

**Bihar State Road Development Corporation Ltd.**  
RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014

**TENDER DOCUMENT**  
**For**  
**ENGAGEMENT OF SECURITY AGENCY**

Tender Document Cost: 1000/- (One Thousand only)



# BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.

(A Government of Bihar Undertaking)

Registered Office: RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014

Tel: 0612-2226711/ 2226723

## NOTICE INVITING TENDER

### FOR ENGAGEMENT OF SECURITY SERVICE

Sealed tenders are invited under two Bid systems (as enclosed **Part-I**: Technical Bid and **Part-II**-Financial Bid). **Annexure-I** (General Rules & Guidelines) & **Annexure II** (Agreement)) from security agencies with an average annual turnover of Rs.10 lakhs and more for security service, holding and license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having Service Tax registration and successfully carried security contracts of 20 or more security guards: consisting of ex-servicemen / properly trained civilian security personnel and security supervisors during the last 5 years in Govt. / Semi Govt. / Public Limited Companies / Central Autonomous bodies and institutes.

Detailed Tender documents can be obtained against a written request quoting Advt. No. accompanied by a crossed demand draft for Rs.1000/- from any scheduled bank drawn in favour of BSRDCL, payable at Patna.

1. Sale of tender documents – From 24.06.2015
2. Last Date of Sale of Tender Documents – 7.07.2015
3. Last date and time for submission of Tenders dt. 8.07.2015 at 03.00 PM
4. Date and time of Tender opening (Only technical bid) 8.07.2015 at 03.30 PM
5. Cost of Tender document Rs.1000/- to be paid by D.D only in favour of BSRDCL payable at Patna. (No cash will be accepted)
6. Financial Bid: Date and time will be intimated at a later date to successful Tenders.
7. Earnest Money Deposit (EMD) to be submitted along with the Technical Bid: Rs.50,000/-
8. This advertisement and detailed tender documents are also available on BSRDCL website: [www.bsrdcl.bih.nic.in](http://www.bsrdcl.bih.nic.in). If the tender document is downloaded from the website, please enclose the cost of the Tender document (Rs.1000/-) in the form of a Demand Draft in addition to EMD.

The BSRDCL reserves the right to accept / reject any or all the tender without assigning any reason what so ever.

Sd/-

General Manager

Bihar State Road Development Corporation Ltd.

RCD Mechanical Workshop Campus (Near Patna

Airport)

Sheikhpura, Patna-800014

Tel : 0612-2226711, Fax : 0612-2226723

*Connecting Places...Connecting Lives*

## Annexure-I General Rules & Guidelines

### **Bihar State Road Development Corporation Ltd.**

RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna 800014

Sealed tender are invited under two Bid systems (as enclosed **Part-I**: Technical Bid and **Part-II**, Financial Bid). **Annexure-I** (General Rules & Guidelines) & **Annexure II** (Agreement) from security agencies with an average annual turnover of Rs.6 lakhs and more for security service, holding and license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having Service Tax registration and successfully carried security contracts of 20 or more security guards: consisting of ex-servicemen / properly trained civilian security personnel and security supervisors during the last 5 years in Govt. / Semi Govt. / Central Autonomous / Public Limited Companies / bodies and institutes.

The general instructions are as under:-

1. Sealed tenders in prescribed form (Part-I & Part-II) duly filled in shall be accepted through hand in the office of Bihar State Road Development Corporation Ltd., Patna up to 3.00 PM of
2. Tenders will be opened at 15:30 hrs on 8.07.2015 by a Bid Evaluation Committee constituted for the purpose in the presence of tenders and /or their representative who may like to be present on given date and time.
3. The tenders form must be clearly filled in ink legible or typed. The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:
  - a) Details of the Company, whether Proprietorship, Partnership Firm / Public Limited Companies / Societies, etc. with Company Profile.
  - b) Service Tax No. with copy of service tax registration.
  - c) EPF Number with copy of EPF registration.
  - d) ESIC Registration No. with copy of ESIC Registration.
  - e) PAN allotted by the Income Tax Department with copy of the latest Income Tax return indicating turnover of the company for previous financial year.
  - f) Annual Turnover of Last Three Financial Years (Pl. furnish Audited Balance Sheet of Last Three Years duly certified by CA.
  - g) Credential from Previous Employer (Indicating Numbers and Types of Security Personnels Employed) with Supporting Documents
  - h) EMD Rs. 50,000/- by way of A/c payee Demand Draft/FDR pledged in the name of Bihar State Road Development Corporation Ltd. / Bankers Cheque payable at Patna (Refundable till the finalization and award of tender to one of the tenderer).
4. List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work / jobs are being executed presently or have been performed by the contractor earlier, must be enclosed in support of credibility of the company.

5. The rate quoted should be inclusive of all taxes and in accordance with the provisions of Minimum wages. Act. Contract Labour Act. and other statutory provisions like Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc., Service Tax and any other tax as applicable. The total number of Security Personnels required are 3 (Three) Armed and 8 (Eight) Unarmed Security Guards. Please note that Service Tax shall be reimbursed only after the production of tax paid challan.
6. Every paper of the tender should be signed by the Tenderer with seal of Agency / Firm.
7. The following information must be accompanied with the envelope:-
  - a) Tender for security services \_\_\_\_\_
  - b) Name of the firm \_\_\_\_\_
  - c) Last date of the tender \_\_\_\_\_
  - d) Forwarding letter indicating clearly the list of enclosures as given in para 3 above.
8. The tenderer should take care that the rates be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
9. The agency shall have to deposit Rs. 50,000/- of specific estimated value as earnest money deposit (EMD) by way of FDR pledged to Bihar State Road Development Corporation Ltd. No cash will be accepted. The amount of EMD should not bear any interest that/so ever, which will be refunded (Original FD Receipt) to the un-successful tenderer after award of the work.
10. The successful tender shall have to deposit (5%) of accepted contract amount as security deposit in the form of Bank Draft / Bank Guarantee of a Nationalized Bank in favour of Bihar State Road Development Corporation Ltd. payable at Patna within 21 days after the offer letter is received by the successful bidder / Agency otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever.
11. The Corporation shall pay after the statutory deductions to the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of India from time to time.
12. The service tax if any as imposed by the Govt. or as levied from time to time will be reimbursed to the security agency in the subsequent month on production of the receipt /challan in support or the deposit of the service tax to the concerned department.
13. Term and conditions given in Annexure-II as agreement will govern the entire security operations, which the successful tender shall have to abide by during the period of contract.
14. The Corporation reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the timespan for this will be the remaining period of the first awardee of the contract. In case the successful

- bidder decline to accept the award or to provide the security services the EMD submitted by him shall be forfeited and may also be black listed.
15. The Corporation reserves the right to cancel / reject full or any part of the tender which tenderer do not fulfill the condition stipulated in the matter.
  16. Tender once submitted, it will be/would be presumed to have understood and accepted all the terms and conditions given in Annexure I & II No inquiry verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
  17. Any act on the part of the tender to influence anybody in the Corporation is liable for rejection of his tender.
  18. Rate quoted in tender must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
  19. The agency/firm may engage any sub-contractor to the extent of 40% of the contract award on explicit approval of employer. However, this will not relieve the main contractor from liability arising out of sub contract in the work. Employer may on its discretion pay directly to the subcontractor part of sum due on behalf of Main Contractor in case of default made in payment by the Main Contractor to the sub Contractor which shall be further adjusted from the Main Contractor due payment or by way of recovery from the Main Contractor..
  20. Tenders not conforming to these requirements shall be rejected outright and no correspondence thereof be entertained what so ever.
  21. Corporation reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the Corporation in awarding that contract. Interest of Corporation will be paramount and in this regard the decision of the Corporation shall be final.
  22. The selected party (Security services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
  23. Contract will be valid for a period of two years, which may be extended for further period up to a maximum of two years on satisfactory performance report as per terms given Annexure-II (Agreement).
  24. Every Security Personnel shall carry verification certificate from Police Station.
  25. Marking System

Technical Score

The Proposed Marking System for evaluation of Technical Bids would be as follows:

	Evaluation Criteria	Maximum Marks
A	Organization Related (60 Marks)	
	A1 Year of In/Operation of the Bidder (15 marks)	
	(1) Less than 3 years	0
	(2) 3 years - less than 5 years	5
	(3) 5 years - less than 7 years	7
	(4) 7 years - 10 years	10
	(5) More than 10 years	15
	A2 Organization Status (10 marks)	
	(1) Proprietary firm/Partnership firm	3
	(2) Private Ltd Company	6

	(3) Public limited Company	10
A3	Financial Status of the Company (35 marks)	35
	Average annual turnover during last 3 years starting 2011-12. Turnover should not include turnover from catering services.	
	(1) Less than Rs 6 Lakhs.	0
	(2) Rs 6 Lakhs to less than Rs 10 Lakhs	7
	(3) Rs 10 Lakhs to less than Rs 15 Lakh	15
	(4) Rs 15 Lakh to less than Rs 20 Lakh	25
	(5) Rs 20 Lakh and more	35
B	Nature of experience in security service at least one client in that segment with annual billing more than Rs 5 Lakh in any of the last 3 years (15 marks)*	
	(1) Experience only in Private Sector	7
	(2) Experience only in MNC's	7
	(3) Experience only in Public Sector	10
	(4) Experience in any two of (1),(2) and (3) above	12
	(5) Experience in all the above	15
C	Approach & Methodology (25 marks) Approach & Methodology, Organization Chart, Monitoring with complete justification of how the services will be provided efficiently.	25

Financial Bid shall be opened of only those bidders who shall score minimum 70 marks in the technical evaluation.

**Sd/-**  
**General Manager**  
**Bihar State Road Development Corporation Ltd.**  
**RCD Mechanical Workshop Campus (Near Patna**  
**Airport)**  
**Sheikhpura, Patna-800014**  
**Tel : 0612-2226711, Fax : 0612-2226723**

**(TO BE EXECUTED ON RS.1000/-NON-JUDICIAL STAMP PAPER BY THE  
SECURITY SERVICE AGENCY ON AWARD OF THE WORK)**

**ANNEXURE-II Agreement**

**AGREEMENT**

This agreement made this day of \_\_\_\_\_ month \_\_\_\_\_ year between M/s \_\_\_\_\_ (herein after referred to as Contractor, which expression shall where the context so requires include their legal heirs, successors and his legal assigns, executors or Administration) here in after referred as contractor and Bihar State Road Development Corporation Ltd., an Undertaking of Bihar Govt. represented by Chief General Manager (Herein after referred to as the 'Corporation' which expression shall, unless it s repugnant to context include its successors and assigns).

WHEREAS the Contractor is engaged in providing Security Services through its own properly trained personnel and WHEREAS the Corporation is desirous of availing the services.

NOW WHERE AS the Corporation and the Contractor had negotiations in this behalf through open tender bid.

NOW, it is hereby agreed between the Corporation and the Contractor to provide Security Services on the terms and conditions herein after mentioned.

1. Contractor shall during the continuance of this agreement provide Security Services through as many Guards /Gun man/Supervisors as per the requirement of the Corporation from time to time. The requirement of the Corporation for numbers of guards/gun man/Supervisors may vary according to needs of the Corporation, which shall be intimated by the Corporation from time to time to the contractor by the concerned officer of the Corporation.
2. That the contractor shall provide security personal including as per the requirement of BSRDCL, Patna in the ratio of 50% ex-servicemen (Military and Para-Military) and 50% civilian trained security guards of total strength, these number of security staff may increase or decrease depending on the requirement of the Corporation from time to time, which will be communicated to the Contractor by the concerned officer of the Corporation .
3. Contractor shall immediately supply to the Corporation movement order Bio-Data with photographs of all the security guards posted within a period of 15 days from the effective operation of this agreement and also submit the photocopy of discharge certificate from their previous department in case of ex -serviceman and civilians who will be posted as Security Guards, Armed Guards and Supervisors.
4. Contractor will provide E.S.I and E.P.F facility to its entire staff posted in BSRDCL i.e Guard/Armed guard/Supervisor on behalf of the Corporation under this agreement.
5. The Contractor shall submit the documentary proof (Photocopies) in support of his claim that he has deposited the ESI, EPF and Service Tax in respect of the Guards/Gun man / Supervisors deployed in BSRDCL with the concerned department for previous months with an undertaking. These documents will be verified and certified by the Corporation staff assigned for this purpose

- from the original documents. If the contractor fails to do so, his bill for the next month will not be processed for payment. Contractor will also certify that proper wages have been paid to the guards.
6. The security personnel shall be properly dressed and will wear full uniform while on duty and remain alert during the duty hours. The contractor will provide the said uniform. The other security aids like Guns, lathies, whistle, torches etc. will also be provided by the Contractor / Agency.
  7. The Corporation will not provide any medical facility and residential accommodation to the security personnel of the contractor.
  8. Contractor and its security guards, Gun-man and Security Supervisors shall be responsible for security of property (movable or immovable) personnel and materials of the Corporation on the premises of their deployment as well as security of boundaries, buildings, parks and official vehicles in the parking area, fitting and fixtures, stores and equipment's, office records (including Documents, Books and Files). In discharging these responsibilities the risk management of the Security Personnel is the responsibility of the Contractor.
  9. Contractor will ensure and submit an undertaking that the Security guards / Armed Guards / Supervisors provided by him or her under the agreement are trained in firefighting operations. The security guards, gunman, and security supervisors provided by the contractor will be required to undertake successful firefighting operations in the events of outbreak of fire with the available firefighting appliances provided by the Corporation to the extent possible with the help of said appliances.
  10. Contractor and its Security Guards, Gun-man, and Supervisors shall take all necessary action as may be directed by the Corporation, to prevent theft, pilferage, burglary, loss or damage of any of the property (movable or immovable) with in the premises of the Corporation.
  11. Contractor shall be responsible for all losses/damages to the Corporation's property, under their charge, or to the property specifically entrusted for safe custody to guards/supervisors deployed by Contractor. Any loss/damage due to the negligence, carelessness or dereliction of duty directly or indirectly of the part of the security guards will be made good by the Contractor. In case of any loss joint enquiry will be conducted by the Corporation and the Contractor, and submit the report to the Chief General Manager, BSRDCL for further action.
  12. Security personnel will keep all the keys in their safe custody in respective building and central key room. They will issue the key to authorized person under a procedure after maintaining proper records in the register.
  13. The Security personnel will not indulge in any criminal activities, mal-practices of undesirable activities etc. In such cases, they will be dealt with under the provision of law and Contractor will be fully responsible for their conduct.
  14. Contractor shall continue to be responsible for Security guards, Gun-man, and Supervisor and any other person employed by it, in respect of the terms and conditions of their services, payments, attendance, medical care, disciplinary matter etc. who shall remain fully under the administrative, financial control



- and supervision of the Contractor except that the Corporation shall be the sole arbitrator in respect of nature of the duties to be entrusted to and the manner of performance of their duties for the purpose of this agreement.
15. The Guards, Gun-man, and Supervisors and other personnel shall be at no time, be treated as the employees of the Corporation and shall also have no claim to be regularized in the services of the Corporation. But the agency will not change the security staff without prior permission of the concerned officer of the Corporation.
  16. Contractor shall have to change over or replace security staff as and when required by the Corporation whether or not such security guards, gunman and Supervisor are found guilty of any misconduct. It shall not be necessary for the Corporation to assign any reason to the Contractor of the Security guards and the security supervisors concerned or any other person in respect of any such change and replacement required by the concerned officer of the Corporation.
  17. In consideration of the obligations undertaken by the contractor \under this agreement, the Corporation shall pay contractors charges on the basis of the number of such security guards, gun-man, and security supervisors actually deployed by Contractor for the effective operation of this agreement on the rates quoted by the Contractor in their Tender.
    1. Security Supervisor.
    2. Armed Guard / Gun-man.
    4. Security Guard (EX service man).
    5. Security Guard (Civilian).
  18. The rates / charges for security personnel shall be revised suitably as and when there is an increase in the minimum wages by the State Govt. during the validity of contract effective from date so notified.
  19. The contractor shall submit his bill along with documents herein above guidelines as per para 5 of this agreement to the Corporation with in first week of every month which shall be cleared within 20 working days but Contractor will distribute the Salary to Security Guards by 10th every month, even if there is some delay in processing the bill files at the Corporation level due to any reason.
  20. No security personnel hired / employed by the agency will form any links or join the association of BSRDCL employees in any manner what so ever.
  21. Security agency to furnish the security deposit @ 5% of Accepted Contract Rate in the form of Bank Draft or Bank Guarantee of a Nationalized bank of equal amount in favour of BSRDCL payable at Patna which will be released after six months of expiry of the contract. Bank guarantee should be valid for six months after the expiration of the contract.
  22. Corporation will have full right to impose suitable penalties in case of guards found short of authorized strength, or guards getting involved in undesirable activities. In case of guards found involved in undesirable activities such guards will be marked as absent and will immediately be sent back to Contractor and Contractor shall give its replacement. The concerned officer of

- Corporation may also suspend such guards / Supervisor for suitable duration as deemed fit depending on his default involvement in indiscipline activities.
23. The security personnel deployed by the contractor shall perform their duties under the supervision of the Corporation's officials deputed for this purpose.
  24. The number of duty hours per guard should be as per the provisions in the labour laws and in no case shall exceed 12 hours (four hrs. extra duty on the discretion of the Corporation security supervisor on duty or with the permission of security officer in the time of emergency). The observance of all the labour laws will be sole responsibility of the Contractor in relation to the staff hired/ employed by him.
  25. In case of any dispute arising out of to this agreement the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which only courts at Patna will have the jurisdiction to adjudicate upon the matter.
  26. The Corporation reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the timespan for this will be the remaining period of the first awardees of the contract. In case the successful bidder decline to accept the award or to provide the security services the EMD submitted by him shall be forfeited and may also be black listed.
  27. In consideration of the obligations undertaken by the contractor under this agreement, the Corporation shall pay contractors charges on the basis of the number of security guards actually deployed by contractor for the effective operation of this agreement, on the rates quoted by the contractor in their tender based on the guidelines issued by the State Govt. Service Tax will be reimbursed only after the submission of proof of deposit of tax in Income Tax Department.
  28. The agreement will be valid for a period of two years from \_\_\_\_\_ to \_\_\_\_\_.
  29. This agreement may be extended for a maximum period of two years on year-to-year basis subject to satisfactory performance report and also by mutual consent, the agreement can also be terminated by either side upon giving one month's notice in advance in writing.
  30. In the event of failure of security services on the part of the Contractor, the agreement shall be terminated without giving any notice whatsoever, Corporation shall not be responsible for any payment thereafter.
  31. The decision of the Corporation as to what constitutes failure of security services shall be final and binding on the contractor and shall not be questioned by him in any manner.

IN WITNESS WHEREON, the parties hereto, have set their hands and seal, this day herein above referred to-

SIGNED AND DELIVERED by the )  
Within named (Contractor) )  
through the hands of its )  
in the presence of )  
Witness:

SIGNED AND DELIVERED by the )  
Within named Client )  
Bihar State Road Development Corporation Limited )  
through the hands of its authorised signatory )  
Chief General Manager )  
)

in the presence of )  
Witness:

PART II-FINANCIAL BID  
(Quotation Tender Form)

To be filled in properly, legibly and submit in a separate sealed envelope marked as Financial bid. Bidders are advised to quote rate as per the minimum wages and admissible allowance inclusive of taxes. The Corporation may ask for clarification of rates in case of confusion.

1. Quotation /Rates (Minimum wages guidelines to be kept in mind)

S.NO.	Security Guard (Ex-ArmyMan)	Armed Guard (Ex-Army Man)
1		

2. Any other information \_\_\_\_\_
3. Name and Designing of the Authorized Signatory.
4. Telephone Nos. of the office/ Mobile No./Fax No./E-mail
5. Declaration by the Contractor

It is to certify that I/we before filling & signing this PART-II tender document have read and fully understood in the Annexure-I (General Guidelines, Annexure-II (Agreement and terms & condition) of the contract and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with  
seal  
Name

Designation

Address

Phone No. office

Mobile No.

E-mail address

Fax No.

**PART-I-TECHNICAL BID Part -I A**

(Quotation Tender Form)

(Cost of tender document of Rs. 1000/- to be paid in the form of D.D in favour of Bihar State Road Development Corporation Ltd.)

**INFORMATION OF TENDERER FOR PROVIDING SECURITY SERVICE**

1.	Brief Bio data with check list of the Tender (Please enclosed separately as per part 1A)	
2	Name, Address with Telephone Number of the Authorised Signatory of the Firm/agency	
3	Name, Designation, Address and Telephone Number, Fax, email of the Firm/agency	
4	Please specify as to whether Tenderer is sole proprietor/ Partnership firm.	
5	PAN number & income tax return of 2013-14	
6	Service Tax Regd. No	
7	Provident Fund Account Number	
8	ESI Registration Number	
9	Licence Number under Contract Labour (R&A) act	
10	Details of earnest money deposited a. Amount Rs b. Rs. In Words	
11	Bank Draft/Pay order	
12	Date of issue of BD/PO/	
13	Details of experience in the relevant Field. (with full details of the organization where such services was performed along with copies of the satisfactory report	
14	Any other information :	
15	Declaration by the Contractor/Firm/ Agency :	

This is certify that I / we have read and fully understood all the terms and conditions herein and undertake myself / ourselves abide by them.

Dated:

(Signature of Tenderer  
with Seal)

Name:

Designation:

Address:

Phone (O):

Fax (O):

Email: