

Bidding Document

For

**"HIRING OF SECURITY SERVICES FOR BSTBPCL OFFICE
AND GODOWNS AT PATNA"**

**BIHAR STATE TEXT BOOK PUBLISHING
CORPORATION LIMITED**

(A Govt. of Bihar Undertaking)

Issued by:-

Managing Director,

BSTBPCL

Pathya Pustak Bhawan, Budh Marg, Patna-800 001

**Phone: 2221975, 2223533, 2214828 Fax: 0612-2236388 Email:
textbookmd@gmail.com**

BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

(A Govt. of Bihar Undertaking)

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Phone: 2221975, 2223533, 2214828 Fax: 0612-2236388 Email: textbookmd@gmail.com

Notice No. Security/2864/05

Dated: 20.06.2019

**NOTICE INVITING TENDER FOR HIRING OF SECURITY
SERVICES FOR BSTBPCL OFFICE AND GODOWNS AT PATNA.**

Bihar State Text Book Publishing Corporation Ltd., (BSTBPCL) Patna invites sealed quotations from the Companies/Agencies having requisite eligibility for providing 24 hours security services for BSTBPC, Budh Marg, Patna and situated godowns in Patna Headquarters and any other place in Patna.

Companies/Agencies having requisite eligibility may obtain Bid document cost of Rs. 1,120/- (One thousand one hundred twenty) only in cash from The office of **Managing Director**, BSTBPC, Patna on any working day between **10.00 AM to 05:00 PM** up to **19.07.2019**. The bid document may also be downloaded from our website <http://www.bstbpc.gov.in> / <http://www.educationbihar.gov.in> Bidders shall have to deposit as Bid security Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft obtained from any Nationalised/Scheduled Bank, in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna, along with the bid documents.

Duly filled in Technical bid & Financial bid along with the required documents sealed in separate covers and superscribed on the envelope as Technical Bid /Financial Bid, must be delivered to the Managing Director, by **12.00 Hours** on date **20.07.2019** with a forwarding letter on the letter head of the Company/Agency attaching D/D with it.

All sealed quotations received till then will be opened on the same day before the bidders or their representatives who wish to be present, in the office of BSTBPCL at **01:00 P.M.** Bids submitted without prescribed amount of bid security will not be considered.

(Arvind Kumar Verma)I.A.S.,
Managing Director.

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted with the BID are fully endorsed by the authorized signatory through his signature with official seal wherever applicable.
2. The following points to be strictly adhered and required enclosures/ documents shall form an integral part of the BID document and must be annexed along with the technical bid:-

Sl. No	Documents to be submitted	Documents Submitted	
		Y/N	Page No. at which Document attached
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.		
2	Statement indicating having similar experience of security services with Central/State Government/Ministries/ Departments/PSUs, etc. (Copy of Work Order to be attached).		
3	Board Resolution/Authorisation letter, General Power of attorney in favour of the signatory signing the BID documents.		
4	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5	Attested copy of GST Registration Certificate		
6	Attested copy of PAN/TAN & Labour License Certificate		
7	Affidavit for not blacklisted in original		
8	Attested copies of IT returns for Assessment Year 2016-17, 2017-18 & 2018-19 filed by the Agency		
9	Attested copy Audited Accounts regarding turnover details for the financial year 2015-16 , 2016-17 & 2017-18.		
10	Bid Security/EMD of Rs. 50,000/- to be submitted in the form of demand Draft in favour of BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD, Payable at PATNA. (Enclosed with Technical Bid)		
11	Attested Copy of EPF Registration Certificate alongwith ECR Challans for last three months .		
12	Attested Copy of ESIC Registration Certificate.		
13	Financial Bid (Separate envelope)		
14	Bid Documents		
15	Attested Copy of Registration Certificate under Bihar Private Security Regulation Act. 2011(BPSRA).		
16	Original Receipt of tender fee for Rs. 1,120/- -		

Signature of the Bidder

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SECTION -I

INSTRUCTION TO BIDDERS(ITB)

1. Sealed tenders are invited from reputed Companies/Agencies for hiring 24hrs security services for state level office of Bihar State Text Book Publishing Corporation Ltd.,(BSTBPC), Pathya Pustak Bhawan, Budh Marg, Patna as well as other locations in Patna. The interested Company/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover.
2. **Service Place :**
The agency will supply and deliver the service of security Guard for the office of " Bihar State Text Book Publishing Corporation Ltd.",(BSTBPC), Pathya Pustak Bhawan, Budh Marg, Patna and situated Godowns in Patna Headquarters and at any other place in Patna.
3. **Qualification / Eligibility Conditions:**
 - a) The bidder Companies/Agencies shall provide all relevant records required i.e. Income Tax Return Certificate (Assessment Year 2016-17, 2017-18 & 2018-19).
 - b) The bidder Companies/Agencies should have experience of minimum three years of similar works in the Govt. Department/Autonomous Institutes/ Universities/Public sector Undertakings including banks of the Government of India or Government of Bihar (attach Copy of work order).
 - c) The bidder to undertake that he has not been debarred/blacklisted anywhere in India (Original affidavit to be attached).
 - d) The bidder Companies/Agencies must be registered under Bihar Private Security Regulation Act. 2011(BPSRA). by Govt. of Bihar and must comply all the terms and condition mentioned in the BPSRA (Attach Proof).
 - e) Memorandum of Understanding/Agreement/Deed shall be provided in case of the Companies/Agencies are of Joint Venture/Consortium/Partnership Firm and in case of company its memorandum or Articles of association.
 - f) Nomination of one of the members of the partnership, consortium or joint venture and Director of the company to be in charge and this authorization shall be covered in the power of attorney/Authorisation letter/Board Resolution .
 - g) The bidder Companies/Agencies shall submit full detail of his ownership and control or, if the Bidder/Security agency is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
 - h) The bidder shall submit a copy of PAN card of the registered agency/firm company under the Income Tax Act.
 - i) The bidder Companies/Agencies submit copies of all documents required, **duly self attested**, along with technical bid of the tender.

- j) The bidder Companies/Agencies must be registered under Employees provident fund scheme Act & ESI. Copy of registration papers along with code number allotted to the agency/company should be provided.
- k) Copy of Labour License Certificate from any Government Organisation/ Departments/PSUs.
- l) This is a firm price contract wherein the rates quoted by the bidder shall remain uniform for the entire duration of contract and no price escalation would be admissible on any account.
- n) All duties, taxes, levies and other expenses w.r.t any material/services required for supply of the security services should be included in the quoted price and no additional payment would be payable by BSTBPCL.
Supplier/Agencies under the contract and shall be included in total price.
- o) Each bidder shall submit only one quotation in the format supplied with this document. Bidder submitting more than one quotation for the same package will not be entertained and summarily rejected. All the columns and requisite information's must be filled in the supplied Format.

4. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy **duly self attested** to be compulsorily enclosed)
 - 1. Establishment Registration Certificate.
 - 2. Return of Income Tax for Assessment Year 2016-17, 2017-18 & 2018-19.
 - 3. GST registration Certificate.
 - 4. Copy of PAN Card and copy of Labour License Certificate from any Govt. Organisation/ Department/PSUs.
 - 5. Bid Security as stipulated in the bid document.
 - 6. Details of Work Experience as per-3 (b) of page-3 should be attached.
 - 7. The detail document related to/ as per Para 3 above should be attached.
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with this document IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the rate item wise.
- d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

5. Performance Security:

- a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of Bihar State Text Book Publishing Corporation Ltd.,payable at Patna by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the Contract period as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to comply the terms and condition mentioned in the bid document.

6. Bid Security Deposit:

Each Bidder will have to submit Bid Security Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft in favour of Bihar State Text Book Publishing Corporation Ltd., payable at Patna. (Attached with Technical Bid)

The Bid Security Deposit shall be forfeited-

- a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.
- b) If bidder fails to deposit performance security within specified period as per intimation/ request from BSTBPCL.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

7. Validity of Quotation :

Bids shall remain valid for a period not less than 120 days after the bid submission date specified for submission and may be liable for extension beyond same on the wish of Managing Director, BSTBPCL, Patna.

8. Evaluation of Bid:

The Purchaser (BSTBPCL) will evaluate the bid on LCS(Low Cost Selection) basis and only technically responsive bids would be opened in financial bid

Bidders to note that-

- a) All pages of bid documents are properly signed &
- b) Confirm to terms, conditions, specifications of services and qualifications/eligibility and qualifications conditions etc.
- c) All scheduled annexure are attached and confirms to its 100% authenticity w.r.t bid document

9. Award of Contract:

The purchaser (BSTBPCL) will assign the work to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

9.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

9.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order.

Managing Director,
Bihar State Text Book Publishing Corporation Ltd

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Terms & Conditions Contract / Scope of works :

- (a) Bihar State Text Book Publishing Corporation Ltd., (BSTBPCL) reserves the right to pre-pone/postpone/cancel the bid without assigning the reason thereof, the bidder will have to abide with the decision.
- (b) Monthly Payment shall be made after the submission of monthly bills which will be subject to satisfactory monthly work by the supplied Security Guard.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Bid may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with Bihar State Text Book Publishing Corporation Ltd., for timely execution of the Supply of Security Gaurd.
- (f) The bidder Company/Agency will deploy its Security Personnel on receipt of a written order from BSTBPCL in which required nos. of trained & experienced Guards and supervisors if required and their duty place shall be specified.
- (g) The Security Guards deployed by the Company/Agency shall ensure proper safeguard of the working staff under BSTBPCL, assets and properties of BSTBPCL, Pathya Pustak Bhawan, Budh Marg, Patna and situated godown in Patna Headquarters and Supplier/Agency shall be responsible for any loss of Assets and properties in case of theft or any cause of action not mentioned herein;
- (h) The bidder Company/Agency shall intimate the name and full address along with recent photograph of the persons deployed in BSTBPCL, Pathya Pustak Bhawan, Budh Marg office premises to the Security Officer, BSTBPCL. In case of any deployed security personnel being on leave or absent from the duty, the Supplier shall deploy its substitute with his full identification and addresses;
- (i) The bidder Company/Agency shall be responsible for any compensation or any contingent claim/liability in respect of its security guards;
- (j) The bidder Company/Agency shall be the Principal employer of the security personnel deployed and also be responsible for payment of his remuneration/claim or any liability in terms of any contract previously signed or to be signed in future.
- (k) The bidder Company/Agency shall be the Principal employer of its staff and shall be liable to comply with the provisions and responsible for all existing and future statutory liabilities in respect of its employees under Minimum Wages Act, Employees Provident Fund & Miscellaneous Provisions Act 1952, Payment of Gratuity, 1972, Workmen Compensation Act or any other Act for the time being in force and as amended from time to time. However a written request of supplier the BSTBPCL may/may not consider minimum wage revised by the labour department, GOB, Patna within this agreement period.
- (l) The security guard should perform his duty in the neat & clean dress, shoes, belt, cap, torch, battery, lathi etc. and the Company/Agency shall be responsible for

providing liveries, Lathi, Torches, etc and any other materials incidental to the performing the daily work on his own cost regularly. In case armed guards are requisition the appropriate and valid license holder should be deployed.

- (m) The Security Guards deployed in BSTBPCL premises shall mark their attendance in a separate register in evidence of their presence on duty.
- (n) The bidder Company/Agency shall submit its claim for payment of the Security Charges in consideration of the deployment of the guards on the basis of the actual attendance of the Guards being on duty as per the attendance sheet duly countersigned by the authorized person nominated by the purchaser.
- (o) BSTBPC shall make payment of the considerable money within a reasonable period after receipt of the claim in the office after proper verification of rate and the actual hours/day number of the security personnel by BSTBPCL, Pathya Pustak Bhawan, Budh Marg authorized staff for this purpose.
- (p) The Payment of security charges to the Company/agency in terms of this contract shall be subject to deduction of Income tax at Source as required under the provisions of the Income Tax Act, 1961.
- (q) Payment of the bill to supplier/agency by BSTBPCL shall be made through A/c Payee Cheque drawn in favour of the supplier/ RTGS/NEFT and in no circumstances and payment shall be made by BSTBPCL directly to the security guards even on request of the company/agency.
- (r) BSTBPCL will evaluate the performance of the security guards deployed by the Company/Agency and if so required direct the Company/Agency to make changes of the persons on receipt of any such request from BSTBPCL.
- (s) The supplied security guard will perform his duty in the shift of permissible limit of duration as per minimum wages Act/labour laws (Except in exception condition) on monthly roster basis and before expiry of 8 hrs shift the one guard the next guard will take over charge from first guard on duty, for handing over and taking over the charge between the two/three guard, they should report on the duty at least half an hour before his duty period. This daily handing over and taken over charge between the guards should be maintained in the separate register supplied by company/Agency.
- (t) As far as possible the supplier should supply the ex-army man or Para military man as expert security guard of age between 25 to 50 yrs of sound health. This is also to expect from the supplier that the supplied guard should be of good character & this will be the company/Agency responsibility to obtain the character certificate form nearest police Station and after getting satisfied the supplier has engaged the person as security guard.
- (u) The security guard deployed should have better co-ordination from local police/govt. offices.
- (v) This is the bidder's Company/Agency responsibility that the supplied guard while performing his duty, should ensure that no visitor should enter in the office premises by taking hazardous material with them.
- (w) The bidder Company/Agency should not have the permission to sublet the partially or full work to any other person/agency.
- (x) The supplied guard should have well in behavior & having good character.

- (y) The supplied guard should behave well & soft with the employees as well as visitors.
- (z) In case of dispute arises, any type of accident occurs, on the guards, deployed by the bidder's Company/Agency, the supplier himself will handle the matter as per workman's compensation act /any other act/provisions under law.
- (aa) Violation on any of the condition of this document will cause immediate termination of the work order.
- (ab) In case of violation in the agreement made by the Supplier/Agency and if it will found that the work have been taken by the bidder's Supplier/Agency on the false information/false certificate/ any matter pending in any court/evicted by the court, the work order will be cancelled & the security deposits will be forfeited and the legal action may be taken on the Company/Agency.
- (ac) The quality of service provided by the guard supplied by the bidder's Company/Agency will be evaluated on the basis of the visitors/employees feedback.
- (ad) The dues on the Company/Agency should be recovered under public demand recovery act/any other Act and further appropriate action will be taken by the BSTBPCL.
- (ae) The losses of property due to non-performance of the security guard supplied by the agency/supplier will be the sole responsibility of the Supplier/Agency & the cost of loss will be recorded by the Company/Agency.
- (af) The bidders Company/Agency must fulfill/obey the conditions of Bihar Private Security Regulation Act. 2011. by Govt. of Bihar
- (ag) In case any dispute arises in between bidder's Company/Agency and BSTBPCL, the Managing Director, Bihar State Text Book Publishing Corporation Ltd., will be the Arbitrator and the decision of MD as per Arbitration and Reconciliation Act 1996 will be binding upon Company/Agency and BSTBPCL .
- (ah) The contract shall be valid for the period of atleast 01(one) Year from the date of agreement which may be extended with the consent of both the party.
- (ai) The Security Guard will be considered under the Semi-skilled category. Agencies will provide uniformed and trained personnel and use its best endeavour to provide security services to the BSTBPCL for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contract under Minimum Wages Act, Weekly-off replacement charges and all kinds of taxes, service charges etc. of the agency

You are requested to send your offer by Post or hand during working hrs on or before **12:00 Hours** of the **20.07.2019**, in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids /quotations to the Managing Director, Bihar State Text Book Publishing Corporation Ltd., Pathya Pustak Bhawan, Budh Marg, Patna – 800 001. Sealed quotations received till then will be opened in the office on the same day i.e. **20.07.2019** at **01:00 PM** in the presence of bidders or their authorized representatives who desire to be present.

We look forward to receiving your bids and thank you for your interest in this work.

(Arvind Kumar Verma)

Managing Director,
Bihar State Text Book Publishing Corporation Ltd.,
(BSTBPCL), Pathya Pustak Bhawan, Budh Marg,
Patna – 800 001

Annexure - I**BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.**

(A Govt. of Bihar Undertaking)

Pathya Pustak Bhawan, Budh Marg, Patna-800 001

PROFORMA FOR TECHNICAL BID (PART - I)

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No. & Date	
	(iii) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Statement indicating experience of working with Govt. Ministries/ Departments/ PSUs/ Other Institutions, etc.(Copy of Work order)).	
6	Board Resolution/Authorisation letter, General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.	
7	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.	
8	Attested copy of GST Registration Certificate.	
9	Attested copy of PAN/TAN	
10	Attested copy of Labour license Certificate	
11	Attested copy of EPF Registration Certificate along with ECR challan for the last three months.	
12	Attested copy of ESI Registration Certificate	
13	Affidavit for not blacklisted in original	
14	Attested copies of IT returns for Assessment Year 2016-17 , 2017-18 & 2018-19 filed by the Agency.	
15	Attested copy Audited Accounts regarding turn over details for the financial year 2015-16, 2016-17 & 2017-18.	
16	Attested copy of Registration Certificate under Bihar Private Security Regulation Act,2011	
17	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
18	Original receipt of Tender fee for Rs. 1,120/-	
19.	Signed Bid Document	

Place :
Date: Office Seal

Signature of the Bidder

Annexure : II

FORMAT OF FINANCIAL BID
(Part - II)

Name of the Agency Firm :.....

Quotation for Supply of Security Services in the Bihar State Text Book Publishing Corporation Ltd, Pathya Pustak Bhawan, Budh Marg, Patna-800 001 and situated godown in Patna Headquarters.

Sl. No	Designation	Rate per personal per month for 8 hours duty per day (In Rs.).	EPF (In Rs.).	ESI (In Rs.).	GST (In Rs.).	Any other cost/Service Charge (In Rs.).	Total Security Guards for supply	Total Amount (In Rs.).
A	B	C	D	E	F	G	H	I=Hx(C+D+E+F=G)
1	Security Guard						20	
2	Security Supervisor						1	
3	Gun Man (Security Guard)						1	
							Total Amount	

Amt. in Rupees

Note :

1. We agree to provide the Security Guard in the BSTBPCL office to provide security of the premises as per the terms and conditions/scope of works mentioned in the bid document with immediate effect of agreement date/ work order.
2. We also agree and abide with the terms and conditions/scope of works stipulated in the bid document.
3. My offers/bids are in compliance of Minimum Wages Act and any other Labour laws.
4. The contract is for one year shall be extended as per concern para of the bid document.
5. The number of manpower shown above is tentative however the actual quantity will vary.
6. All rates are in Indian Rupees.

(Signature of Bidder with Seal)

Name
Designation :
Address:
Contact No.:
Date: