

**TENDER DOCUMENT**

**FOR**

**SECURITY SERVICES**

**AT**

**REVENUE OFFICERS' TRAINING INSTITUTE,  
GOTHAPATNA, BHUBANESWAR**

**FOR**

**THE FINANCIAL YEAR 2017-2018**

**Revenue Officers' Training Institute (ROTI), Gothapatna,  
Bhubaneswar  
TENDER DOCUMENT  
FOR  
SECURITY SERVICES FOR ROTI CAMPUS, BHUBANESWAR  
FOR THE FINANCIAL YEAR, 2017-2018  
TECHNICAL BID  
(In separate sealed Cover-I subscribed as Technical Bid)**

Sl. No.	Details to be furnished enclosed/ Complied/ Not-compiled	Enclosed/ Not Enclosed
1.	Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/mobile number of contact person Experience in the work of providing Security Services.	
2.	Particulars of Experience (Attach certificates/ testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job was carried out.	
3.	Set-up of your Organization, clearly indicating details of Managerial, supervisory and other staff, also indicate the Number of muster roll staff available for performing this Service:  a) Is the establishment registered with the Government of Odisha; please give details with document/evidence. b) Do you have labour licence. Please provide details and attach a copy. d) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in OLM. e) Are you covered by the labour Legislations, such as, ESI, EPF etc. Copies of ESI, EPF Regn. No. should be enclosed to be attached year wise return. f) Do You have licenses of PSARA (Private Security Agency Regulation ACT,2005). Please attach a copy	
4.	Are you governed by Minimum Wages Rules of the Govt. If yes, please give details.	
5.	PAN No. (Please attach copy)	
6.	Please attach Audited Financial statements ( Profit & loss & Balance sheet) of the firm/company, duly certified by Chartered Accountant for last 3 financial years i,e till 31 <sup>st</sup> March 2016 .	
7.	Service Tax Registration No.	
9.	In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/ authorization may be enclosed along with tender	
10.	Details of the Demand Draft of Rs 30,000.00 as EMD	

**(Signature of Tenderer with seal)**

**FINANCIAL BID**

(In sealed Cover-II subscribed "Financial Bid")

**TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES FOR ROTI, BHUBANESWAR FOR THE  
FINANCIAL YEAR, 2017-2018**

**Nos. Of Requirement :-**

Security Guards :- 09 (Semi Skilled)

**Note:**

1. One Shift is equal to 8 hours.
3. The Price quoted shall be exclusive of all taxes.

**Break-up of the rate (should be furnished in the below format) also be provided along with the copy of the Govt. Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt. and all statutory covered as per Contract of Labour Act.**

**Break-up of the rate of Price Quotation (Per Person per month)**

Category of the Employee	Rate per person per month (Rs)						
	1	2	3	4	5	6	7
					(Sum of Col. 1 to 4)	Requirement in No	Col. 5 Multiplied by Col. 6
Home Take (Per Person/Per month) -	EPF (Per Person/Per month)	ESI (Per Person/Per month)	Commission Charges of Agency (Amount in Rs.) (Per Person/Per month)	Total Price to be quoted including Taxes. (Per Person / Per month)	Total Price for month in Rs including Taxes.		
<b>Security Guards</b>						<b>09</b>	
<b>Total Amount</b>							

**Grand Total amount Rs ..... (In Figure).**

**Grand Total amount Rs ..... (In Words).**

**NB: The agency shall quote their commission charges in reasonable price.**

**In case of any wrong calculation found in the total amount, the unit price shall be considered.**

**Declaration by the Bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Note:**

- i) **No other charges would be payable by ROTI, Bhubaneswar.**
- ii) **There would be no increase in rates during the Contract Period except provision under the terms and Conditions.**
- iii) **The commission charges must not be quoted Zero price/value.**

(Signature of Tenderer with seal)

**Name:**

**Address :**

**Phone No. (O) :**

**Mobile No. :**

**Date:**

## TERMS & CONDITIONS OF CONTRACT

### **A. Scope of Work:**

Providing Security services at ROTI, Bhubaneswar by deploying required number of Security Personnel at its Campus, at Bhubaneswar.

- 1) The Agency shall provide Security services by deploying adequately trained and well disciplined security personnel to safeguard the ROTI, Bhubaneswar, buildings, movable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus.
- 2) The security personnel shall be deployed round the clock in 3 shifts at the ROTI, Bhubaneswar to safeguard the premises. One shift is equal to 8 Hours.
- 3) Number of Security Guards mentioned in the Tender documents are provisional. Exact number of personnel will be intimated on phase wise manner to the Agency for deployment.
- 4) The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by ROTI, Bhubaneswar on working and closed days.
- 5) The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
- 6) The Agency shall maintain records of inward and outward movement of men/women (ROTI, Bhubaneswar Employees, and also regulation of guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by ROTI, Bhubaneswar.
- 7) The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should well dressed and equipped.
- 8) The security personnel shall be duly trained in Fire Safety Operations.
- 9) The Agency shall keep the ROTI, Bhubaneswar informed of all the matters of security and co-operate in the investigation of any incident relating to security.

### **B. Eligibility Criteria ( Documents to attached:- Absent of the following criteria shall be treated as Non-Responsive and rejected)**

- 1) The Bidder must have licenses of **PSARA (Private Security Agency Regulation ACT,2005)** (Copy to be Enclosed)
- 2) The Bidder must have successfully completed works of similar completed assignment as per following criteria, in last three financial years i.e till 31<sup>st</sup> March 2016 in any Govt. Organisation. (Copy to be Enclosed)
  - (i) One similar work of Rs 25 Lakhs or more.
  - Or
  - (ii) Two similar works, each amounting to not less than Rs. 15 Lakhs.
  - Or
  - (iii) Three similar works, each amounting to not less than Rs. 10 Lakhs

**Note:- On going or incomplete assignment shall not be taken into consideration.**

- 3) Must have annual average annual turnover of Minimum Rs. 30 lakh in last 3 financial years i.e till 31st March 2017, (copy of the Audited Financial Statement of Last three financial year i.e till 31<sup>st</sup> March 2017 to be enclosed).
- 4) The agency must have executed similar type of job of deploying at least 20 security personnel in single work order in any year during last three years i.e till 31<sup>st</sup> March 2017. (copy of the Proof enclosed).
- 5) The bidder should have an office/ branch in proximity of Bhubaneswar (copy of the Proof enclosed).
- 6) There should be no case pending with the police and authorities mentioned at clause (12) of Terms & Condition chapter against the Proprietor/Firm/ or the Company (Agency). (Undertaking to be submitted).
- 7) The agency must not be blacklisted by any organisation. (Under taking to be attached)
- 8) The bidder shall have the following Registrations made and details of the same be provided in the Bid: (Copy to enclosed)
  - a) EPF Registration along with latest deposited Challan and Return ( ECR with Remittance and latest Account slip)
  - b) ESI Registration along with latest deposited Challan and return.
  - c) PAN Card
  - d) Valid Service Tax Registration certificate.
- 10) Copy of Latest Service Tax deposited Challan and latest Return.
- 11) **In case of Tie up found more than one firm, then firm having higher nos. of govt completed assignment will be taken into consideration.**
- 12) **The offer of bidder will be cancelled straight away, if the bidder quoted the rate(s) less than the Minimum Wages of Government / Statutory dues / Zero value. The documents are to be arranged serially as per the order mentioned above**

**C. Information and Conditions relating to Submission of Bids**

- 1) The initial period of contract will be for one financial year and may be extended further depending on performance of the Agency and at discretion of OSD-cum-Director, ROTI, Bhubaneswar.
- 2) The interested agencies are required to submit the bid in the format enclosed in sealed Cover subscribed "Tender for Security Services" should reach ROTI, Bhubaneswar on or **before 20<sup>th</sup> March, 2017 upto 11:00 am**. The bids shall be opened on the same day at **03:00 pm** at ROTI, Bhubaneswar in presence of the bidders or their authorized representatives who choose to remain present.
- 3) All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 4) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.

- 5) The bidder shall pay Bid Security (EMD) of **Rs. 30,000/- (Rupees Thirty thousand only)** along with the technical bid by Demand Draft in favour of "**Administrative Officer, ROTI, Bhubaneswar**" drawn on any Nationalized Bank/Scheduled Bank and payable at BHUBANESWAR. Bids received without Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
- 6) The Bid Security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
- 7) As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 05% of Annual Contract value towards Security Deposit by way of Demand Draft/ Bank Guarantee in favour of "Administrative Officer, ROTI, Bhubaneswar" drawn on any Nationalized Bank/Scheduled Bank and payable at BHUBANESWAR.
- 8) The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'ROTI, Bhubaneswar' fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may raise.
- 9) If the successful bidder fails to furnish the difference amount between Security Deposit within 21 (fifteen) days after the issue of Letter of Award of Work, his Bid Security (EMD) shall be forfeited unless time extension has been granted by ROTI, Bhubaneswar.
- 11) The bid shall be valid and open for acceptance of the Competent Authority of ROTI, Bhubaneswar for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
- 12) To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- 13) ROTI, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. ROTI, Bhubaneswar also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

**D. Terms and Conditions**

1. The security services and provision for the required manpower shall be as under:

<b>Shift</b>	<b>Time</b>	<b>Security Guard</b>
First	06:00-14:00	03
Second	14:00-22:00	03
Third	22:00-06:00	03

However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of ROTI, Bhubaneswar to deploy the security personnel in any other number or manner considered to be more suitable by ROTI, Bhubaneswar in the interest of the ROTI, Bhubaneswar.

**Minimum Qualification**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Minimum Qualification</b>	<b>Age limit</b>
1.	Security Guard	Minimum 10th Passed	18-50

2. The agency shall ensure that the security personnel engaged are trained, healthy and not below than 18 and not more than 50 years of age. The agency will get their antecedents, character and conduct verified before actual deployment.
3. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to ROTI, Bhubaneswar along with testimonials before they are actually deployed for the job. Before deployment antecedent/ Police verification report be submitted to the authority of ROTI.
4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the ROTI, Bhubaneswar at any time without assigning any reason whatsoever.
5. The Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of ROTI, Bhubaneswar, they shall work under directives and guidance of Officer-in-Charge, ROTI, Bhubaneswar and will be answerable to Officer-in-Charge, ROTI, Bhubaneswar. This will, however, not diminish in any way, the agency's responsibility under contract to the ROTI, Bhubaneswar.
6. The visitors shall be regulated as per ROTI, Bhubaneswar procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
7. A senior level representative of the Agency shall visit ROTI, Bhubaneswar premises at least in a fort-night and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the officer in-charge of security, ROTI dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
8. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at ROTI, Bhubaneswar at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne / supplied by the Agency at its own cost.
9. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the ROTI, Bhubaneswar /Govt. of India/any State/or any Union Territory.

10. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the ROTI, Bhubaneswar. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of ROTI, Bhubaneswar.
11. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed by it at ROTI, Bhubaneswar or for any accident caused to them and the ROTI, Bhubaneswar shall not be liable to bear any expense in this regard.
12. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the ROTI, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
  1. The Payment of Wages Act, 1936
  2. The Employees Provident Fund Act, 1952
  3. The Contract Labour (Regulation) Act, 1970
  4. The Payment of Bonus Act, 1965
  5. The Employees State Insurance Act, 1948
  6. Minimum Wages Act, 1948
13. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to ROTI, Bhubaneswar and maintain liaison with the police. FIR will be lodged by ROTI, Bhubaneswar, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
14. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the ROTI, Bhubaneswar during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the ROTI, Bhubaneswar.
15. In case of any loss that might be caused to the ROTI, Bhubaneswar due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, ROTI, Bhubaneswar shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to ROTI, Bhubaneswar besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, ROTI, Bhubaneswar shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
16. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve with pre-verification of antecedent from police.



17. As and when ROTI, Bhubaneswar requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the ROTI, Bhubaneswar. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the ROTI, Bhubaneswar shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
18. The agency shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to ROTI, Bhubaneswar an attested photocopy of the attendance record and enclose the same with the monthly bill.
19. The ROTI, Bhubaneswar shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
20. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.
21. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
22. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
23. In case of non compliance/non-performance of the services according the terms of the contract, the ROTI, Bhubaneswar shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
24. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify ROTI, Bhubaneswar against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in ROTI, Bhubaneswar premises/facility.
25. The decision of ROTI, Bhubaneswar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
26. In case of any dispute between the Agency and ROTI, Bhubaneswar, ROTI, Bhubaneswar shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Bhubaneswar.
27. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Director, ROTI, Bhubaneswar. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.

28. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

***Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between ROTI, Bhubaneswar and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.***



**OSD-cum-Director  
Revenue Officers' Training Institute  
Gothapatana, Bhubaneswar**

## Undertaking Format

*(Original signed copy with seal on Firm letter head)*

Letter No.

Dated-

To

**The OSD-cum- Director,  
ROTI**

Sub: Declaration letter for providing security services for ROTI

Sir,

This is to notify that our firm \_\_\_\_\_ *(insert name of the firm)* intends to submit tender in response to the advertisement for providing security services for ROTI , we also declare that our firm or any partners of the firm has not been blacklisted by any government or any other organisation in respect of any assignment or behaviour.

Sincerely,

(Signature of the authorized person)

Name:

Designation:

Name of the Firm:

Date :

Place: