

**Art & Culture Department
Government of Bihar**

Notice Inviting Tender for Security Services

The Directorate of Museum, under the Department of Art & Culture, Government of Bihar, invites online bids from eligible and experienced agencies for providing professional security services on a contractual basis for the safety and protection of the premises, assets and visitors at Buddha Samyak Darshan Museum-Cum-Smriti Stupa, Vaishali, Bihar. The selected agency will deploy trained security personnel to ensure effective security management and surveillance of the entire premises of Buddha Samyak Darshan Museum-Cum-Smriti Stupa, Vaishali, Bihar

Key Details:

- **Availability of RFP Documents:** From 14th August, 2026
- **Last Date for Bids Submission:** 09th September, 2026 up to 04:00 PM
- **Time and Date of opening of technical proposals:** 10th September, 2026 at 11:00AM

For detailed terms and conditions, please visit: <https://www.eproc2.bihar.gov.in> and
<https://state.bihar.gov.in/yac>

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13/08/2026
Additional Director
Directorate of Museum
Department of Art & Culture
Government of Bihar.
P. Singh



**GOVERNMENT OF BIHAR
DEPARTMENT OF ART & CULTURE
DIRECTORATE OF MUSEUM**

**INVITE e-TENDER
FOR
PROVIDING SECURITY SERVICES**

**AT
BUDDHA SAMYAK DARSHAN MUSEUM-CUM-SMRITI STUPA, VAISHALI (BIHAR)**

Through- e-Procurement Portal: <https://www.eproc2.bihar.gov.in>

Tender Ref: 03/Museum/Dept.-2-02/09/Part-II /14-08-2026/ Directorate of Museum

Date: 14th August, 2026

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2/1/2022

1. E-TENDER NOTICE / TENDER SCHEDULE

The Directorate of Museum, Department of Art & Culture, Government of Bihar, on behalf of the Governor of Bihar, invites online bids under Two-Bid System (Technical Bid & Financial Bid) through the Bihar Government e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) from reputed and eligible Security Service Agencies registered under the Bihar Private Security Agencies Regulation Act (PSARA) and possessing valid licence for providing security services.

The requirement mentioned below is indicative and may increase or decrease during the contract period as per administrative exigencies.

Approximate Requirement:

- (a) **Deployment of Security Personnel:** The Agency shall deploy 50 (fifty) Skilled Security Guards (without arms) and 02 (two) Supervisors for manning the designated guard posts at Buddha Samyak Darshan Museum-cum-Smriti Stupa, Vaishali, Bihar (hereinafter referred to as "the Premises"). Deployment shall be on a round-the-clock basis in three shifts, ensuring continuous security coverage of all assigned locations.

Tender Details

Particulars	Details
File No.	F. No. 03/Museum/Wi-2-02/09/Part-II
Tender Reference No.	03/Museum/Dept-2-02/09/Part-II /14-08-2026/ Directorate of Museum
Mode of Tender	e-Tender (Online through e-Procurement Bihar Portal)
Date of Issue	14-08-2026
Type of Contract	Service Contract
Bid System	Two-Bid System (Technical & Financial)
Bid Validity	For a period of 120 (one hundred twenty) days from the last date of submission of bids

2. SCHEDULE TO TENDER

S. No.	Activity Description	Schedule
01	Availability of Tender Document	From 14-08-2026 on https://www.eproc2.bihar.gov.in
02	Prebid meeting and last date for submission of written queries for clarifications	27-08-2026, 04:00 PM, Address: Art and Culture Department,

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		Room No. 329, Directorate of Museum, 3rd Floor, Vikas Bhawan (New Secretariat) Nehru Path, Bailey Road, Patna – 800015 last date for submission of queries for clarifications: 27-08-2026, 05:00 PM, The Pre- Bid queries to be sent to the following Email Id: directorateofmuseum@gmail.com
03	Last Date & Time for Online Submission of Bids	09-09-2026 at 04:00AM
04	Time and Date of opening of technical proposals	10-09-2026 at 11:00AM
05	Earnest Money Deposit (EMD) through e- proc only	₹5,00,000/- (Rupees Five Lakh only)
06	Estimated Cost of Tender (1 years)	₹ 1,43,45,708/- (Rupees One Crore Forty- three Lakh Forty-five Thousand Seven Hundred Eight Only)
07	Cost of Bid Document	₹5,000/- (Five Thousand Only)
08	Tender processing charges	As per e-proc norm
09	Mode of Tender	e-Tender (Online Only)
10	Bid System	Two-Bid System (Technical & Financial)

Important Instructions

1. Bids shall be submitted online only through the Bihar Government e-Procurement Portal. No physical bids shall be accepted.
2. Interested Security Service Providers are advised to visit the Museum premises for assessing the actual requirement before submission of their bids.
3. Bidders who are not already enrolled on the e-Procurement Bihar portal must complete registration/enrolment prior to participating in the tender.
4. Tenders are liable to be rejected if any of the conditions stipulated in the tender document are not complied with.
5. Amendment/Corrigendum, if any, shall be published only on the e-Procurement Bihar Portal.
6. The Directorate of Museum, Department of Art & Culture, Government of Bihar, reserves the right to cancel or withdraw the tender, either in part or in full, at any stage, without assigning any reason thereof.

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3.SCOPE OF WORK: SECURITY SERVICES

1. The Security Agency shall provide security services for regulating entry of visitors and for safeguarding the museum premises, including immovable and movable assets, artefacts, records, and other properties, against theft, pilferage, vandalism, or any untoward incident.
2. The successful bidder shall provide security services by deploying physically fit, adequately trained, disciplined, and experienced security personnel, strictly in accordance with the provisions of the Private Security Agencies Regulation Act (PSARA) and all applicable guidelines, rules, and instructions issued by the Government of Bihar from time to time.
3. Security personnel shall be deployed round the clock in three shifts and/or in single shift, as decided by the Directorate of Museum. Each shift shall ordinarily be of eight (08) hours, in compliance with applicable labour laws and manpower outsourcing norms.
4. The agency shall ensure that all personnel deployed are medically fit, mentally alert, and adequately trained. The Agency shall deploy only such personnel whose age is not less than 18 years and not more than 45 years on the date of deployment. The Agency shall comply with all applicable provisions of the Bihar Purchase Policy-2024 and all manpower-related rules, regulations, and norms issued by the State Government from time to time. Any violation of such provisions shall be treated as a breach of contract and may invite appropriate action as per applicable rules.
5. The agency shall deploy personnel exclusively for museum duties and shall ensure that they are properly briefed and trained to perform their duties to the satisfaction of the Directorate of Museum.
6. The Agency shall submit a complete list of personnel proposed for deployment prior to commencement of services, along with valid proof of identity, credentials, and police verification certificates for each individual. No person having any criminal record or adverse police verification shall be deployed at the Premises. The Agency shall also ensure periodic rotation of deployed personnel as per operational requirements and directions of the Employer.
7. In case of negligence, dereliction of duty, misconduct, or indiscipline by any deployed personnel, the agency shall take immediate disciplinary action and replace such personnel forthwith, without any additional cost or liability to the Directorate of Museum. The Directorate shall have the right to seek indemnification as per law for any loss or damage caused.
8. The agency shall perform all obligations under the contract with due diligence, efficiency, professionalism, and economy, in accordance with accepted security service practices and instructions issued by the Directorate of Museum from time to time.
9. In the event of vandalism, encroachment, theft, or law-and-order situations, the agency shall be fully responsible for taking immediate preventive and control measures in coordination with local authorities and deployed police personnel. The agency shall maintain adequate communication facilities and shall deploy additional security manpower, if required, during such situations without compromising security coverage.

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10. The successful bidder shall, at all times, carry out the services assigned or entrusted by the Additional Director/Curator/Assistant Curator/person in-charge of premises (herein after refer to as an authority), or any officer authorised on his/her behalf, and shall strictly comply with all instructions issued from time to time. The services shall be rendered to the full satisfaction of the Director or such authorised officer, including all ancillary and incidental duties not inconsistent with the terms and conditions of the contract. The bidder shall act with due responsibility, diligence, prudence, and in a professional and business-like manner, exercising the skill expected of trained security personnel.
11. The successful bidder shall, at its own cost, provide approved uniforms and name badges to all deployed personnel and ensure that the same are worn and maintained in proper condition. All incidental items such as belt, shoes, socks, cap, torch with batteries, rechargeable emergency lights, cane stick, rain gear, etc. shall be provided by the bidder at its own cost. The bidder shall also issue identity cards with photograph and personal details to all deployed personnel. Maintenance of discipline, dress, and decorum of the security personnel shall be the sole responsibility of the bidder.
12. The successful bidder shall designate one or more authorised representatives/ supervisors for day-to-day coordination with the Museum authorities. Such representative(s) shall remain in regular contact with the Directorate of Museum and shall promptly receive and act upon instructions relating to deployment and performance of services.
13. The security personnel deployed shall not carry any arms or ammunition within the museum premises, unless specifically permitted in writing by the Directorate of Museum and in accordance with applicable laws
14. The personnel deployed by the bidder shall not reside within the museum premises under any circumstances.
15. The bidder shall strictly comply with all applicable statutory provisions, including labour laws, minimum wages, EPF, ESI, taxation, reservation, policy for outsourcing services as per government guidelines and other laws applicable to its establishment during the period of contract. The bidder shall be solely responsible and liable for any violation or non-compliance of applicable Acts, Rules, Regulations, Notifications, or Orders issued by the Government of India or the Government of Bihar from time to time.

Duties of Security Guards

The illustrative duties and responsibilities of the Security Guards shall include, but not be limited to, the following:

- a. Checking, verifying, and maintaining records of inventory, materials and equipment entering into or moving out of the museum premises, with or without valid gate pass or authorisation.
- b. Opening and closing of different buildings, galleries, offices and rooms of the premises as per prescribed schedule and instructions, and maintaining vigilance over housekeeping and other support staff during cleaning and maintenance activities, especially before opening hours.
- c. Maintaining records of entry and exit of vehicles, trucks, and other conveyances for loading/unloading purposes, including during exhibitions, maintenance, or any ongoing works.
- d. Reporting immediately any defect or malfunction noticed in civil, electrical, fire safety, communication, CCTV, or other systems to the concerned authorities and facilitating timely rectification.
- e. Checking visitor entry tickets and ensuring smooth, orderly, and regulated movement of visitors within galleries and museum premises.
- f. Exercising strict vigilance to protect the different buildings, galleries, installations, and other establishments from damage, defacement, vandalism, or misuse.

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- g. Safeguarding antiquities, artefacts, and collections displayed in galleries as well as those kept in reserve/storage areas, as per duty assignment.
- h. Conducting regular patrolling and security rounds of the premises to maintain alertness and prevent any untoward incident.
- i. Being fully conversant with security and fire emergency procedures, including smoke detection alarms and zonal systems, and ensuring serviceability of fire-fighting equipment and security gadgets.
- j. Operating various types of fire extinguishers and responding promptly in case of fire or emergency situations.
- k. Identifying and reporting any inflammable or hazardous material lying unattended or placed near electrical installations and taking preventive measures to avoid fire hazards.
- l. Regulating entry and movement of courier personnel, vendors, and suppliers in the absence of concerned museum staff.
- m. Operating water pumps, monitoring overhead tanks, and ensuring that there is no overflow or wastage of water.
- n. Ensuring availability of First-Aid materials at designated locations and providing initial assistance during medical emergencies.
- o. Ensuring that water taps, lights, fans, air-conditioners, and other electrical appliances are switched off after working hours, on holidays, and during non-operational periods, as directed.
- p. Enforcing discipline within the premises, including prohibition of consumption of alcohol, tobacco, pan/pan masala, smoking, loitering without purpose, or any other prohibited activities.
- q. Performing any other duty assigned by the authorities in the interest of security and smooth functioning of the museum.

Duties / Responsibilities of Security Supervisor (Skilled)

The Security Supervisor shall be adequately experienced and well-versed in the duties and responsibilities of Security Guards so as to effectively guide, supervise, and monitor their performance. The illustrative duties and responsibilities shall include, but not be limited to, the following:

- a. Conducting daily briefings on routine duties and weekly briefings/training on special aspects of security, fire safety, emergency response, and standard operating procedures, including job-specific training for security personnel.
- b. Collecting, maintaining, and updating important contact details, including telephone/mobile numbers and addresses of the nearest police station, fire station, hospitals, ambulance services, district administration, and other emergency authorities, and ensuring their availability at designated points.
- c. Preparing and implementing duty rosters, deployment charts, shift timings, and assignment of security posts for all guards, and continuously monitoring their attendance, punctuality, and performance.
- d. Ensuring provision of weekly off to all security personnel in accordance with applicable manpower and labour norms, while maintaining uninterrupted security services through proper substitution. Any deviation shall be promptly reported to the Museum authorities.
- e. Making frequent visits to all deployment locations under his/her jurisdiction and maintaining regular interaction with deployed guards and Museum staff, ensuring proper turnout, discipline, availability of trained manpower, and satisfactory discharge of duties.
- f. Attending to, recording, and ensuring timely redressal of complaints or deficiencies, if any, related to security services, and reporting the same to the Museum authorities.
- g. Ensuring timely submission of daily, weekly, and incident reports, and maintaining accurate attendance records of all security personnel, including through biometric or other attendance systems, as prescribed.
- h. Supervising patrolling teams, ensuring effective vigilance and adherence to designated or situation-based patrol routes.

- i. Coordinating promptly with the Authority in case of unscheduled changes in deployment, duties, or emergency situations, and implementing revised instructions issued by the management from time to time.

4. ELIGIBILITY CRITERIA

#	Eligibility Criteria	Supporting Documents
1.	Legal Valid Entity-Bidder should be either: • A company registered under the Indian Companies Act, 2013/1956 - OR • A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 - OR • A partnership firm registered under the Indian Partnership Act, 1932 - OR • Proprietorship Firm Note: Joint Venture/ Consortium is not allowed	Self-attested copy of Registration Certificate under any of these Act: • A company registered under the Indian Companies Act, 2013/1956 - OR • A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 - OR • A partnership firm registered under the Indian Partnership Act, 1932 - OR • Bihar Shops and Establishment Act, 1953 - OR • MSME Act, 2006
2	PSARA License The bidder must possess a valid PSARA license issued by the Competent Authority, valid for the State of Bihar on the date of bid submission.	Self-attested copy of valid PSARA License.
3	Registration -Bidder should be registered with: (a) The bidder should be with Goods and Service Tax and also registered under the labour laws under Bihar Jurisdiction. (b) The income Tax, Employee Provident Fund Organization, Employees State Insurance Corporation under Bihar Jurisdiction	(a) Self-attested copy of GST Registration Certificate and valid labour license Certificate both under Bihar Jurisdiction. (b) Self-attested copy of PAN, EPF Registration, ESIC Registration and ITR for the financial year 2022-23, 2023-24 and 2024-25.
4	The bidder should have implementation experience of security service supply with respect to State/Central government department or semi government organization during the period of 2021-	Self-attested copy of Work Order along with Experience Certificate of Completed work. Note: Total amount of work must be explicitly

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	22 to 2025-26 as per following details: - One similar completed project costing not less than the amount equal to 80% of the estimated Value (Rs. 1.15 Crore) OR Two similar completed projects not less than the amount equal to 50% of the estimated cost (Rs. 0.72 Crore) OR Three similar completed services costing not less than the amount equal to 40% of the estimated cost (Rs. 0.57 Crore)	mentioned in one of above two documents.
5	Bidder's average annual turnover must be INR 5.00 Crores or above for the last three financial years (2022-23, 2023-24 and 2024-25) in related services of providing security services.	Self-attested copy of Audited Balance Sheet and Annual Turnover Certificate (both issued by Chartered Accountant with UDIN) clearly mentioning the turnover for security services.
6	The bidder shall submit an undertaking of not being blacklisted, insolvent or convicted of any criminal offense pending as on date of bid submission	Notarized affidavit on a stamp paper of Rs.100/- stating that the firm has not been blacklisted and that its business dealings with any Government / Ministry / Department have not been banned. (As per annexure-III)
7	Earnest Money Deposit (EMD), through e-Proc only	₹5,00,000/- (Rupees Five Lakh only) The bid / proposal submitted without EMD or without claim of exemption, will be summarily rejected without providing opportunity for any further correspondence to the bidder concerned.

Note: 1- All supporting documents must be page numbered and serialised as per annexure-II.

2- The bidder who are eligible to be exempted from depositing EMD according to Bihar- Purchase-Preference-Policy-2024 should submit documentary proof thereof along with technical bid online.

5. TERMS & CONDITIONS: SECURITY SERVICES

- Contract Validity:** The contract shall initially be valid for a period of one (01) year from the date of commencement of services and may be extended for further as per government rule, subject to satisfactory performance, continued requirement and administrative approval of the Directorate of Museum, Department of Art & Culture, Government of Bihar. Extension, if any, shall be granted by giving an advance notice of at least seven (07) days. The contract shall automatically expire upon completion of the contract period unless extended or terminated earlier in accordance with the terms and conditions of the contract.
- Performance Security:** The successful bidder shall submit a Performance Security in the form of a e-Bank Guarantee/BG which would be ten percent (10%) of the accepted contract

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value, within the stipulated time after issuance of the Letter of Award (LoA). The Performance Security shall remain valid for the sixty days beyond all contractual obligation, including any extension thereof, and shall be liable to forfeiture, in whole or in part, in case of breach of contractual obligations.

3. **Resolution of Disputes:** Any dispute or difference arising out of or in connection with the contract shall, as far as possible, be resolved amicably through mutual consultation between the parties. If the dispute is not resolved within thirty (30) days, the matter shall be referred to arbitration by a Sole Arbitrator appointed by the Competent Authority of the Department of Art & Culture, Government of Bihar. The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, and the decision of the Arbitrator shall be final and binding on both parties.
4. **Jurisdiction:** The courts at Patna, Bihar, shall have exclusive jurisdiction in respect of all matters arising out of or relating to this contract.
5. **Signing of Agreement:** A formal agreement shall be executed between the Directorate of Museum, Department of Art & Culture, Government of Bihar, and the successful bidder on non-judicial stamp paper of appropriate value, as applicable on the date of execution, after submission and acceptance of the required Performance Security and fulfilment of other contractual formalities.
6. **Penalties / Liquidated Damages:** Any lapse, deficiency, or non-performance attributable to the service provider shall attract penalties / liquidated damages, which may be recovered from the monthly bills, dues payable, or the Performance Security, as under:

S. No.	Nature of Default	Penalty / Recovery
1	Delay in disbursement of wages to deployed security personnel beyond 07 (seven) days from the end of the wage month	Maximum upto ₹ 50,000 for a month.
2	Short supply of security guard against approved deployment, continuing beyond 24 hours	₹ 500 per person per day × number of days of short deployment
3	Failure to prevent theft of property, equipment, or stores within the Premises attributable to negligence of deployed personnel	₹ 5,000 per incident plus recovery of the approximate cost of stolen items
4	Non-compliance with tender terms and contract conditions , including statutory obligations	₹ 5,000 per month of non-compliance
5	Indiscipline, negligence, or misconduct during duty hours, including violation of prescribed code of conduct	₹ 5,000 per incident
6	Failure to prevent serious crime within the deployed Premises due to negligence or dereliction of duty	₹ 50,000 per incident

**Repeated lapses may lead to further action including termination of the contract.*

7. **Working Hours and Holidays:** The deployed security personnel may be required to report early, sit late, or attend duty on Saturdays, Sundays, or Gazetted Holidays, as per operational requirements of the Premises. No additional payment shall be admissible on this account beyond the agreed contract rates.
8. **General Compliance:** The service provider shall comply with all instructions issued by the Directorate of Museum from time to time and adhere to applicable labour laws, manpower outsourcing policies, and statutory obligations throughout the contract period.

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9. **Non-Subletting:** The Bidder/Agency/Firm shall not sublet, assign, or transfer the whole or any part of the work to any other bidder/agency/firm after award of the contract.
10. **Removal / Replacement of Personnel:** The Directorate of Museum shall have the right to seek removal and immediate replacement of any deployed personnel who is found unsuitable, negligent, undisciplined, or unsatisfactory in performance, without assigning any reason.
11. **Employer-Employee Relationship:** All personnel deployed by the Bidder/Agency/Firm shall remain on its own rolls, and shall have no claim whatsoever against the Directorate of Museum or the Government of Bihar. The Bidder/Agency/Firm shall be solely responsible for all claims, liabilities, and obligations relating to such personnel, during or after the contract period.
12. **Attendance Verification:** The Bidder/Agency/Firm shall ensure daily attendance verification of deployed personnel from the concerned Sectional Officer / In-charge of the Museum where such personnel are posted.
13. **Weekly Off and Labour Law Compliance:** The Bidder/Agency/Firm shall deploy personnel in such a manner that weekly rest and duty hours are provided strictly in accordance with the State rules and applicable labour laws. The agency shall ensure compliance with all provisions relating to wages, leave, rest days, festivals, and statutory benefits, and shall not violate any labour legislation.
14. **Periodic Review and Feedback:** An authorised representative of the Bidder/Agency/Firm (Owner/Director/Partner/Manager) shall contact the Museum at least twice a month to review performance and take corrective measures, if required.
15. **Police Verification:** The Bidder/Agency/Firm shall ensure police verification of character and antecedents of each deployed person prior to deployment. Proof of police verification shall be submitted to the Directorate of Museum.
16. **Uniform and Identity:** The Agency shall provide uniforms (minimum of two set uniform each of summer and winter uniform in April and October each year) along with identity cards, and necessary safety equipment to all deployed personnel at its own cost. All deployed personnel shall wear the approved uniform with name badge/plate, provided by the agency at its own cost.
17. **Damage to Property:** Any damage to Museum property caused due to negligence or carelessness of deployed personnel shall be borne by the Bidder/Agency/Firm, and the same shall be reported immediately to the competent authority.
18. **Alternative Arrangement at Risk & Cost:** In case of failure to provide satisfactory services, the Directorate of Museum shall be at liberty to get the services performed through another agency at the risk and cost of the service provider.
19. **Non-Performance:** In case of non-performance or inadequate performance, the Directorate of Museum reserves the right to arrange services from other sources at the risk and cost of the agency, without prejudice to other contractual remedies.
20. **Forfeiture of EMD:** Provision Regarding EMD.
 - i. EMD of all unsuccessful bidders would be refunded by the DAC within thirty (30) days of issuance of LOI to the successful bidder. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee (PBG).
 - ii. The successful Bidder's Bid security shall be discharged upon the Bidder signing the Agreement.
 - iii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
 - iv. Bidders who are eligible to be exempted from depositing EMD according to the Bihar-Purchase-Preference-Policy-2024 should submit documentary proof thereof along with technical bid online through e- proc2 portal. Bidder must submit an undertaking on its letterhead regarding exemption as per Bihar-Purchase-Preference-Policy-2024.
 - v. The bid / proposal submitted without EMD or without claim of exemption, mentioned above, will be summarily rejected without providing opportunity for any further correspondence to the bidder concerned.

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- vi. The EMD may be forfeited:
- A. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
- B. In case of successful bidder, if the bidder
- a) If a bidder fails to sign the contract in accordance with the terms of the bid documents
- b) Bidder fails to furnish required performance security in accordance with the terms of bid document within the time frame specified by the client
- c) Refuse to honour his own quoted prices for the services or part thereof.
21. **Termination of Contract:** The contract may be terminated by the Bidder/Agency/Firm by giving three (03) months' prior notice and by the Directorate of Museum by giving one (01) month's prior notice. Notwithstanding the above, the Directorate of Museum reserves the right to terminate the contract forthwith in case of negligence, breach of contract, or unsatisfactory performance, with forfeiture of Performance Security and engagement of another agency at the risk and cost of the contractor.
22. **Payment of Wages:** The Bidder/Agency/Firm shall ensure that monthly wages/salaries are paid to all deployed personnel on or before the 7th day of next month, through bank transfer/ECS only, without any unauthorised deductions. Payment to personnel shall not be linked to receipt of payment from the Museum. The Agency shall submit proof of payment to the manpower deposit of EPF & ESIC contributions in respect of the personnel deployed, in their respective names, along with the bill for the subsequent month.
23. **Salary Slips:** Salary slips with full details shall be issued to all deployed personnel every month, and copies thereof shall be submitted to the authority for verification.
24. **Submission of Bills:** Bills shall be submitted on or before 7th days of the succeeding month for actual services rendered along with the transfer statement and other statutory deduction statement and evidences of transfer. After due verification of bills and attendance. Payments shall be made on pro-rata basis, after deductions for absenteeism or penalties, provided the bill is complete and correct in all respects.
25. **Fire Safety Training:** The agency shall ensure that all deployed personnel are trained in fire safety operations and capable of operating fire-fighting equipment installed in Premises. Mock fire drills shall be conducted periodically or whenever there is a change in personnel.
26. **Misconduct and Disciplinary Action:** In case of misconduct, indiscipline, incompetence, or security risk by any deployed personnel, the agency shall take appropriate disciplinary action and remove such personnel within two (02) days of intimation. Personnel shall remain fully cooperative during emergencies.
27. **Loss Due to Negligence:** Any loss caused to the Premises due to negligence or lapse on the part of deployed personnel shall be borne by the agency, and the Directorate of Museum shall be entitled to recover such amount from bills or Performance Security. Repeated lapses may result in termination of the contract.
28. **Theft / Pilferage:** In case of theft, pilferage, or other offences, the agency shall investigate, lodge FIR where required, and coordinate with police authorities, in consultation with the Museum. Entire responsibility for legal proceedings shall lie with the agency.
29. **Welfare of Personnel:** All expenses relating to transportation, food, medical care, accommodation, and other requirements of deployed personnel shall be borne by the Bidder/Agency/Firm. The Directorate of Museum shall have no liability in this regard.
30. **No Claim for Absorption:** Personnel deployed under this contract shall not be entitled to any claim for pay, perks, absorption, or regularisation in the Directorate of Museum or Government of Bihar, during or after the contract period. This condition shall be clearly communicated to all deployed personnel
31. **Right of Acceptance:** Directorate of Museum, Art and Culture Department shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and reserves the right to accept or reject any or all bids, wholly or partially, without assigning any reason thereof.
- Handwritten signature: J. K. Singh*

1. The Bidder/Firm/Agency shall ensure that the rates and amounts are written clearly in such a manner that no interpolation or overwriting is possible. No column in the Financial Bid shall be left blank, failing which the tender shall be liable to rejection.
2. The Bidder shall note that all charges, overheads, administrative expenses, and profit margins required for providing the security services shall be included in the Service Charges quoted in the Financial Bid. No additional or hidden charges shall be claimed on any account whatsoever.

1. The Bidder/Firm/Agency shall ensure that the rates and amounts are written clearly in such a manner that no interpolation or overwriting is possible. No column in the Financial Bid shall be left blank, failing which the tender shall be liable to rejection.
2. The Bidder shall note that all charges, overheads, administrative expenses, and profit margins required for providing the security services shall be included in the Service Charges quoted in the Financial Bid. No additional or hidden charges shall be claimed on any account whatsoever.

Acceptance of Tender Conditions (Security Services Tender)

To,

The Director
Directorate of Museum
Department of Art & Culture
Government of Bihar, Patna

Subject: Acceptance of Tender Conditions for Providing Security Services

Sir/Madam,

We, **[Name of the Bidder / Firm / Agency]**, having our registered office at **[Full Address]**, hereby submit our acceptance of all the terms and conditions, specifications, eligibility requirements, and instructions contained in the Notice Inviting Tender (NIT) and the Tender Document issued by the Directorate of Museum, Department of Art & Culture, Government of Bihar, for providing security services through the Bihar Government e-Procurement Portal.

We confirm that we have carefully read and fully understood all the provisions of the tender document and agree to abide by the same unconditionally. We further undertake that:

1. We shall strictly comply with all statutory requirements, labour laws, and applicable government regulations during the contract period.
2. We agree that the security personnel requirement indicated in the tender is indicative and may increase or decrease during the contract period as per administrative exigencies, without any claim for compensation.
3. We accept that the decision of the Competent Authority of the Directorate of Museum shall be final and binding in all matters related to this tender.
4. We confirm that all information and documents submitted by us in the Technical and Financial Bids are true and correct to the best of our knowledge.
5. We understand that submission of false or misleading information may lead to rejection of our bid and termination of contract, if awarded.

This letter is submitted as a token of our unconditional acceptance of the tender conditions.

Thanking you.

Yours faithfully,

For [Name of the Bidder / Firm / Agency]

Authorized Signatory

Name: _____

Designation: _____

Signature: _____

Seal of the Agency

Date: _____

Place: _____

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Sl. No.	Documents required as per Tender Conditions	Submitted (Yes/No)	Page No.
1	Self-attested copy of Registration Certificate.		
2	Self-attested copy of valid PSARA License		
3	Self-attested copy of GST Registration Certificate under Bihar Jurisdiction		
4	Self-attested copy of valid labour license Certificate under Bihar Jurisdiction		
5	Self-attested copy of PAN		
6	Self-attested copy of EPF Registration Certificate		
7	Self-attested copy of ESIC Registration Certificate		
8	Self-attested copy of ITR of last three financial year 2022-23, 2023-24 and 2024-25.		
9	Self-attested copy of Work Order under Govt./PSU's from FY-2021-22 to 2025-26		
10	Experience Certificate of Work Completion in the department under Govt./PSU's from FY-2021-22 to 2025-26		
11	Self-attested copy of Annual Balance Sheet (audited by Chartered Accountant with UDIN) for the completed three financial years 2022-23, 2023-24 and 2024-25		
12	Self-attested copy of Annual Turnover Certificate for the completed three financial years 2022-23, 2023-24 and 2024-25 (audited by Chartered Accountant with UDIN)		
13	Notarized affidavit on a stamp paper of Rs.100/- stating that the firm has not been blacklisted and that its business dealings with any Government / Ministry / Department have not been banned as per annexure-III		
14	EMD		
15	Annexure-I		
16	Annexure-II		
17	Annexure-III		
18	Annexure-IV		
19	Annexure- V		
20	Exemption requested or not (if Yes, required Documents and undertaking submission is essential)		

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of Firm/Agency: _____

Date: _____

8/11/2024

Declaration of not being blacklisted / debarred

(To be submitted on the letterhead of the tenderer)

I/We, [Name of the Bidder / Agency], having registered office at [Full Address], do hereby solemnly declare and certify the following for the purpose of participating in the tender for providing Security Services on contractual basis at Buddha Samyak Darshan Museum-Cum-Smriti Stoop, Vaishali (Bihar) :

1. That I/We have not been blacklisted, debarred, or barred or insolvent or convicted of any criminal offense pending as on date of bid submission from participating in any tender or contract by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, or any other institution in India.
2. That I/We have not been terminated or had services stopped prematurely in any previous contracts for reasons related to non-performance, misconduct, or unethical practices.
3. That all information and documents submitted in support of this declaration are true, correct, and genuine.
4. That in the event of any information being found false or incorrect, I/We understand that the tender submitted by us may be rejected and the Art and Culture Department, Bihar shall have the right to take any appropriate action, including forfeiture of EMD/security deposit and/or blacklisting.

We understand and accept the terms of this declaration.

Authorized Signatory: _____

Name & Designation: _____

Seal of the Agency: _____

Date: _____

Atul Kumar

Annexure-IV: FINANCIAL BID

For Security Services at Buddha Samyak Darshan Museun-Cum- Smriti Stoop, Vaishali (Bihar)

(To be submitted online as applicable)

A. Schedule of Rates

Type of Service	Service type	Day s of duties	No. of persons	wages per day per person (In INR)	Monthly wages per person (for 26 days) (In INR)	EPF @ 13%	ESI@ 3.25 %	Total Monthly wages per person (In INR) (f+g+h)	Monthly Cost of all persons (In INR) (d * i)	Total annual Cost (In INR) (j * 12)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Security Guard	Skilled	26	50							
Supervisor		26	02							
Total (In INR)										
Service Charges (.....%)										
Total Cost Including Service Charges (In INR)										
GST@18%.....										
Grand Total (INR in round figure)										

B. Important Notes

1. Unrealistic or unviable financial bids shall not be accepted.
 - Contractor's Service / Administrative Charges must be more than 3.85% to 7% of the consolidated wages.
 - Rates shall be quoted in integer only.
2. Quoting in fraction of a rupee is not permitted.
3. All figures must be clear, legible, and without overwriting or interpolation.
4. Wages should not be less than the minimum wages rate as issued by Labour Resource and Migrant Workers Welfare Department, Bihar effectively on 01.04.2026

Declaration

I/We hereby certify that the above rates are quoted in accordance with the tender conditions and statutory provisions and that no additional charges shall be claimed beyond the rates quoted above.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of Firm/Agency: _____

Date: _____

21.04.2026

Annexure-V:- BANKGUARANTEE

Format of Performance Bank Guarantee (eBG)

(On non-judicial stamp paper of appropriate value in the name of the Executing Bank)

From:

Name and Address of the Bank: _____

To:

The Director, Directorate of Museum,
Department of Art and Culture, Government of Bihar
Vikas Bhawan, New Secretariat, Bihar, Patna - 800015
Bank Guarantee No.: _____

Date: _____

Beneficiary: Directorate of Museum, Department of Art and Culture, Government of Bihar
Vikas Bhawan, New Secretariat, Bihar, Patna - 800015

At the request of M/s _____ (hereinafter referred to as "the Contractor"),
having its registered office at _____, we, _____ (Name of
Bank), hereby irrevocably and unconditionally guarantee to pay the Beneficiary an amount not
exceeding Rs. _____ (Rupees _____ only) towards due performance of the contract
awarded under Tender/RFP No. _____ dated _____ and subsequent amendments, if any.

This Bank Guarantee shall remain valid for a period of _____ months from _____ to
_____, and shall include a claim period of three months thereafter. Any claim under this
guarantee must be received by us in writing on or before the expiry date, failing which this
guarantee shall automatically stand discharged.

This guarantee may be renewed or extended upon written request of the Contractor and with
consent of the Beneficiary prior to its expiry.

Notwithstanding anything contained herein:

- a) Our total liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
- b) This Bank Guarantee shall remain valid up to _____ (date).
- c) We shall be liable to pay the guaranteed amount or any part thereof upon receipt of a written demand from the Beneficiary stating that the Contractor has failed to perform contractual obligations
- d) The decision of the Beneficiary regarding breach of contract shall be final and binding on the Bank.
- e) This guarantee is unconditional and payable on first written demand without proof or justification.

For and on behalf of the Bank

Authorized Signatory: _____

Name & Designation: _____

Bank Seal & Address: _____

Date: _____

Handwritten signature