

TENDER

FOR

SECURITY AGENCY

Indira Gandhi Science Complex-Planetarium

Patna

Tender No: - 03/2018

Tender date: 6TH, September- 2018

Last Date of submission: 28th September- 2018

Indira Gandhi Science Complex-Planetarium

Bailey Road Patna

Tender Notice for Security Agency

Tender Notice No: - 03/2018

Dt.06/09/2018

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 IGSC- Planetarium, Patna for annual contract period of two years by Registered post/Speed post/Hand delivery.

Last date of submission:-28.09.18 up to 03.00 PM

Opening of tender: -28.09.18 at 04.00 PM at IGSC- Planetarium, Patna

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- I: 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 the envelopes should be sealed, signed, marked and kept in a bigger envelop superscribed with the Tender Reference No. and Tender Notice detail as appended hereunder.

TENDER FOR Security Agency TENDER REF. NO: LAST DATE FOR SUBMISSION:- 19/09/2018 Till 03.00 PM.	
The Project Director IGSC-Planetarium, Bailey Road, Patna-800001	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 staff, official visitors and guests and assets of the Planetarium.
- ii) Safeguard against trespasses.
- iii) Security covers to various official functions, VIP Visits, other functions organized in the Planetarium campus.
- iv) Protect property/cash/documents against burglary (where loss is due to entry after breaking of 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 Planetarium 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	-01
Security Guards (Male)	-22
Security Guards (Female)-	-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 superscribed "Tender for Security Services" with name and address of the agency with phone mobile number and E-Mail address.
2. On the opening date Technical bid will be opened. Financial bids of only Technically successful 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%, Insurance Cover-10%, Turn Over-10%, Similar Institutions-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 Rs. 2500.00 (two thousand five hundred) and E.M.D of Rs. 1,00,000/-(Rupees one lakh) only in the shape of demand draft separately on any nationalized bank in favour of IGSC-Planetarium, payable at Patna should accompany tender paper. Tender without tender fee and EMD will be ignored straightway.
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 organization as performance guarantee for the entire period of contract but no interest shall be payable on the Earnest Money and the same shall after 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. 4(Four) lakhs 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 services within 30 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 organization in the bid comparison or contract award decision directly or indirectly will attract straightway rejection of their bid evaluation, 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 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 the authority to represent the firm for arbitration of disputes concerning the 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 organisation 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 packaged 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 ten years. They shall also submit an affidavit that they were not blacklisted earlier by any organization since last ten years.
22. The pay slip of the guards should be given month wise mentioning the earning and deductions.
23. The agency must be in possession of labour License for running security services,(Enclose copy).

24. The agency should have valid license under Bihar Private Security Agencies (Regulation) Act 2005 issued vide Home (Special) Dept., Govt. of Bihar letter no. 13950 dated 22.09.2011 (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. 01.00(one) Crore. (Enclose audited statement of account by C.A. and Income Tax Return of last 3 years (Pertaining to security service).
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 institution utilized for training, duration of training and available training aids should be furnished.(attach CD).
29. The agency must 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. No further information will be entertained after the bid is submitted, unless the organization calls it for even before selection.

37. The Supervisor should be ex military, ex-police 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 actions if requires.
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. Torch, overcoat, raincoat, jersey, lathi ,umbrella will be a part of uniform and would be provided by the agency.
40. The organization will release payment as per minimum wages to the security personnel as per notification of Govt. of Bihar for engaged security personnel only of , semi skilled, skilled and high skilled category .
41. The agency will be wholly responsible for payment of minimum wages to the personnel as per Govt. of Bihar rules as paid by organizations for them to agency.
42. The Agency has to submit proof of payment to them month wise as released by organization (as per point 40) to the organization for release of next month payment.
43. List of documents to be enclosed with Technical bids as per annexure-II.
44. Service charges only as fixed amount per 25 personnel (covering semi-skilled and skilled supervisors). Should be mentioned in the Performa given in Annexure-III and should be quoted in words and figures.
45. Cutting and overwriting in rates will not be entertained.
46. The successful bidder will have to furnish documentary details of contribution towards E.P.F./ E.S.I. against personnel deployed at I.G.S.C- Planetarium on quarterly basis, failing which the contract may be terminated.

47. 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 the organization.
48. The successful bidder will have to enter into an agreement with I.G.S.C-Planetarium on non-judicial stamp paper, before starting work.
49. The contract will be initially for period of one year which can be extended for further period of Two (one + one) years subject to satisfactory performance.
50. In case the services are not satisfactory, the contract will be terminated with one month notice form I.G.S.C-Planetarium. In case the agency wants to terminate the contract with I.G.S.C-Planetarium they have to give three months notice in advance.
51. 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 notice.
52. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security personnel.
53. 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 or certificate of monthly billing from the client must be enclosed as documentary evidence.
54. The agency should have minimum 250 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.
55. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
56. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within same days.

57. Any security personnel found drunk or under influence of any prohibited drugs during duty hours will be debarred from services and will not be engaged in future in I.G.S.C-Planetarium.
58. Security personnel will maintain 8(eight) hours shift system
59. 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.
60. Statutory deductions will be made as applicable and shall be deducted from monthly bill.
61. The organization does not bind itself to accept the lowest or any other tender. The organization reserves the right to accept or reject any bid, and to annual 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 organization action.
62. The organization 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 organization also reserves the right to negotiate with selected bidder to arrive at a fair and reasonable price.
63. The I.G.S.C-Planetarium 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.
64. 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 vice chairman, Executive Committee, BCST or person so authorized by him, shall be final and binding.
65. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by I.G.S.C-Planetarium.
66. The tender/contract is not transferable under any circumstances.
67. The financial Bid will be opened later after verification of Technical bid. The time and date will be informed to successful bidder.

68. The agency should have experience in crowd management.

69. As per clause no. 52 of the Tender, The liabilities up to Rs. 01 lakh will be met by the Agency. For the liabilities more than Rs. 01 lakh, Agency may make good such a loss through an insurance cover if it has one, which would specifically enable payment of compensation to the organization 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.

70. The agency shall not be allowed to change its name and style after the award of contract.

71. The agency should have investigation cell to investigate thefts, accidents and other matters required time to time.

72. The organization authorised official may inspect the office and set up of agency before award of contract.

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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 firm.
- vi) Facilities for imparting training to its personnel.
- vii) Capability to deal with critical situations.
- viii) Any other aspects of significance.

The Organization will provide requisite hardware to facilitate making of presentation. After presentation, a hard copy of the presentation is to be provided to the committee.

- V. The evaluation parameters will be as follows:
 A. Technical: Total Marks:70
 1. Presentation : 10 Marks

	10	8	6	4	2
Total Marks Obtained					

2. Infrastructure – Facilities and Documents: 20 Marks

	20	16	12	10	8
Total Marks obtained					

3. Strategy : 10 Marks

	10	8	6	4	2
Total Marks obtained					

4. Insurance Cover : 10 Marks

	10	8	6	4	2
Total Marks obtained					

5. Turn Over : 10 Marks

	10	8	6	4	2
Total Marks obtained					

6. Similar Institutions: 10 Marks

	10	8	6	4	2
Total Marks obtained					

Grand Total of 1 to 6					
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- B. Financial evaluations Total : 30 Marks

	L1	L2	L3	L4
Service Charges (Value in Rupees)				
In terms of points	30	27	24	21
Total Marks obtained				

A

B

(A+B)

Grand Total A & B out of 100				
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Annexure-1

Eligibility criteria for Security Services

S.No.	Enclosure	Enclosed Yes/No.
1	Up-to-date labour license under Bihar state/Central Govt.	
2	Registration with E.P.F.	
3	License issued by Home Deptt. 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 Detail	
13	ISO or any other quality certification	
14	Training Infrastructure (CD)	
15	Experience in Planning, 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 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 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 I.G.S.C-Planetarium. Patna

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 guards, Gunman, supervisor and ASO)	
2.	Provide the complete break up of other charges like Basic salary, ESI, EPF etc.	

(Signature & Seal)