

**BIHAR COUNCIL ON SCIENCE & TECHNOLOGY  
INDIRA GANDHI SCIENCE COMPLEX PLANETARIUM,  
ADALATGANJ, BAILEY ROAD,  
PATNA-800001**

**TENDER NO.:- Security/ 01/2019**

**DATE: -12.07.2019**

**NOTICE INVITING e- TENDER**

On-line Digitally signed e-tenders are invited in two bid System from the 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 one year . Interested bidder may download the tender documents from the Procurement Portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) or from the Council's website [www.bcst.org.in](http://www.bcst.org.in) and submit before **06 P.M. on 06.08.2019** as per the following schedule.

Event	Target Date
Tender Processing Fee (TPF) (Non-Refundable)	Rs. 1180/- (Inclusive of GST (Goods and Service Tax) @ 18%) to be paid through e-Payment mode (i.e. Net Banking, NEFT / RTGS & Credit / Debit Card) only.
Tender Fee / Cost of BOQ (NonRefundable)	Rs. 2,500.00(Rupees Two Thousand five hundredonly) to be paid through e-Payment mode (i.e. Net Banking, NEFT / RTGS & Credit / Debit Card) only.
Earnest Money Deposit (EMD)	Rs.1,00,000.00.(Rupees one lakh only) to be paid through Bank Draft in favour of <b>“I.G.S.C. Planetarium, payable at Patna”</b> should be submitted to the tendering authority office within the next working day after tender closing date.”
Request & Sale of Tender Document Date and Time	15.07.2019 to 05.08.2019 up to 05:00 PM
Last Date and Time of Submission of Tender at Procurement Portal <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a>	06.08.2019 up to 05:00 PM
<b>Submission of hardcopy of Technical Bid</b>	<b>07.08.2019 up to 05.00 P.M. at IGSC Planetarium, Patna.</b>
General cum Technical Bid Opening Date and Time	08.08.2019 at.11.30 PM at IGSC-Planetarium,Patna
Date of Presentation	09.08.2019
Financial Bid Opening Date and Time	To be intimated later

BCST reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever.

Sd/-  
Project Director  
Bihar Council on Science & Technology  
Indira Gandhi Science Complex Planetarium,  
Adalatganj, Bailey Road  
Patna-800001

# TENDER

FOR

## **SECURITY AGENCY**

Indira Gandhi Science Complex-Planetarium  
Patna

Tender No: - Security/ 01/2019

Tender date:-12.07.2019

Last Date of submission: -06.08.2019

**BIHAR COUNCIL ON SCIENCE & TECHNOLOGY  
INDIRA GANDHI SCIENCE COMPLEX PLANETARIUM,  
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Project Director  
Bihar Council on Science & Technology  
Indira Gandhi Science Complex Planetarium,  
Adalatganj, Bailey Road, Patna

## **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 Requirements:**

The agency will be required to deploy the following manpower:-

- |  |      |
|--|------|
| (1)Skilled Supervisor (NSQF Level -4 on 5 certified or equivalent)                     | - 01 |
| (2)Semi Skilled Security Personal (Male, NSQF Level-2 on 3 certified or equivalent     | -22  |
| (3)Semi Skilled Security Personal (Female, NSQF Level -2 on 3 certified or equivalent) | -02  |

If NSQF certificate is not available at the time of tender then after deployment of security personals the agency must be submit the same within six month.

## **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.2,500.00 (Rupees Two thousand five hundred Non-refundable only) 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 with tender paper. without tender fee and EMD Tender 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 successful bidder has to deposit Rs.1,00,000.00(One Lakh only) as security deposit within 10 days of selection. The security money will be released after completion of contract period successfully.
12. 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.
13. They have to start services within 30 days of intimation.
14. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.

15. Incomplete tenders received after due date and time will not be considered.
16. 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.
17. 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.
18. 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.
19. 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.
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. 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.
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 since last ten years. They shall also submit an affidavit that they were not blacklisted earlier by any organization since last ten years.

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 (PASARA) under Bihar Private Security Agencies issued by Home (Special) Dept., Govt. of Bihar letter no. 10148 dated- 24.11.2017. (Enclose copy) as amended time to time.
26. The agency should have ISO certification or any other quality certification (enclose copy).
27. The agency has been in contractual security business continuously during preceding five years.
28. 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)).
29. 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).
30. The agency must be registered with EPF and ESI organizations and should have its EPF and ESI code numbers. (Enclose copy).
31. The agency must have its Income Tax PAN. (Enclose copy)
32. The agency must have its GST-Registration-(Enclose copy).
33. The agency must have Insurance cover from Insurance Company for employees, public liabilities and theft. (Enclose copy).
34. 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.
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 document.

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 organization calls it for even before selection.
38. The Supervisor should be from 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, Intercome also and to initiate timely actions 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, umbrella will be a part of uniform and would be provided by the agency.
41. 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.
42. 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.
43. 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.
44. List of required documents to be enclosed with Technical bids as per annexure-I.
45. Service charges only as fixed amount per 25 personnel (covering semi skilled security personals and skilled security supervisor). Should be mentioned in the Performa given in Annexure-IV (Financial Bid Format) and should be 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 E.P.F. / E.S.I. against personnel deployed at I.G.S.C-Planetarium on monthly 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 E.P.F., ESI and payment of minimum wages to their staff as paid by the organization.
49. The successful bidder will have to enter into an agreement with I.G.S.C-Planetarium on non-judicial stamp paper, before starting work.
50. 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.
51. In case the services are not satisfactory, the contract will be terminated with one month notice from 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.
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 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.40 (forty) lakhs each. Copies of work order or certificate of monthly billing from the client must be enclosed as documentary evidence.
55. 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.
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 days.

- 58.If Any security personnel found drunk or under influence of any prohibited drugs during duty hours will be debarred from services immediately with no option to be engaged in future in I.G.S.C-Planetarium.
- 59.Security personnel will maintain 8 (eight) hours shift system
- 60.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.
- 61.Statutory deductions will be made as applicable and shall be deducted from monthly bill.
- 62.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 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 organization action.
- 63.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.
- 64.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.
- 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 vice chairman, Executive Committee,BCST or person so authorized 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 I.G.S.C-Planetarium.
- 67.The tender/contract is not transferable under any circumstances.

68. The financial Bid will be opened after verification of technically qualified bidder only. 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
71. and 53 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.
72. The agency shall not be allowed to change its name and style after the award of contract.
73. The agency should have investigation cell to investigate thefts, accidents and other matters required time to time.
74. The organization authorised official may inspect the office and set up of agency before award of contract.
75. The preference will be given to security agency who have been awarded by Central / State Government (If other conditions is same)
76. Eligibility criteria for qualifying of technical bid- The firms scoring minimum 50 or above marks would be technically qualified and would only move into the next stage of financial evaluation.
- .....

#### **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. Work experience of Similar Central/State Institutions: 10 Marks

Of	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			

The firms scoring 50 or above marks would be technically qualified and would only move into the next stage of Financial evaluation.

## **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 .	
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. 40 (Forty) 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	
22	Minimum 250 security personals currently on roll.	

(Signature & Seal)

## **Annexure-II (Technical)**

Strategy to provide Security personals in I.G.S.C-Planetarium Patna.

**BIHAR COUNCIL ON SCIENCE & TECHNOLOGY,  
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**Annexure-III**

**FINANCIAL BID FORMAT**

<b>Name of Bidder</b>				
<b>Mailing address of the Bidder</b>				
<b>S. No</b>	<b>Description</b>	<b>SKILLED SECURITY SUPERVISOR (A)</b>	<b>SEMI SKILLED SECURITY PERSONALS (B)</b>	<b>TOTAL (A+B)</b>
<b>1</b>	<b>BASIC(Minimum Wages as per labor department)</b>			
<b>2</b>	<b>E.P.F</b>			
<b>3</b>	<b>E.S.I.</b>			
<b>4</b>	<b>SERVICE CHARGE (FIXED AMOUNT)</b>			
<b>5</b>	<b>G.S.T</b>			
<b>6</b>	<b>ANY OTHER CHARGE (IF ANY)</b>			
<b>7</b>	<b>TOTAL</b>			
<b>8</b>	<b>GRAND TOTAL (A + B)</b>			

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INDIRA GANDHI SCIENCE COMPLEX-PLANETARIUM,PATNA  
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TECHNICAL BID FORMATE

NIT NO- Security/ 01/2019

SL.NO	DESCRIPTION	ENCLOSED (WRITE YES/NO)
1	Up to date labour license under Bihar State/Central Government	
2	License issued by Govt. of Bihar Dept. of home under Bihar private Security Agencies .	
3	E.P.F. Registration Number	
4	E.S.I. Registration Number	
5	G.S.T. Registration Number	
6	PAN Number	
7	Experience Certificate	
8	Affidavit	
9	I.T>Returns	
10	Turnover and balance sheet of f/y-2016-17,2017-18 and 2018-19(Minimum 01.0 Cror)	
11	Tender Fee	
12	EMD details	
13	ISO or any other quality certification	
14	Training Infrastructure (CD enclosed)	
15	Experience in planning, Utilization and maintenance of electronics surveillance system.	
16	05 (Five) running contracts of the annual value not less than Rs. 40 lakh each (Copies enclosed of work order or certified of monthly billing from the client)	
17	Name and title of Directors & Officers to be concerned with proposed contract with designation of indivisuals authorized to act the organization.	
18	Information of any litigation in which the agency was involved during last five years including any current litigation.	
19	Detail of employees currently on their rolls.	
20	Certificates with bankers for proposed bank guarantee	
21	Insurance cover from Insurance Company.	
22	Number of personals (Not less than 250)on rolls currently.	
23	Solvency Certificate Issued by Bank	