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CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.

2. The following documents form part of the BID and should be submitted with BID:

Sl. No.	Documents to be submitted	Y / N	Documents Submitted
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.		Page No. at which Document Attached
2.	Statement indicating experience of supplying such service with Govt. Ministries/ Departments/PSUs, etc		
3.	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.		
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.		
6.	Attested copy of PAN/Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
8.	Attested copies of IT returns for the last three years filed by the Agency		
9.	Attested copy Audited Accounts for details of turn over for the year 2013-14, 2014-15 and 2015-16.		
10.	BID security/EMD of Rs.15,000/- to be submitted in the form of demand Draft in favour of BIHAR EDUCATION PROJECT COUNCIL, Payable at PATNA. (Enclosed with Technical Bid)		
11.	Bank Account No. of the Firm with IFS code & Bank Branch Name		
12.	Bid Form		
13.	Financial Bid (Separate envelope)		

Signature of the Bidder

BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus,
Saidpur, Patna – 800 004

BID DOCUMENTS FOR HIGHIRING 24 HRS SECURITY SERVICES FOR THE OFFICE OF BIHAR EDUCATION PROJECT COUNCIL (BEPC), SHIKHA BHAWAN, SAIDPUR, RAJENDRA NAGAR, PATNA

1. Sealed bids are invited from reputed Companies/Agencies for hiring 24hrs security services for state level office of Bihar Education Project Council (BEPC), Shiksha Bhawan, Saidpur, Rajendra Nagar, Patna. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover.

2. Service Place :

Bidder will supply and deliver the service of security Guard the office of "Bihar Education Project Council" Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus, Saidpur, Patna 800 004.

3. Qualification / Eligibility Conditions:

- a) The bidder Companies/Agencies should be registered under Bihar Shop & establishment Act. If the bidder is authorized service provider of the quoted item/work then they should attach the relevant documents/certificates.
- b) The bidder Companies/Agencies shall provide all relevant records required i.e. Income Tax Return Certificate (Three years)/PAN/Return of Service Tax and other taxes (whichever applied) attach certificate.
- c) The bidder Companies/Agencies should have minimum three running contract of similar works in the Govt. Department/Autonomous Institutes/ Universities/Public sector Undertakings of the Government of India or Government of Bihar (attach proof) with minimum 25 security manpower.
- d) Not blacklisted anywhere in India (affidavit to be attached).
- e) 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).
- f) The bidder Companies/Agencies should have training centers for the security personnel in Patna (attach proof).
- g) At least one Running single contract of minimum 15 lacs per annum (attach proof).
- h) Memorandum of Understanding shall be provided in case of the Companies/Agencies are of Joint Venture/Consortium/Partnership and in case of company its memorandum and Articles of association.
- i) 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 signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm/company.
- j) Details of the intended participation by each member shall be furnished with complete detail of the proposed division of responsibilities and corporate relationships among the

individual members.

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k) 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.

l) The bidder Companies/Agencies agency or members of a partnership, joint venture or consortium or company shall submit a copy of PAN card under the Income Tax Act.

m) The bidder Companies/Agencies must submit copies of all documents required, **duly self-attested**, along with technical bid of the tender.

n) The bidder Companies/Agencies must be registered under Employees provident fund scheme Act, ESI & Shops and Establishment Act. Copy of registration papers along with code number allotted to the agency/company should be provided.

4. Bid Price:

a) The bid shall be for a period of three Years from the date of agreement which may be extended for further years with the consent of both the party, In this regard the State Project Director will have full power to discontinue the agreement within three year period or extended period without assigning any reason.

b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

c) All duties, taxes and other levies including all the other expenses of any material/services required for supply of the security services are payable by the Supplier/Agencies under the contract and shall be included in total price.

d) 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. All the columns and requisite information's must be filled in the supplied Format.

5. 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. Current Return of Income Tax.

3. Service Tax Return.

4. PAN Registration.

5. Bid Security as stipulated in the bid document.

6. Details of Work Experience as per Para 3- (c) above.

7. The details related to/ as per Para 3 above.

c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Proforma 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.

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6. 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 Education Project Council, 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.

7. Bid Security Deposit (Deposit) :

Each Bidder will have to submit Bid Security Rs. 15,000/- (Rupees Fifteen thousand) only, in the form of Demand Draft in the name of Bihar Education Project Council payable at Patna.

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 BEPC.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

8. Validity of Quotation :

Bids shall remain valid for a period not less than 90 days after the deadline date specified for submission.

9. Evaluation of Quotations:

The Purchaser (BEPC) will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications of services and qualifications/eligibility and qualifications conditions etc.

10. Award of Contract:

The purchaser (BEPC) 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.

- 10.1 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.
- 10.2 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. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions / Scope of works :

- (a) Bihar Education Project Council (BEPC) reserves the right to preponed/postponed/cancelled the bid without assigning the reason, the bidder will have to abide with the decision.
- (b) Monthly Payment shall be made after the submission of monthly bills which will

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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 Education Project Council for timely execution of the Supply of Security Guard.
- (f) The bidder Company/Agency will deploy its Security Personnel on receipt of a written order from BEPC 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 BEPC, assets and properties of BEPC, Shiksha Bhawan 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 BEPC, Shiksha Bhawan office premises to the Administrative Officer, BEPC. 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 BEPC 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 BEPC 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 the purchaser.
- (o) BEPC 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 BEPC/Shiksha Bhawan authorized staff for this purpose.
- (p) The Payment of security charges to the Company/agency in terms of this contract shall be

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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 BEPC shall be made through A/c Payee Cheque drawn in favour of the supplier and in no circumstances and payment shall be made by BEPC directly to the security guards even on request of the company/agency.
- (r) BEPC 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 BEPC.
- (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 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.
- (bb) 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
- (cc) 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.
- (dd) 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 BEPC.
- (ee) 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.
- (ff) The bidders Company/Agency must fulfill/obey the conditions of Bihar Private Security

Regulation Act. 2011. by Govt. of Bihar

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(gg) In case any dispute arises in between bidder's Company/Agency and BEPC, the State Project Director (SPD), Bihar Education Project Council, will be the Arbitrator and the decision of SPD as per Arbitration and Reconciliation Act 1996 will be binding upon Company/Agency and BEPC.

You are requested to send your offer during working hrs on or before **2:00 PM** of the **30.06.2016**. in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical (Part-I) and Financial (part - II) bids /quotations to the Procurement Officer, Bihar Education Project Council, Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus, Saidpur, Patna - 800 004. Sealed quotations received till then will be opened in the office on the same day i.e. **30.06.2016**. at **3:30 PM** in the presence of bidders or their authorized representatives who desire to be present.

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

(C.P. Singh)

Purchaser:

Chief Accounts Officer

Bihar Education Project Council (BEPC),

Shiksha Bhawan, Bihar Rashtra Bhasha

Parishad Campus, Saidpur, Patna - 800 004

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BIHAR EDUCATION PROJECT COUNCIL, PATNA
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 Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) 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	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
8	Service Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards Central and State VAT/Service Tax if applicable. (copy to be enclosed)	
10	Attested copies of IT returns for the last three years filed by the agency	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Attested copy Audited Accounts turn over details for the year 2013-14, 2014-15 and 2015-16.	
13	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
14	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	

Place :

Date:

Signature of the Bidder

Office Seal

FORMAT OF FINANCIAL BID (Part - II)

Name of the Agency Firm :

Quotation for Supply of security services in the State Level Office of BEPC,
Shikha Bhawn, Saidpur, Rajendra Nagar, Patna.

Sl.No.	Designation	Rate per personal per month for 8 hours duty per day including replacement (In Rs.).	Cost of other statutory obligations and or any other cost (In Rs.).	Service Tax (In Rs.).	Total Amount (In Rs.).
1	2	3	4	5	6
1	Security Guard				
2	Security Supervisor				

Note :

1. We agree to provide the Security Guard in the BEPC 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. 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 BEPC for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contract under Minimum Wages Act, Weekly-of replacement charges and all kinds of taxes, service charges etc. of the agency.
4. My offers/bids are in compliance of Minimum Wages Act and any other Labour laws.
5. The contract is for one years shall be extended as per concern para of the bid document.
6. The number of manpower shown above is for fixation of rates and the actual quantity will vary.
7. The bidders rates in Indian Rupees.

(Signature of Bidder with Seal) Name
Designation :
Address:
Contact No.:
Date: