for Security Agency

Envelope No- 02, Format for Financial Bid

1. Tender no.- **G.P. Asthawan/02/2022-23**
2. Tenderer name-.....
3. Present Address with phone no-
4. Permanent Address with mobile no.-
5. Rates quoted by tenderer-

Sl No.	Category of man power	26 days (Remuneration minimum wages)	EPF Rate	ESI Rate	Service Charge in (% percentage) in words and figures	Remarks
1	2	3	4	5	6	9
1	Security guard without Arms (Semi-Skilled)	As per latest notification/Circular of Labour Resources Department, Bihar, Patna.				
2	Gardener (Un-Skilled)					
3	Sweeper (Un-Skilled)					
Total service charge in words and figure.						

Note:- Rates should be quoted as per latest notification/Circular of Labour Resources Department, Bihar, Patna.

DATE

SIGNATURE AND SEAL OF THE APPLICANT

