

ODISHA STATE HOUSING BOARD



BHUBANESWAR

**TENDER FOR DEPLOYMENT OF SECURITY PERSONNEL
BY SECURITY AGENCIES FOR SECURITY SERVICES TO
WATCH & WARD AT HEAD OFFICE OF OSHB AND
DIFFERENT WORK SITES.**

STARTING DATE OF SUBMISSION OF TENDER- 05.05.2016 AT-11.00 AM

CLOSING DATE OF SUBMISSION OF TENDER- 20.05.2016 AT-05.00 PM

DATE OF OPEING OF TENDER DOCUMENTS - 21.05.2016 AT-11.30 AM

Tender Form

Date:-

To

The Housing Commissioner-cum-Secretary,
Odisha State Housing Board,
Bhubaneswar.

Ref:- Tender Notice No.6373

Date:-04.05.2016

Sub:- Tender documents for deployment of security personnel by Security Agencies for security services to watch & ward at OSHB Head office, Bhubaneswar & different work sites.

Dear Sir,

I/We(**Name of the tenderer**) officer to provide services of security personnel as indicated in the above Tender Notice and Tender documents at the rates quoted hereunder and hereby bind myself /ourselves to execute the work as per the scope stipulated in the Tender Documents.

I/We have read the conditions of the tender documents attached hereto and agree to abide by such conditions.

I/We bind myself /ourselves to furnish the required security deposit execute agreement in the format prescribed by Odisha State Housing Board , failing which I/We shall have no objection to the forfeiture of the earnest money deposited by me/us with OSHB, Bhubaneswar and rescinding of the contract/agreement and to bear all the liabilities for such failure.

Encl:- List of documents .Tender Schedule.

1. Part-I Technical bid(Annexure-1)
2. Part-II Financial bid(Annexure-2)
3. Supplemental Terms & Conditions(Annexure-3)
4. List of work sites, offices(Annexure-4)

SIGNATURE & RUBBER STAMP OF AGENCY

Address.

TENDER SCHEDULE

(QUALIFYING BID)

1. Detail scope of work :

- 1.1 The security services to watch and ward at OSHB Head Office, Bhubaneswar & different work sites as per requirement from time to time in order to ensure inter alia the following objectives.
 - (i) Detection and prevention of un-authorised entry and exit of men, materials, vehicles and other tangible and intangible assets of OSHB office premises.
 - (ii) The agency selected to this purpose shall require to deploy 09 nos. Security Guards fulfilling the criteria mentioned in Clause-6.1.
- 1.2 Deployment of personnel may be decreased or increased as per requirement.
- 1.3 The Agency will provide proper uniforms, arms and ammunitions, long range lights, whistle, lathis, shoes, hat as required at their own cost.
- 1.4 Rotation of guards shall be ensured periodically within the various security points.
- 1.5 The duties and responsibilities of the guards shall be as detailed at ANNEXURE III.

2. Eligibility Criteria:

- I. The agency must have successfully undertaken similar nature of works for at least three years in the last five years. Similar nature of works shall have same meaning as described in Clause-16.J.
- II. The agency ought to have minimum average annual turnover, as per audited accounts equivalent to an amount of INR 10 Lakhs(Ten Lakhs) during last three financial years i.e. 2012-2013, 2013-2014 and 2014-2015.
- III. The agency ought to have at least 100 Security personnel on its roll. (Supportive documents to be furnished)
- IV. The agency ought to have a valid EPF Code, ESI in its name issued by RPFC, Odisha Circle.

(Note: authenticated copies of the above documents to be produced along with the Bid with an undertaking to produce all original documents as and when necessary)

3. Bid System:

- 3.1 The bidding will be on two bid system i.e. Technical bid in part I (ANNEXURE I) and Financial bid in part II (ANNEXURE II)

4. Notice and Communication:-

- (i) The Agency is required to state his/her correct full address in the tender document. All notices, communications to any agency by OSHB Bhubaneswar shall be deemed to have been sent or served if delivered or left at or posted to the agency and shall be deemed to have been so performed on the day on which they were so delivered or left.
- (ii) All notice and communications addressed by OSHB, Bhubaneswar to the Agency, or by the Agency to the OSHB, Bhubaneswar concerning the work to be executed under the contract shall be in writing.

5. OSHB's RIGHT TO REJECT TENDERS:

- 5.1 The agency is expected to quote competitive rate for security personnel required by OSHB Bhubaneswar (in figure and words) after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high, it will be sufficient cause for rejection of the tender unless OSHB, Bhubaneswar is convinced about the reason of the rates on analysis of such rate.
- 5.2 OSHB, Bhubaneswar reserves the right to reject any or all the tenders received or accept a tender either for total work or part thereof, or to divide the work amongst two or more agencies, without assigning any reason thereof and the agency shall not be entitled to any costs, charges or expenses incidental to or connected with preparation and submission of his tender.
- 5.3 Tenders otherwise than on the prescribed lines, form, and pattern described herein are liable to be rejected.
- 5.4 Canvassing in connection with tenders and/ or tenders containing uncalled for remarks are liable to be rejected.
- 5.5 Tender with any modification(s) and / or special condition(s) of the agencies or with any rider is liable to rejection.
- 5.6 Corrections and/or alterations in the offer are liable to be rejected, unless all such connections are initialed
- 5.7 **Rates to be in Figures and words:**

The agency should quote the rates in English in the schedule of works, submitted by the agency, against each category in such a way that misinterpretation is not possible. The amount for each category should be worked out and entered and total of amount is to be given for all categories both in figures and in words. The tendered amount for the work shall be entered in the tender duly signed by the agency. In case of controversy, the rates will prevail over the amount and words over the figures.

6. ELIGIBILITY CRITERIA FOR SECURITY PERSONNEL:

Security Guard:- Be within 20-50 years of age. Must have Industrial Security Training certificate from registered training institutes.

6.1 PHYSICAL STANDARD:

- (a) Height - 5'-7" (minimum)
- (b) Waist - not beyond 36"
- (c) Stamina - Able to complete one mile run in 7 minutes.

7. WITHDRAWAL OR MODIFICATION OF TENDERS

No request withdrawal or modification will be entertained after the last date of submission of Tender.

8. AGREEMENT:

- 8.1 It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Housing Commissioner-cum-Secretary, OSHB, Bhubaneswar within a month of issue of letter of intent /work order.
- 8.2 The written agreement governing the contract, to be entered into between OSHB, Bhubaneswar and the selected agency shall in all respects, deemed to be and shall construe and operate as an Indian Contract in conformity with the Indian laws, and shall be subject to the jurisdiction of the Courts at Bhubaneswar only, in the State of Odisha.

9. **CO-ORDINATION OF WORK**

The Project Engineers/Asst. Administrative Officer (Estt) will co-ordinate the Security Management work of the Agency engaged at site & OSHB Head Office. It is the responsibility of the agency to execute the work strictly as per instructions of concerned officials.

10. **SUB-LETTING OF WORK IN WHOLE OR PART**

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work /job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of OSHB, Bhubaneswar should such a contingency take place.

11. **LABOUR RELATIONS:**

Any action taken by the agency in relation to handing of security personnel shall not adversely affect the existing labour relations of OSHB, Bhubaneswar.

12. **SUPERVISION OF WORK BY AGENCY:**

The Agency shall have the sole and exclusive responsibility for supervision of the work of all security personnel. It shall also be obligatory on the part of the agency to deploy qualified personnel for the job.

13. **INSPECTION OF WORKS:**

The Housing Commissioner –cum-Secretary & other officials of OSHB specifically authorized in this regard & will have full power and authority to inspect the security arrangement as per tender conditions and instructions issued from time to time.

The proprietor of the agency / firm will meet the Housing Commissioner –cum-Secretary, OSHB once in a month i.e. 1st Monday- 11.30 hrs. for review of performance and briefing.

14. **EMD**

- (a) The technical bid must be accompanied with an EMD of **Rs.10,000.00** (Rupees Ten thousand) only as per tender notice in shape of Bank Draft drawn in favour of Odisha Housing Board Fund , Bhubaneswar, payable at Bhubaneswar. No interest will accrue on the Earnest Money.
- (b) Tender without prescribed earnest money will be rejected.
- (c) The earnest money will be refunded in case the tender process is cancelled by OSHB, Bhubaneswar.
- (d) The earnest money deposit of successful agency, if awarded with work, will be refunded within 30 days from the signing of the contract agreement with OSHB.
- (e) The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency.

15. **SECURITY DEPOSIT & FORFEITURE OF EMD/SECURITY**

15.1 The EMD will be forfeited in the event of following:

- (i) If the Agency refuses to take up the work at the quoted price:
- (ii) If the Agency fails to deploy the required personnel at any time:

16. **Instruction for submission of Tender with required documents**

- (a) The tender shall be submitted with EMD in **Part-I** i.e. technical bid (**ANNEXURE I**) and **Part-II** i.e. Financial Bid (**ANNEXURE II**) in two separate sealed envelopes super – scribed with technical and financial bid as the case may be and name and address of the tenderer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be super-scribed with **“Tender for Security Personnel”** along with name and address of the agency and should bear the address of **“Housing Commissioner-cum-Secretary, OSHB BHUBANESWAR”**. The agency should mention his/her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish. The tender documents should be sent through Speed Post/Regd.Post/Courier only. Tenders received after the due date and time shall not be received by OSHB.
- (b) Both the bids complete in all respects (Technical in all respects (Technical & Financial) should reach the undersigned on or before **5.00 P.M.** date **20.05.2016**. The technical bid shall be opened on **21.05.2016** at **11.30 A.M.** in the presence of the agency/their authorized representatives in the 3rd floor conference hall of OSHB, Bhubaneswar. The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- (c) The agency shall submit their own valid EPF Code Certificate issued by RPFC, GOI, Odisha either in original or true copy along with the tender document, Service Tax registration certificate and ESI Registration Certificate with latest deposit challan copy, firm registration certificate, photocopy of PAN Card, Service Tax Regn. Certificate & copy of the labour license issued by the Competent Authority.
- (d) An undertaking that the agency will be able to deploy the requisite man power (SG) at the allotted location of the given age immediately after execution of the contract agreement between OSHB and the selected agency.
- (e) OSHB, Bhubaneswar shall not be liable for any delay in receipt of the Bid by the agencies due to postal delay and no extension of time to the date of tender opening shall be given for this reason.
- (f) **Balance sheet duly certified by Chartered Accountant indicating the annual turnover and submit the Bank Statement of Accounts of last three years.** The copy of the acknowledgement of Annual I.T. return of the firm for the last three financial years should also be furnished.
- (g) The Agency failing to submit all the specified documents shall be summarily rejected.
- (h) All the page of the tender document shall be initiated with date by the Agency at the lower left hand corner.
- (i) Similar nature of work means the agency must have deployed security personnel to Central Govt./State Govt./Public Sector Undertakings/Reputed Private Organizations for at least three years in the last five years. **The agency should submit the experience certificate of the last three years.**

17. **GENERAL CONDITION**

- i. The successful bidders shall furnish the Performance Bank Guarantee amounting to Rs. **1,00,000/- (Rupees one lakh)** from any nationalized Bank within 15 days of the letter of acceptance. The final work order will be issued after submission of the Bank Guarantee.
- ii. No security personnel deployed by the Agency shall be paid at any time less than the minimum wages as prescribed by Govt. from time to time.
- iii. A Guard shall not be engaged for more than 8 hours a day and 48 hours a week. Accordingly the agency shall arrange for relievers.
- iv. Other statutory dues viz E.P.F @ 12% (EDLI 1.61% extra),ESI at appropriate rate, Bonus@ 8.33%,Earned Leave – 18 days per year, National holidays, Medical and Casual Leave and gratuity as per rules etc. shall be given to each security personnel by the Agency.
- v. Income tax, Surcharge and Education Cess as applicable will be recovered at source on the billed amount.
- vi. OSHB, Bhubaneswar will make onetime payment to the Agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.
- vii. Service Tax as applicable will be deposited by the Agency and half yearly return submitted by the Agency for necessary verification & reimbursement. However, service tax imposed by the concerned Authority for this work during the terms of the contract, will be reimbursed by OSHB on production of tax deposit receipt in original.
- viii. No TA/DA or any other expenditure shall be borne/reimbursed by OSHB, Bhubaneswar towards movement or such other activities of the security personnel.
- ix. The agency is required to submit the detailed Bio-Data of the Security Personnel to be deployed at different sites at the time of deployment.
- x. The agency is required to comply with all the provisions as stipulated under Odisha Private Security Regulation Act'2005 and Odisha Private Security Agency Rule'2009 before signing of the agreement.

18. **COST OF TENDER DOCUMENT ;**

The cost of tender document is Rs.1000/- (Rupees one thousand only) (including VAT).The technical bid must be accompanied with a demand draft of Rs.1000/- (Rupees One thousand only) as per tender notice in favour of Odisha Housing Board Fund, Bhubaneswar, payable at Bhubaneswar.

Signature of the Agency

**Housing Commissioner –cum-Secretary
OSHB,Bhubaneswar.**

Name of the persons who has signed
The Tender paper (in Block Letters)

Permanent Address of the Agency :-
Temporary Address of the Agency :-

**ODISHA STATE HOUSING BOARD
BHUBANESWAR**

ANNEXURE -1

PART -1, TECHNICAL BID

1. Name of the Agency
2. Detail Address of the Registered Office & Branch Office.

Phone No.FAX No.E-mail ID etc.

- i. Registered Office
- ii. Branch Office
3. Details of Previous Experience

<u>Sl.No.</u>	<u>Name of the Organization</u>	<u>Value of Contract</u>	<u>Period</u>
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I.

II.

III.

(Performance Certificate from previous organization in support of similar experience of three years to be enclosed)

4. No. of Security Personnel on the roll :
(Copy of latest deposit attested challan of EPF to be enclosed)
5. Mention Annual Turn Over (As per balance sheet)

Year

Turn Over

2012 - 2013

2013 - 2014

2014 - 2015

(Copies of audited financial statement and income tax return of last three years and attested Xerox copy of own valid EPF code issued by the RPFC, Govt. of India should be attached).

6. Earnest Money deposit

(A) Draft No.

Name of the Bank

(B) Date

(C) Amount

7. Whether having STC Certificate
(Xerox copies of Certificate to be enclosed)
8. Whether having CEST registration and ESI Registration
(Enclose challan copies of latest deposits)
9. Whether the undertaking to the effect that the
Agency shall deploy the requisite man-power at the
Identified places within 30 days of issue of LOI.
10. Other documents as Clause -16 should be furnished

11. CERTIFICATE TO BE GIVEN BY THE TENDERER

Certified that the above mentioned particulars are correct and true to the best of my/our knowledge. In case any statement made above is found not correct my/our tender may be rejected by OSHB,Bhubaneswar.

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offer shall be valid for 90 days from the date of opening of the qualifying bid.

I/we also authorize OSHB, Bhubaneswar to forfeit my earnest money and invoke the Bank Guarantee in cash I/We fail to execute the job for whatever reason if my/our tender is accepted.

**SIGNATURE OF THE TENDERER
WITH SEAL**

N.B: All the document required as per clause No.1 & 16 are to be submitted along with the Technical Bid.

Part –II

FINANCIAL BID FOR DEPLOYMENT OF SECURITY GUARDS:

1. Name of the Agency/Firm
2. Monthly remuneration per month for each Security personnel(excluding service charge and any other applicable taxes) :-
3. Percentage of service charge payable :-
(To be mentioned in figure and words)
4. PAN No :-
5. Service tax Registration No.:-
6. Details of break-up of monthly remuneration
Per Security Guard per month as per Clause-17(iv)
Of the General condition should be furnished :-

Place
Date:-

Signature of the Tenderer
With seal

ANNEXURE – III

SUPPLEMENTARY TERMS AND CONDITIONS

Duties and responsibilities of the Security Personnel :

1. The duties of Security personnel shall include
 - (a) Prevention of theft and pilferage of the OSHB's property at different location
 - (b) Manning of Gates, Posts and patrolling at OSHB Head Office & work sites.
 - (c) Prevention of Fire hazards
 - (d) Protect OSHB property from sabotage and damage
 - (e) Prevent unauthorized entries
 - (f) To assist Police in law and order duties, natural calamities and other exigencies of work whenever required
 - (g) Present encroachment of OSHB property and report about unauthorized construction in OSHB's land.
 - (h) To report about actions against the interest of OSHB, Bhubaneswar to the superior authorities from time to time.
 - (i) During watch and ward duties, proper dress code is mandatory. No slipper is allowed during duty hour.
 - (j) Proper etiquettes to V.I.Ps.
 - (k) Any other duties as may be assigned by the Authority from time to time.

ANNEXURE – IV

LOCATION CHART FOR DEPLOYMENT OF SECURITY PERSONNEL

Sl.No.	Name of the Location	Time Period	No. of AG	No. of SG
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The detail location Chart for deployment of Security Personnel will be communicated at the time of issue of work order.