



Government of Bihar
Animal and Fisheries Resources Department
Office of The Joint Director (Fisheries)
Training and Extension, Mithapur, Bihar, Patna
NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Sealed Tenders are invited for providing **simple guard** for security services on 24 hr basis under two bid systems (*as enclosed Part - I: Technical Bid & Part - II: Financial Bid*) from the reputed agency having valid licence from Home Department (Special Branch), Bihar, Patna under PSRA Act 2005 (Bihar Private Security Rule 2011) including Contract Labour (Regulation & Abolition) Act 1970 and also registered with EPFO, ESIC or any other Act of the Land or by a Govt. office relevant for providing security & other services.

Bidders to submit non-refundable tender fees of Rs. 1,000/- (One Thousand Rupees Only) & refundable demand draft of Rs. 1,00,000/- (One Lakh Rupees Only) as Earnest Money Deposit (EMD) in the form of demand draft in favour of "**Joint Director (Fisheries) Training and Extension, Mithapur, Patna**". Interested agencies should quote their rates typed (Hand written quotation not allowed) in the prescribed format. Bids received in any other format will not be considered. Quoted rate must be as per current wages rate of Bihar Minimum Wages Act & Labour rules (as on date of publishment of the RFP). Personnel deployed must be literate & having good knowledge of working in the specified job. Details of the tender can be obtained from our website (<https://state.bihar.gov.in/ahd/CitizenHome.html>).

Important Dates and Events

Sr. No.	Items	Date & Time
1.	Last Date and Time of Submission of Proposals	14.06.2023 upto 3:30 pm
2.	Pre-bid Meeting Date	30.05.2023 at 11:00 am
3.	Pre-bid Meeting Venue	Conference Hall, Fisheries Training and Extension centre, Krishi Farm, Mithapur, Patna
4.	Opening of Technical Proposal	15.06.2023 at 3:30 pm at Conference Hall, Fisheries Training and Extension centre, Krishi Farm, Mithapur, Patna
5.	Earnest Money Deposit (in form of demand draft)	Rs 1,00,000 (Rs One Lakh only)
6.	Tender Document Fees (in form of demand draft)	Rs 1,000 (Rs One Thousand only)
7.	Address for Communication	Joint Director Fisheries, Training and Extension centre, Krishi Farm, Mithapur, Patna 800001
8.	Method of Selection	Least Cost Method (L1)
9.	Nodal person for general queries	Joint Director Fisheries, Training and Extension centre, Krishi Farm, Mithapur, Patna Mob- 9473191528
10.	Website	https://state.bihar.gov.in/ahd

Amendment /corrigendum, if any, shall be published at above mentioned web address.



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Joint Director Fisheries
Training & Extension, Mithapur, Bihar, Patna

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Animal and Fisheries Resources Department
Office of The Joint Director (Fisheries)
Training and Extension, Mithapur, Bihar, Patna

Invitation for submission of RFP

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

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K.A.K.

[Signature]



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Animal and Fisheries Resources Department
Office of The Joint Director (Fisheries)
Training and Extension, Mithapur, Bihar, Patna

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Sealed Tenders are invited for providing **simple guard** (unarmed) for security services on 24 hr basis under two bid systems (as enclosed Part - I: Technical Bid & Part - II: Financial Bid) from the reputed agency having valid licence from Home Department (Special Branch), Bihar, Patna under PSRA Act 2005 (Bihar Private Security Rule 2011) including Contract Labour (Regulation & Abolition) Act 1970 and also registered with EPFO, ESIC or any other Act of the Land or by a Govt. office relevant for providing security & other services. Interested agencies should quote their rates typed (Hand written quotation not allowed) in the prescribed format. Bids received in any other format will not be considered. Quoted rate must be as per current wages rate of Bihar Minimum Wages Act & Labour rules (as on date of publication of the RFP). Personnel deployed must be literate & having good knowledge of working in the specified job. Details of the tender can be obtained from our website (<https://state.bihar.gov.in/ahd/CitizenHome.html>).

1. Minimum Eligibility Criteria along with list of documents to be submitted in Cover "A" (Technical Bid) (failing to which will lead to disqualification)

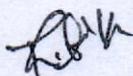
Bidders should meet the following criteria to be eligible for bidding and **relevant papers/documents must be submitted by them in their technical bid in support of their eligibility for the tender.**

- a. Agencies Blacklisted/debarred/banned by any Central Government/ State Government/Semi Govt. Organization will be debarred from participating in this tender. Their bids will not be considered in any case. Pending criminal cases/vigilance cases against the agency or its proprietor will also render them unfit to participate in the bid process.
- b. The Annual Average Financial Turnover of the Company of past **3 Financial Years should not be less than Rs. 25.00 Lacs** per year from security services.
- c. The agency must have a valid Labour Licence issued by the Labour Department, Govt. of Bihar. It should be submitted with the bid or within 1 month from issue date of Work Order to the agency failing which agency will be debarred from the tender and EMD will be forfeited.

- d. Bidder agency must have been registered under service Tax (Copy of Service Tax Registration Number to be attached).
- e. Copy of EPF registration to be attached.
- f. Copy of ESIC registration to be attached.
- g. Copy of PAN Card of agency or its proprietor to be attached.
- h. Income tax return for last 3 assessment year i.e., 2020-21, 2021-22, 2022-23 must be filled and these should be annexed with the bid.
- i. The Bidder shall submit an affidavit sworn before a 1st Class Magistrate stating that the Company has not been blacklisted or debarred by the Central Government/ State Government or its affiliated entity.
- j. List of clients with Satisfactory Performance Certificate (if any) for last three years issued by various Govt. organizations/any other Organisation where such type of work/jobs are being executed earlier by the agency or presently of have been performed by the contractor earlier, must be enclosed in support of credibility of the agency.
- k. Bidders will be required to deposit a demand draft of Rs. 1,00,000 (Rupees One lakh only) as EMD favouring "Joint Director (Fisheries) Training and Extension, Mithapur, Patna".
- l. Bidders will be required to deposit a non-refundable tender fee of Rs. 1,000 (Rupees One thousand only) favouring "Joint Director (Fisheries) Training and Extension, Mithapur, Patna".
- m. Must be having a Valid License from Home Dept. (Spl. Br.) under PSRA Act. 2005 (copy to be attached).

Important Note –

1. All Pages of the tender documents must be self-attested by the bidder with office seal and should be serially arranged with number. Forwarding letter must be indicating clearly the list of enclosures (a to m) as given in Para 1 above.
2. **Bidders complying with all above mentioned documentation/criteria will qualify technically.** Financial proposal of only those agencies will be opened which qualify in technical evaluation.



2. Financial Bid, marked as Cover "B" as Part-II:

Financial bid should be given in the format below: (Govt. guidelines regarding current minimum wages to be kept in mind)

S. No.	Category of security guard	(A)	(B)	(C)	(D)	Total	(E)	Grand Total for 1 guard (A To E)	Grand Total for 3 guards	
		Unit cost (1 guard) as per approved Bihar Government minimum Wages Act- for 30 Days	EPF on (A)	E.S.I. on (A)	Agency commission per month including all liabilities		Service Tax on total amount		in figure	in words
1	Semi Skilled									

3. Bid Submission Requirements:

Interested eligible agencies wishing to participate in the tender process may submit their bids in a large envelop marked as — **Tender bid for providing Security Services**. This large envelop will contain two separate sealed envelopes—one marked as **Cover "A"** for **technical bid** and another marked as **Cover "B"** for **financial bid**. These envelops should be placed in a separate envelop and should be marked as stated above. Bidder should also quote their mobile number, E-mail ID etc. on the main large envelop.

4. Terms & Conditions for hiring the services:

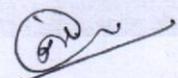
A. The terms of contract shall be of **2 years from date of commencement of contract**. *If the service is satisfactory, the contract may be renewed for further 2 years*, extendable maximum up to 3 consecutive years, based on performance. However, the contract may be terminated before the stipulated period of contract period, in case of violation of the terms and conditions hereof and in accordance with the provisions mentioned in the contract to be signed.

B. The selected Agency/Company shall abide by the provisions of the Ministry of labour and employment, Govt. of India issued vide order No. 1/7(6)/2008-LSII dated 27.10.2008, Minimum wages act 1948. The contract labour (R&A) act. 1970. Private Security Guards (Regulation of Employment and welfare) Act 1981, Private Security Regulation Act. 2005 and other Labour laws as applicable to them and amended time to time by the Central/State Govt.

[Handwritten Signature]

[Handwritten Signature]

- C. The initial requirement is for **3 (three) Security Guards (unarmed)** i.e., 8 hours of duty per security guard per day, which may increase depending upon the need of such staffs in the same premise or any other offices of the Directorate/Department. In such case, client will inform the agency through a formal communication and the agency will ensure the compliance within the given time frame. In such case, the agency will raise the Invoices accordingly.
- D. The Agency/Company shall have to provide the personnel throughout the month (24x7). In case any person goes on leave then there should be replacement in his place, otherwise penalty equal to twice the amount payable for that person for that particular day/days shall be deducted from the monthly bills of the firm .
- E. Uniform (summer, winter, rainy season) & other necessary items e.g., mobile, torch with battery, whistle, stick umbrella, photo identity card etc. shall be provided by the Agency/Company to the personnel deployed, for which no additional payment shall be made by the client.
- F. The security Agency/Company shall make sure that all its personnel deployed are physically fit and mentally sound and they are properly trained to carry out their duties as a Security Guards. Specifically, they must be trained to handle a public office in a polite, professional and disciplined manner. Also, the agency will need to supervise these staffs periodically through surprise visits.
- G. Minimum age of personnel deployed should be **eighteen (18) years and maximum age should be fifty five (55) years**. This can be verified from their Identity Cards e.g., Aadhar, Voter ID etc. such IDs must be submitted to the client while deploying guards.
- H. In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by personnel of the agency/company, the agency/company shall take proper disciplinary action against such personnel upon getting a complaint by the client. The Undersigned will be at liberty to take its own civil/criminal action in such cases.
- I. The Agency/Company will raise monthly bills after completion of each month of the duties performed during the month immediately preceding. These bills will be paid accordingly subject to usual deduction of wages for the personnel absent without information. TDS, GST & any other statutory taxes, as applicable, shall be deducted/paid as per prescribed norms on the payable amount by Agency.
- J. The Agency/Company shall ensure timely monthly payment of wages to its personnel and it shall submit the documentary proof of payment made to the personnel wages, ESI, EPF, ST etc. of the preceding month.
- K. If the Agency, after selection, denies/withdraw/refuses to accept the work order as a successful bidder then the EMD deposited by the Agency with the bid shall be forfeited. Also, the department would be free to take necessary legal action against the firm.



L. Agency will have to submit monthly performance report of the personals along with their attendance, which will be monitored by undersigned or any authorised official as and when required.

M. The security agency/company will execute the jobs undertaken by it directly and with its own resources and will not outsource any part of the assignment on sub-contract or transfer the contract to any other person or agency in any manner. In such case, the undersigned will be free to take appropriate action against the agency.

N. Director Fisheries, Bihar, Patna reserves the right to accept or reject the tender without assigning any reason whatsoever and his decision in awarding the work to an eligible & successful bidder shall be final and cannot be subject to any arbitration.

O. Director Fisheries, Bihar, Patna in his option, without prejudice to their rights, hereunder, may terminate the contract or cancel the work order at any time by simply giving 30 days written notice in case the Agency/Company does not comply with its obligations. The same would apply on the Company/Vendor also, if they wish to break the contract, but will need to continue till alternative arrangement is made by the department.

P. The Agency/Company shall give an undertaking that all the documents submitted by him are true to the best of his knowledge and any information subsequently found incorrect or false shall mean automatic cancellation of the bid and bidder will be liable for penal action as will be deemed fit by Director Fisheries, Bihar, Patna. Non-disclosure of any material information like ban order/debarment/blacklisting/pending criminal or vigilance case etc. will render him liable for cancellation of tender as well as penal action as deemed fit.

Q. Failure to comply with the above condition or furnishing of any incorrect or incomplete information will make the tender liable for rejection and suitable penal action. Whatever paper have been demanded, should be given only and it is also desired to flap them for better observation.

5. Refund of Earnest Money Deposit:

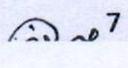
The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 90 days except the same that of the successful bidder.

6. Jurisdiction:

All disputes arising out of the present Tender and subsequently out of the contract executed in furtherance of the present Tender shall be subjected to the Courts of jurisdictions at Patna exclusively. The place of Arbitration shall strictly be in accordance with the provisions of Indian Arbitration and Conciliation Act, 1996, as amended time to time.

7. Deadline for Submission of Bids-

The technical and financial bids, in separate sealed envelopes should be sent, to "Joint Director (Fisheries) Training and Extension Mithapur, Bihar, Patna". The bids must reach the office of the undersigned latest by 3:30 p.m on or before 14.6.2022

through Registered/Speed Post . Bids received after deadline, would not be entertained and the same shall be considered as a non-valid bid.

8. Opening of Bids -

Technical bid shall be opened on ----- at ----- P.M-----at-----
----- in the presence of bidders or their authorized representatives who desire to be present. Participating authorized representatives must bring proper authority letter of the company and identity proof with them. Without authority letter from the company, the representative will not be allowed to participate in the meeting. After opening of the technical bids, the same shall be evaluated by the technical committee headed by Director Fisheries, Bihar, Patna. Financial bid of only those bidders will be opened and evaluated. Financial Bid will be opened in the presence of bidders or their authorized representatives. **The date of opening of financial bids will be informed only to the technically qualified bidders.**

9. Empanelment -

Empanelment of selected bidders (agencies): The technically qualified bidders (agencies) for providing security services will be empanelled by DoF, AFRD. Amongst the technically qualified bidders (agencies), the agreement will be executed/work order will be awarded to L1 empanelled bidder (agency). If L1 empanelled bidder (agency) fails to provide security services or fail to comply with the terms and conditions of the agreement/work order, then the agreement will be executed/work order will be awarded to L2 empanelled bidder (agency) from the empanelled agencies and so on...

In case of denial/failing to provide to the agreed security services by L1 then, the work order if issued to L1 will be cancelled and henceforth, L2 will be given opportunity to provide services on the same terms and conditions as well as at the same rate as that of L1. Similarly, incase of denial/failing to provide services by L2, then, the work order if issued to L2 will be cancelled and henceforth, L3 will be given opportunity to provide services at the same terms and conditions as well as at the same rate as that of L1 and so on.

10. The decision of Director Fisheries, Bihar, Patna shall be final, and no enquiries, or application for review, shall be entertained. **The Director Fisheries, Bihar, Patna reserves the right to amend any of the conditions, if required or cancel or reject all or any bid/tender without assigning any reason.**



Joint Director Fisheries
Training & Extension,
Mithapur, Bihar, Patna