

SRI KRISHNA SMARAK VIKAS SAMITI

OFFICE OF THE COMMISSIONER, PATNA DIVISION, PATNA

“TENDER DOCUMENT FOR SECURITY SERVICES AT”

Gandhi Maidan and Sri Krishna Memorial Hall, Patna

1. Last date of purchase of : 11/09/2024 till 05.00PM
Tender Document
2. Last date for submission of : 13/09/2024 till 05.00 PM
Tender document
3. Opening of Tender document : 14/09/2024 at 02.00 PM

Signature of Authorised Signatory

Stamp of SKSVS

Office of the Commissioner, Patna Division-cum-Chairman

SRI KRISHNA SMARAK VIKAS SAMITI (SKSVS), PATNA (BIHAR)

**TENDER DOCUMENT FOR PROVIDING SECURITY GUARDS
IN GANDHI MAIDAN AND SRI KRISHNA MEMORIAL HALL, PATNA.**

1. Sri Krishna Smarak Vikas Samiti (hereinafter be referred SKSVS) invites tenders from reputed and experienced agencies (ISO Certified) for providing **30 unarmed(unskilled) Security Guards and 01 (one) Supervisor** for guarding Gandhi Maidan and Sri Krishna Memorial Hall, Patna for an initial period of 11 (eleven) months as per laid down in LOA's (Letter of Award) obligations. However, LOA can be further extended for a period of one or two years at the discretion of SKSVS and subject to the satisfactory performance of duties of the staff and proper fulfillment of all the terms and conditions.

Total number of Security Guards and Supervisor deployed for gates/ facilities will work in shifts (preferably 3 shifts, each of 8 hours) round the clock 24 x 7.

2. Tender form for reference purpose can be seen on the office of the Commissioner, Patna Division's website (patnadivision.bih.nic.in) but for purpose of application, the same has to be physically purchased from the Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna Division, and Patna-1 on any working day on a payment of non-refundable fee of Rs. 100 /- each.

3. Tenders shall be submitted in two parts, i.e., **Technical bid** and **Financial bid** and submitted in separate sealed envelopes super scribed as "**PROFORMA -I and PROFORMA-II**". Both these sealed covers should be further sealed in another sealed envelope super scribed "**TENDER FOR LETTER OF AWARD (LOA) FOR SECURITY SERVICE-2024**" and addressed to the SKSVS, Patna. The Tender forms complete in all respects may be submitted latest by 13/09/2024 till 05.00 PM. The tenderer or their representative should remain present at the time of opening of Tender.

4. **PROFORMA-I (Technical Bid)** of the tender document should be duly filled and submitted along with the document as mentioned therein along with Earnest Money Deposit of Rs. 35,000/- (Rs. Thirty Five Thousand Only) in the form of **Demand Draft** favoring "**SRI KRISHNA SMARAK VIKAS SAMITI**". In case company/firm/agency is registered with MSME, then company/firm/agency exempted from Earnest Deposit Money (MSME Certificate must be attach).

All the pages of **PROFORMA-I (Technical Bid)**, along with its annexure and enclosures should be signed and stamped by the Company/Firm/Agency.

5. PROFORMA-II (Financial Bid) should only contain Quoted **service charge** (in % upto two decimal digits) in the enclose Form-II duly signed and stamped by the company/firm/agency.

6. Bid Security (Earnest Money Deposit) shall be forfeited if the bidder withdraws his bid during the period of Tender validity or if he fails to execute the LOA of work.

ELIGIBILITY & TERMS AND CONDITIONS

1. It will be mandatory for the bidder to attach a photocopy of the certificate of the establishment of the Proprietary firm, Partnership firm, limited company or Corporate body legally constituted and it should be ISO Certified. Issuance date of ISO certification should be before the notification of this tender.

2. In the form of work experience, it will be mandatory for tenderer to attach a photocopy of the concerned establishment regarding providing the services of security guards in the Government of Bihar/Government of India/Semi-Government or other major institutions undertaking in the last 3 (three) years.

3. The tender document should be duly filled and submitted along with valid Earnest Money Deposit of Rs. 35,000/- (Rs. Thirty Five Thousand Only) in the form of Demand Draft in favor of "SRI KRISHNA SMARAK VIKAS SAMITI".

In case company/firm/agency is registered with MSME, then company/firm/agency exempted from Earnest Deposit Money (MSME Certificate must be attach).

4. It will be mandatory to attach the certificate of the bank account running in the name of the Proprietary firm, Partnership firm, limited company.

5. It will be mandatory to attach the photocopy of PAN & Aadhar Card.

6. Labour Registration Number-----year-----validity period-----

7. The security service provider agency should hold **valid, renewed up to date PSARA license** for under Private Security Agency Regulation Act 2005 (PSARA).

8. The proprietor(s) of Company/ firm/agency must provide his Residential certificate and valid Character Certificate issued from concern district DM/SP/SDO office. Character certificate should not be older than 6 months from date of advertisement of Tender Notice.

9. Company/Firm/Agency turnover should be minimum Rs. 50,00,000/- (Fifty lakhs) per annum for three (3) financial year (2020-21, 2021-2022 & 2022-23). For the same the agency will have to submit the Audit Report as a documentary evidence of the certified Chartered Accountant.

10. The agency will have to submit three (03) years ITR return for FY 2020-21, 2021-22 & 2022-23.

11. **Financial Bid should be clearly marked. Any cutting or overwriting in Financial Bid, the tender will not be accepted.**
12. **All the documents attached with tender should be accompanied by a forwarding letter on the company/firm Letter Head with Index for all the documents attached with page number so that the attached documents could be easily found and seen.**
13. The Agencies which have been Blacklisted /debarred for providing Security Services/Housekeeping Services or any other services by Sri Krishna Smarak Vikas Samiti/Central Government/Any State Government/Semi Govt. Organization are debarred from participating in this tender. Their bids will not be considered. Pending criminal cases/vigilance cases will also render them unfit.
14. Affidavit from First Class Magistrate or Notary in which it is written that my firm/ agency is not in the black list in any government or semi-government undertaking and has not been found guilty in the past for Security Services/ Housekeeping or any other services as per prescribed format for Undertaking **(Page No. 12)**.
15. Photocopy of all types of certificates should be self attested and stamped.
16. As the desired Security Guard would be unarmed. The Bidder must quote Service Charge in % up to two decimal digits.
17. As per the Finance Department, Government of Bihar, Circular No. 2988 dated 23-03-2023, the agencies should quote service charge in between 3.85 to 7 %.
18. If the agencies quote 0 (zero) as service charge then Financial Bid would be completely rejected. The bidder has to quote Service Charge in % (percentage) only up to two decimal digits in their financial bid.
19. If two or more agencies will quote same service charge in the financial tender in that case the bid would be finalized by the lottery system and for the same the videography of the whole process (lottery system) would be done by SKSVS.
20. If L1 Bidder does not become ready to work on L1 Tendered rate as per Financial Bid in that case L2 Bidder would be eligible for negotiation. And also if L2 Bidder does not become ready to work in that case L3 bidder would be eligible for negotiation.
21. Incase selection will be done through the Lottery System, then first winner will be offered L.O.A. and the first winner does not become ready to work or any other reason not able to work then the second winner will be offered for L.O.A. and if second winner does not become ready to work due to any other reason then third winner will be offered for L.O.A.

22. The successful bidder shall have to deposit security demand draft of Rs. 2,00,000/- (Two Lacs Only) in favor of "SRI KRISHNA SMARAK VIKAS SAMITI" before signing the Agreement between the parties. The security deposit amount shall not carry any interest and shall be valid till 60 days beyond the end of the period of the contract.

23. One security guard will only work in one shift so that there could not be violation of labour act in any circumstances.

24. **SKSVS reserves the right to accept or reject the tender without assigning any reason whatsoever and the decision of SKSVS in awarding the work shall be final and cannot be subject to arbitration.**

25. The agency shall comply with the statutory provisions of Contract Labour- such as The Employees Provident Fund (and Miscellaneous Provisions) Act, Employees State Insurance Act 1948; The Minimum Wages Act, 1948 with all amendments.

26. Compliance of all statutory laws/labour laws is to be made by the agency only and **SKSVS has no obligation of the same.**

27. The SKSVS reserves the right to increase or decrease the number of Security Guards to be deployed before awarding the work or any time during the Letter of Award (LOA).

28. It shall be the responsibility of the agency to ensure that the security guards deployed by him are physically fit, active, healthy, honest and competent. In no circumstances, guards (Male/Female) below 18 years and above 50 years of age should not be employed.

29. After selection, the work agency will provide shiftwise details of all deployed security guards and supervisor to SKSVS and City Magistrate-cum-Incharge, District Control Room, Patna with Name, Address, AADHAR No, Date of Birth, Age (in years) , Mobile No/Contact No. etc., place of deployment along with recent passport size color photograph in proper Uniform along with Identity Card (to be issued by the agency) deployed for the security work at Gandhi Maidan and Sri Krishna Memorial Hall, Patna. The prescribed format for above details can be obtained from SKSVS.

The agency will have to submit the above mentioned details after the issuance of LOA from SKSVS. Only after this working period of agency would be counted and acknowledged from SKSVS. Deployed security guards and supervisor shall display their identity cards at the time of duty to authorized representative of SKSVS, Incharge, Gandhi Maidan, Patna and City Magistrate-cum-Officer Incharge, District Control Room, Patna.

30. After selection the work agency will provide the details of all the staffs to Gandhi Maidan Police Station for Police Verification.

31. This "Letter of Award"(LOA) will be valid for a period of eleven (11) months from the date of work order. It may be further extended on satisfactory performance and mutual consent on same terms and condition on yearly basis for another two (02) years after getting the approval from Chairman/Governing Body of SKSVS.

32. In case of unsatisfactory work performance, The "Letter of Award" (LOA) may be terminated by SKSVS by giving prior one month notice.

33. The Agency shall ensure that the guards are always in proper uniform to be supplied by the Agency, while on duty. In this regard, the Agency shall at its cost provide to the security guards sets of uniform, boots, caps, jerseys for winter, belts, badges, I-Card and other security equipment like lathi-s/stick, torches with cells, whistle, registers and stationery. For the proper maintenance of the same, the Agency shall be alone responsible or liable for such providing. All the cost incurred for such purpose is to borne entirely by the agency.

34. The security guard should not allow the entry of unauthorized vendor in Gandhi Maidan & Sri Krishna Memorial Hall, Patna. The security guard deployed by the Security Agency, maintain vigil also in night (24 x 7). They will ensure the security of all existing infrastructure including 03 Gym (Male Gym-02, Female Gym-01), Karate Training Centre, Yoga Platform, 02 (two) Green Public Toilets, Children Park (near Gate No.5) as well as in Gandhi Murty Park along with the existing equipments available in the above mentioned places. The agency shall also ensure that no damage is caused to the equipments/other infrastructure in the premises of Gandhi Maidan, Patna.

35. The Agency will maintain an attendance register in which day to day deployment of security guards will be entered. While raising the bill, the deployment particulars of the security guard engaged during each month, shift wise, should be described. The register shall remain available round the clock for inspection by Incharge, Gandhi Maidan, Patna / City Magistrate-cum-Officer Incharge, District Control Room, Patna or authorized representatives of the SKSVS, Patna.

36. In case of sickness or leave or absence from duty for whatever cause of Security Guards, the Agency shall undertake to replace such Security Guards. On occasion when it is not possible to provide the replacement immediately, the Agency shall ensure that no duty post is left unmanned, and also it should be informed to the Incharge, Gandhi Maidan, SKSVS and City Magistrate-cum-Officer Incharge, District Control Room, Patna.

37. As per Finance Department, Govt. of Bihar Circular No. 2988, dated 23.03.2023, selected agency will be liable to pay minimum wages every months to all the Security guards and Supervisor as per notified by the Labour Department, Govt. of Bihar. And payment of all guards and supervisor through RTGS in their Adhar linked Bank Account every month. Agency is responsible to pay the wages to all guards and Supervisor within three working days of the received bill amount from

SKSVS Office. The agency must also deposit all the deducted statutory taxes amount (EPF, ESI) to concern authority on time.

38. In case of any delay in payment by SKSVS, the selected agency will have to make payment to deployed security guards and supervisor.

39. The Agency has to submit the documentary (Bank Statement of all Guards) evidence of payment of monthly wages given to all the guards with next month bill, otherwise agency's bill amount will not be paid by the Office. The Agency also has to give the payment documentary evidence of Statuary taxes amount (EPF, ESI) to the concern authority.

40. The agency will have to submit the bank statement as proof of evidence in view of obeyance of terms and conditions towards payment being made for EPF, ESI to deployed security guards and supervisor made by the agency and after submission of this only the payment of monthly submitted bill will be made by SKSVS. Also, The Bill will be settled on actual services provided and not on notional basis (City Magistrate-cum-Officer Incharge, District Control Room, Patna or Incharge, Gandhi Maidan, Patna will monthly report regarding the absentee of working security guards and supervisor.

41. Agency will be whole and sole responsible for the payment of wages to deployed security guards and supervisor as per presently effective applicable norms.

42. S.K.S.V.S will deduct tax at source and all other statutory taxes/charges etc. as applicable from time to time to the amount payable to the agency.

43. The agency will have to submit Labour Licence issued by the Labour Department, Govt. of Bihar within 1 (one) month from issue date of Work Order to the agency.

44. **The SKSVS reserves the right to modify the terms and conditions of the tender at any time.**

45. **In case of any dispute related to the present tender the arbitration shall be subjected to the Courts of jurisdictions at Patna only. The place of Arbitration shall strictly be in accordance with the provisions of Indian Arbitration and Conciliation Act, 1996, as amended time to time.**

PROFORMA-I

Technical Bid

Particulars of the Company/ Firm / Agency

(Please submit along with documentary evidence)

S.No.	Particulars	Whether Certificate/Photo copy of the document attached (Yes/No)	Certificate/Photocopy of the document attached from Pg. No to Page No.
1	Name of the Company/ Firm / Agency and profile		
2	Type of the organisation whether Company/Firm/Agency, Proprietorship, Partnership etc.		
3	Registration (Firm, Company/ Agency etc.) / Registration Authority, Date, Number etc.		
4	D.D. of Earnest Money Deposit Rs. 35,000/- in favour of "SRI KRISHNA SMARAK VIKAS SAMITI" or MSME Registration Certificate (Attach)		
5	PAN Card (Attach Photocopy)		
6	Aadhar Card (Attach Photocopy)		
7	Certificate of GST Registration of the company/firm/agency. (Attach Photocopy)		
8	ISO Certification Issuance date of ISO Certification should be before the notification of this tender.(Attach Photocopy)		
9	Valid, renewed and up-to-date PSARA licence under Private Security Agency Regulation (PSARA), Act 2005 (Attach Photocopy)		
10	Certificate of EPF Registration of		

This tender document is for reference only and its physical copy has to be obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna on payment of Rs. 100/- (One Hundred). Each tender paper purchased from SKSVS shall be serially numbered and signed. Agency will have to submit tender in the same serially numbered tender paper, which has been physically obtained from office of SKSVS

	the company/firm/agency (Attach Photocopy)			
11	Certificate of ESI Registration of the company/firm/agency (Attach Photocopy)			
12	Labour Registration No. ----- Year-----validity-			
13	Work experience of last 3 years in providing security services			
14	Annual Turnover	Year	Amount (Rs.)	
		2020-21		
		2021-22		
		2022-23		
15	ITR return for last 3 financial years of agency/firm 2020-21, 2021-22 and 2022-23 (Attach Photocopy)			
16	Bank Account in the name of the Company/Proprietorship/Partnership etc. (Attach Photocopy)			
17	Residential Certificate (Attach Photocopy)			
18	Character Certificate of the proprietor of the company/firm/ agency (Attach Photocopy)			
19	Affidavit (Eligibility Terms and Condition No. 14) as per Pg. No. 12			
20	Registered Office Address and Telephone number & Email address. Local Contact Address/ Telephone Number.			
21	Any other relevant information, if any			

Signature of the applicant with Seal

**PROFORMA-II
(FINANCIAL BID)**

Proforma-II (FINANCIAL BID)

(To Be Given on Applicant's letter head)

In connection with the above and the terms and conditions laid down by S.K.S.V.S. as stipulated I/We state as under:-

Provided Security Guards (Unskilled) and 1 (one) Security Supervisor for Gandhi Maidan and Sri Krishna Memorial Hall, Patna	Service charge Rate Quote in % only (Up to two decimal places.)
Service Charge

Note: SKSVS will select the agency on the L1 rate on the basis of Service Charge by firms in their Financial Bid. If L1 rate would be equal and same in Financial Bid of two or more tendered firms. In that case security agency will be selected on the basis of Lottery System amongst those same equal rate bidders.

Acceptance

I have gone through all the terms and conditions of tender document and I agree with all the terms and conditions.

**Authorized Signatory
(with Name & Seal)**

(To be given on Applicant's letter head)

TENDER FOR PROVIDING SECURITY GUARDS AT GANDHI MAIDAN and SRI KRISHNA MEMORIAL HALL, PATNA

In connection with the above and the terms and conditions laid down by SKSVS as stipulated I/We state as under:

I/We understand the minimum wages will be required to be paid as per the terms and conditions stipulated by the State Government from time to time/other authorities concerned from time to time. In addition, I/We also understand that all statutory payments like EPF/ESI, Bonus/Gratuity, etc., also need to be paid as prescribed under various statutes, by me/us.

In case I/We are awarded the LOA, I/We is/are agreeable to deposit the Performance Guarantee deposit which shall be kept as Security Deposit.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Performance Guarantee.

**Authorized Signatory
(with Name & Seal)**

Prescribed Format for Undertaking

I..... as authorized representative/ organization declare that there is/are no pending cases in any court against me/organization. I firmly declare that I have not been screened under debarred list/blacklisted in any of the clauses for providing the security services and any other services by Sri Krishna Smarak Vikas Samiti or in any department i.e., Private/PSUs/ Government department under Government of Bihar.

During my service tenure if any of the information is found false/ incorrect/mislead or any hidden facts I will be liable to be punishable as per norms and necessary appropriate legal action may/can be taken against me/organization.

I accept the above stated statement to the best of my knowledge.

Authorized Signatory
(with Name & Seal)