

Bihar State Housing Board

6, sardar Patel Marg, Patna-800015

Short Tender Notice

For Security Agency

Sealed tenders are invited from reputed and registered Security Agencies for providing Security Guards for the Protection of properties of Bihar State Housing Board(hereinafter referred to as the “ Board”) located in Patna Head Quarter and All division (Patna, Muzaffarpur, Darbhanga, Bhagalpur & Gaya).

1. Eligibility Criteria:-

- (i) Average Annual Turnover in last 3 financial years should be Rs. 15 Crores with Rs. 10 Crores turnover in each of their 3 financial years

Financial Year	To (Rs. In Crore)
2018-19	_____
2017-18	_____
2016-17	_____

(Average T.O)

(Copy of Attested/certified financial Statement of those financial year's to be attached)

- (ii) Experience of at least 5 year Providing Security Services to PSU/Private Sector/Govt. Sector under DGR, Ministry of defense GOI.
- (iii) Self Attested Copy of the Latest & Last 3 year Income Tax Return with Computation Sheet.
- (iv) Self Attested Copy of Registration Certificate under Shop establishment Act.
- (v) Self Attested Copy of PAN Card.
- (vi) Proof Showing EPF Certificate.
- (vii) Proof Showing ESI Code No. with Copy of Last Six Monthly Return Submitted to ESI.
- (viii) Self Attested Copy of Registration Certificate for GST.
- (ix) Self Attested Copy of License Obtained of three States under the Private Security Agencies (Regulation) Act. 2005 (PASRA) & DGR Registration Certificate.

- (x) The agency shall have to provide fit and healthy Personnel only. For this a list of 100 Ex- Army Personnel along-with Xerox copy of Discharge Book as proof for being an Ex-Army Personnel and age proof should be enclosed. The maximum age limit should be 60years.
- (xi) List of Present Clients with their Latest Phone numbers; with Names of the contact, persons and copies of agreements if any.
- (xii) Self Attested Copy of License from Labour Deptt. Govt. of Bihar.
- (xiii) Agency should have a registered H.O./Branch in Bihar (Address Details).
- (xiv) Notarized affidavit of Non-blacklisting by any Govt./Private Institution.
- (xv) The Non refundable Bid Cost and Security amount is as under in prescribed format **Rs. 5,000/- (Rupees Five Thousands Only) and Rs. 2,00,000/- (Rupees Two Lakh Only) in the form of Demand Draft in favour of "Bihar State Housing Board" payable at Patna will have to submitted in the registered office of BSHB as mentioned above.**
- (xvi) Performance security required @ 2% of total value of Agreement Amount.
- (xvii) Self attested copy of Minimum wages payment certificate from Labour Enforcement Office.
- (xviii) Self attested copy of Valid Registration no. of the Agency/ Firm.
- (xix) Security Agency must have GPS based system.
- (xx) DGR Registration Certificate

(2) Late and delayed tenders :-

- (i) The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Date Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.

(3) Bid opening and Evaluation :-

- (i) The Client's shall conduct the opening of the Technical Proposals online on 08th Jan. 2020 at 3:30 PM. The opening of proposals can be viewed by the Consultants online. The folder with the Financial Proposal shall remain unopened, encrypted and shall be securely stored on the portal. The envelope containing the financial proposal shall not be opened till the technical evaluation is complete. **The online opening procedure shall be**

available on the e-procurement portal of the State i.e. www.eproc.bihar.gov.in

(4) Right to accept any Bid and to reject any or all bids :-

- (i) The Board is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- (ii) The Board may terminate the contract if it is found that the agency/contractor is black listed on previous occasions by any of the Departments/institutions /Local Bodies/ Municipalities/ Public Sector Undertakings, Board/ Corporation, etc.
- (iii) The Board may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.
- (iv) The Board may terminate the bid or contract of any agency without any notice if it is found at any point of time that either the agency or any of its officials/staff have encroached any property of the Bihar State Housing Board directly or indirectly or is instrumental in the encroachment of any of the properties of the Bihar State Housing Board.

(5) Award of Contract:-

- (i) The Board will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- (ii) The Board will communicate the successful bidder by letter transmitted by registered post that his bid has been accepted (This letter will hereinafter and in the condition of contract be called the “Letter of Offer”).
- (iii) The successful bidder will be required to execute an agreement in the form specified by Board within a period of **15(Fifteen)** days from the date of issue of Letter of Offer.
- (iv) The successful bidder shall be required to furnish a Performance Security within 10(Ten) Days of the receipt of the “Letter of Offer” for an amount equivalent to 2% of the total value of the agreement amount in the form of

Bank draft or Fixed Deposit in favour of Secretary, Bihar State Housing Board ,Payable at Patna.

- (v) The Performance Security shall remain valid for a period of 365 Days beyond the date of completion of all contractual obligations. In case, the contract is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- (vi) Failure of the successful bidder to act or to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

(6) The details of the work involved are as under :-

- (i) The agency shall be responsible for all security measures and arrangements to safeguard the moveable and immovable property of the Bihar State Housing Board
- (ii) Opening the locks of premises at commencement of office and applying the locks when the office closes.
- (iii) Prevention of unauthorized entry of personnel including all types of outside vendors in the premises. Getting the particulars of visitors entered in the relevant register.
- (iv) At the reception, the security guard will have to see that the visitors are properly attended to and guided and if need be necessary security check may be exercised.
- (v) Any other work assigned to him by the competent authority.

(7) Terms and Condition:-

- (i) The Successful bidder will provide Arms and Non-Arms Guard as per requirement of Bihar State Housing Board.
- (i) Rate of increase in wages for personnel on Account of revision in minimum wages by the Govt. of Bihar will be considered.
- (iii) Security Guard should be able to Read and write in Hindi and English.
- (iv) Ex-Servicemen Guard providing Agency will be given Preference.

- (v) The Numbers of Guard may increase/decrease as and when required, subjects to the requirement of Bihar State Housing Board.
- (vi) The Hours of Service will be 8 Hours in one Shift.
- (vii) If any Guard of the Agency remains absent from the duty the Security Guard Agency will have to provide alternative Guard.
- (viii) All the Guard should be Medically Fit, well disciplined and have to follow Bihar State Housing Board, Rule.
- (ix) The responsibility lies with the bidder for and in respect of employees concerning minimum wages Act and other laws.
- (x) The bidder will be responsible for the conduct of their personnel.
- (xi) If the bidder fail to do the jobs satisfactorily or is unable to complete the jobs, Bihar State Housing Board, reserves Right to cancel the contract and forfeit performance security without assigning any reason.
- (xii) The agency should be registered under labour laws for providing man power and with the Registrar of firms for at least 3 years before the closing date of tender.
- (xiii) The agency shall not engage any sub-contractor or transfer the contract to any other person.
- (xiv) The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to the Board.
- (xv) In normal course, the contract can be terminated by the Board by giving one month's notice by either party. In case, the services of the agency are not found satisfactory or in case of breach of any terms and conditions of the contract can be terminated without giving any notice.
- (xvi) The terms and conditions contained herein shall form part of the and shall be taken as if they were included in contract agreement to be entered into by the agency.
- (xvii) The agency/ contractor shall take due care to comply with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.

- (xviii) The contract shall remain valid for a period of one year. However, if required, the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms and conditions for a period of another one year.
- (xix) Any personnel engaged by the Agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
- (xx) The agency shall not replace the staff frequently without proper substitute and without prior permission of the Board.
- (xxi) In normal conditions worker will not be deployed for double duty. However, in case of emergency/urgency, a worker may be allowed for not more than two continuous duties with proper written information to the concerned authority of the Board.
- (xxii) Security guards should have photo identity card having details of name, Residential Address, Phone No. if any, ESI card No. and EPF number.
- (xxiii) The agency/contractor shall work under the overall supervision and direction of the Managing Director of the Board or any other officer authorized in this regard by the said Managing Director.
- (xxiv) The agency will be responsible for complying with payment of minimum wages and other benefits including prescribed number of duty hours/ leave/ holidays, etc. to its employees deployed in the Board, as per Labour Laws in force from time to time. The agency will be responsible to comply with all labour legislations including social security, Service –Tax wherever applicable and such other statutory orders by Government/ Municipality which may be in force from time to time.
- (xxv) Any dispute regarding the contract shall be resolved through arbitrator to be nominated by the Managing Director of the Board. The contract shall be subject to Indian Law and the jurisdiction of the courts located in Patna.
- (xxvi) Guard of Agency should make daily attendance in Bio-Metric system.
- (xxvii) Security Guard Agency must have GPS based attendance system also.

(xxviii) Security Agency monthly charge release after verification of Bio-Metric and GPS based attendance system.

(8) Penalty clause :-A penalty of Rs.200/- (Rupees two hundred only) per instance shall be imposed and deducted from the agency/ contractor's bill, if:-

- (i) The Security Guard is not found in proper uniform and displaying photo identity card.
- (ii) The Security Guard is found indulging in smoking/ drinking at the time of duty hours and such Security Guard shall not be allowed to enter in the office premises in future.
- (iii) The Security Guard is found sleeping during duty hours.
- (iv) The behaviour of Security Guard is found harsh/rude and non-cooperative towards the staff.
- (v) The Security Guard is found performing the duty by submitting fake name and address.
- (vi) The Security Guard does not perform his duty properly.

9. Payment:-

- (i) Payment shall be released on monthly submission of bill along with statutory liability payment copy.
- (ii) Statutory deduction shall be deducted as per rules.
- (iii) Payment will be paid according to the Agreement and Tender clause.

We look forward to receiving your quotation and Thank you for your interest in Bihar State Housing Board.

- Encl.** 1. Schedule of Rate/Security personnel (ANNEXURE “ A”)
2. Draft copy of Agreement (ANNEXURE “ B”)

(ANNEXURE “A”)

Schedule of Rate/Security Personnel as per minimum wages by the Govt. of Bihar will be considered.

SL. No.	Particular	Unarmed Security Guard (Rs.)	Armed Security Guard (Rs.)
1.	Basic		
2.	EPF		
3.	ESI		
4.	Sub Total		
5.	Service Charge		
	SUB Total		
6.	Goods and Services Tax		
	GRAND TOTAL		

4.1 Submission of Proposal

The Consultants shall submit the Proposals only online on the Portal www.eproc.bihar.gov.in. Manual submission of Proposals is not permissible. The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms.

An authorized representative of the Consultant shall digitally sign the Proposal submission letters in the required formats for both the Technical Proposal and the Financial Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal. The digitally signed and encrypted Technical and financial Proposals shall be uploaded in respective folders in the Procurement Portal as mentioned below, using valid DSC.

The Proposal or its modifications must be uploaded on the portal not later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not allow any Proposal or its modification being uploaded after the due date & time as per server.

Once the Proposal is uploaded on the Portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission.

Other requirements are specified below:

The Consultants must have Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the selection process. The Consultant may use their DSC if they already have. They can also obtain DSC from any of the Government of India's authorized Certifying Authorities. For user-id they have to get registered themselves on e-procurement website www.eproc.bihar.gov.in and submit their Proposals online on the same. **Offline bids shall not be entertained by the Client.**

4.2 Content of the Proposal

4.2.1 Technical Proposal

The Technical Proposal shall necessarily comprise the following:

- Profile of the Firm/Registered entity
- Experience in providing accounting and financial management services
- Detailed profile of proposed team members
- Turnover of the Firm/Registered entity
- Approach & methodology for handling accounting and financial management services

The formats of the Technical Proposal to be submitted as per the requirement of the Technical & Financial formats provided in Chapter 5 of the RFP. In case of non-compliance with the formats marks may be deducted.

4.2.2 Financial Proposal

The agency is required to submit the Professional Fee quote for accounting and financial management services. The Financial Proposal to be submitted in the format provided in the Chapter 5