

BIRLA INSTITUTE OF TECHNOLOGY

Mesra, Ranchi 835215

Tender Notice for Security Agency

Tender Notice no.BIT/SECURITY/18-19/01

Date: 04 -05-2018

Sealed Technical (Strategy and Documents) and Financial bids are invited from registered and reputed Security and Intelligence Agencies having nationwide presence, for providing contractual security and ancillary services round the clock for BIT, Mesra Campus for annual contract period of one year (extendable by another Two years) by Registered post /speed post / Hand delivery. To, Registrar, Birla Institute of Technology, Mesra,Ranchi-835215

Last date of submission: 01-06-2018 up to 3.00 PM

I. SCOPE OF SERVICE

The security agency is required to provide the following services:

- i) Complete security to the life and property of the residents (faculties, staff, students, official visitors and guests) and assets of the Institute.
- ii) Safeguard against trespasses.
- iii) Security covers to various official functions, students' functions, VIP Visits, social & religious functions organized in the campus community.
- iv) Protect property/cash/documents against burglary (where loss is due to entry after breaking any entry lock/door/window/grill)
- v) Control of vehicular traffic.
- vi) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
- vii) Control of stray cattle and canine menace.
- viii) Pursuance of cases with local police and liaison with them.
- ix) Assist the Institute in maintenance of day-to-day discipline and smooth running of various activities.
- x) Provide timely intelligence inputs to the Institute administration.

The agency will bear overall responsibility for maintaining peace and tranquility on the campus. It has to ensure a theft and incident free campus from law and order point of view.

II. Manpower, Communication, and Transport requirements:

The agency will be required to deploy the following equipment's and manpower:

Inspector (Highly Skilled)	-	1
Supervisors (Skilled)	-	6
Gunman with valid arms license (Skilled)	-	3
Security Guards (semi-skilled male)	-	170
Security Guards (semi-skilled female)	-	6
Paddle cycles	-	10
Motor cycle	-	2

III. Terms & Conditions for Security Services

1. Sealed Technical (Strategy and Documents) and Financial bid in separate covers for 'Security Services' are invited. The envelope should be super scribed "Tender for Security Services" with name and address of the agency with phone and email ID.
2. On the opening date Technical and Financial bids of both will be opened in presence of the Bidders / their authorized representative.
3. The Technical Bid shall also include the Presentation to be made by each Firm.
4. The evaluation of tender will be done by the committee on the basis of weightage to Presentation, Technical (Strategy and Documents) and Financial part.
5. The breakdown of weightage will be as Technical 70 % and Financial 30% Technical (Presentation 10%, Infrastructure 20%, Strategy 10%, Insurance Cover 10%, Turn Over 10%, Similar Institutions 10%). All required proofs to be attached.
6. After evaluation of Bid, the successful bidder will be informed separately.
7. In case of any Govt. holiday or undeclared holiday or strike on the opening date, the tender will be opened on the next working day at the same time and for this no information will be published separately.
8. The agencies must put their initial on each page submitted. All pages must be numbered and a note of this should be mentioned on covering letter. The Terms & Conditions duly signed should be attached with tender paper.
9. **The tender fee of Rs.5000 (Rupees Five thousand) and E.M.D. of Rs.5,00,000 (Rupees Five lakhs) only as demand draft separately on any nationalized bank in favor of 'Birla Institute of Technology' payable at 'Ranchi' should accompany tender paper. Tender without tender fee and EMD will be ignored straightway.**
10. The EMD without interest will be refunded to the unsuccessful Bidders after finalization of tender. However, the EMD of the successful bidder shall be converted into security deposit and held by the Institute as performance guarantee for the entire period of contract but no interest shall be payable on the Earnest Money and the same shall be refunded after the expiry of the contract within 3 months after it is applied for by the Contractor.

11. The bidding firm should have a turnover of Rs 10 crore and above. The agency must have minimum average annual turnover of Rs. 10.00(Ten) Crores.(Enclose audited statement of account by C.A. and Income Tax Return of last 3 years, i.e., 2015-16,2016-17,2017-18). as submitted by the applicant to the Income Tax Department.
12. The successful Bidder has to deposit **Rs.15,00,000/- (Rupees Fifteen Lakhs Only)** for Security Services as security deposit, within 10 days of selection. The security money will be released after completion of contract period successfully.
13. The agency must have at least 5 (Five) running contracts of the annual value not less than Rs. 50 (Fifty) lakhs each. Copies of work order or certificated of monthly billing from the client must be enclosed as documentary evidence.
14. The Security services should start within 15 days of intimation.
15. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.
16. Incomplete tenders and/or tenders received after due date and time will not be considered.
17. Any effort by a bidder to influence the Institute in the bid evaluation, bid comparison or contract award decision directly or indirectly will attract straightway rejection of their bid without assigning any reason.
18. The Agency may be disqualified. if they have:
 - i) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
 - ii) Records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
 - iii)The Confidential enquiry reveals facts contrary to the information provided by the applicant.
19. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify that whether he is signing in the capacity of; i) a sole proprietor of the firm or constituted attorney of sole proprietor, or ii) a partner of the firm in which case, he must have the authority to represent the firm for arbitration of disputes concerning the business of the partnership firm either by virtue of the partnership deed or power of attorney, iii) constituted attorney of the firm.
20. At any time, prior to the date of submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.
21. After receipt of tender paper, it will be presumed that the bidders have submitted their tender paper after accepting the terms and conditions of the tender.

22. Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction, if any. All pages of the bid document shall be numbered and submitted as a package with signed letter of transmittal.
23. The Bidders should submit an affidavit by a Notary Public that they are not having any case pending against them anywhere nor have they been found guilty in any criminal case since last ten years. They shall also submit an affidavit that they were not blacklisted earlier by any organization since last ten years.
24. The agency must have adequate experience in providing security services.
25. The agency must be in possession of Labor License for running security services. (Enclose copy).
26. The agency should have valid license under Jharkhand Private Security Agencies (Regulation) Act 2010 issued vide Home Dept., Govt. of Jharkhand letter no. 3839 dated 16-9-2010. (Enclose copy).
27. The agency should have ISO certification or any other quality certification (enclose copy).
28. The agency has been in contractual security business continuously during preceding five years.
29. The agency should have training infrastructure and must provide/have provided training to security personnel before placement at BIT Mesra. The firm should have properly organized training arrangements for its security personnel. Full details of such training, including the institutions utilized for training, duration of training and available training aids should be furnished. (attach CD)
30. The agency must have its EPF and ESI code numbers. (Enclose copy).
31. The agency must have its Income Tax PAN. (Enclose copy).
32. The agency must have its GST Registration. (Enclose copy).
33. The agency must have Insurance cover from Insurance Company for employees, public liabilities and theft. (enclose copy)
34. The security personnel deployed must invariably be trained persons and having minimum age of 21years and maximum age of 45 years with mentally and physically fit. The medical fitness certificate not older than 03 Months, Police verification, PAN card, Aadhar card and first page of bank pass book should be submitted to BIT Mesra, security office at the time of joining of all personnel of security agency. Apart from this valid gun license should also be submitted for gunman.
35. All licenses should be valid and subsisting as on the last date of bid.
36. The bidder's name should appear on each page of the bid document.
37. The bidder may attach any additional information, which it thinks necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is, however, advised not to

- attach superfluous information. No further information will be entertained after the bid is submitted, unless the Institute calls it for even before selection.
38. The Inspector and Supervisors must be ex-servicemen or graduate and should possess security service knowledge, good leadership quality, basic crowd control and also capable to give training to security guards. The supervisor should have computer literacy to monitor CCTV footage also and to initiate timely action if required.
 39. All the security guards must be well built preferably having height more than 5'6" and desirable BMI. All security guards must have the necessary security training certificates.
 40. All the security guards should have the training to operate the fire extinguishers, alarms, mobile phones, etc.
 41. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.
 42. Preferably, motorcycles should be used for patrolling purpose only. The fuel will be reimbursed based on the running of the motorcycles as per records in logbook.
 43. The uniform consisting of body dress, cap, socks, shoes, logo, rank badge and name plate should be provided by the agency to security personnel. Separate set of uniform suitable for various seasons and conditions must also be provided by the agency. Torch, overcoat, raincoat, jersey, lathi, bhala will be a part of uniform and would be provided by the agency.
 44. The Institute will release payment as per minimum wages for the security personnel as per notification of Govt. of Jharkhand for engaged security personnel only of semi-skilled, skilled and highly skilled category as mentioned in the tender.
 45. The agency will be wholly responsible for payment of minimum wages to the employed personnel as per Govt. of Jharkhand rules from time to time.
 46. The Agency has to submit proof of payment to the Institute month wise for release of next month payment. The Agency has to provide monthly pay slip to the employed security personnel showing all components clearly.
 47. List of documents to be enclosed with Technical bids as per annexure-II.
 48. Service charges as per norms for required number of personnel (covering Semi-skilled, Skilled and highly skilled guards), should be mentioned in the Performa given in Annexure-III and should be quoted in words and figures.
 49. Cutting and overwriting in rates will not be entertained.
 50. The successful bidder will have to furnish documentary details of contribution towards E.P.F./ E.S.I. against personnel deployed at BIT on monthly basis, failing which the contract may be terminated.
 - 51. The Security money of successful bidders will be for-feited and penalty will be imposed, if they do not adhere to norms of E.P.F., ESI and payment of minimum wages as per law in force as per Jharkhand Government.**

52. The successful bidder will have to enter into an agreement with BIT on non-judicial stamp paper worth Rs. 50/-, before starting work.
53. The contract will be initially for a period of one year which can be extended for another Two years subject to satisfactory performance. The performance will be reviewed annually.
54. In case the services are not satisfactory, the contract will be terminated with one month's notice from BIT. In case the agency wants to terminate the contract with BIT, they have to give three months' notice in advance.
55. The undersigned reserves the right to terminate the contract or impose penalty in case of lapses from the agency including damage or loss of assets of this campus or of any residents. The contract can be terminated by giving one month's notice.
56. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security personnel.
57. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
58. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within same days.
59. Any security personnel found drunk or under influence of any prohibited drugs during duty hours will be debarred from services immediately and will not be engaged in future at BIT, Mesra.
60. Security personnel will maintain 8 (eight) hours shift system and 20 % personnel are to be replaced after 6 months alternatively.
61. Payment will be made against monthly bill in accordance with availability of fund and after fulfillment of required official formalities. Claim for interest on dues on account of delayed payment due to lack of technical formalities will not be entertained.
62. Income tax as applicable shall be deducted from monthly bill.
63. The Institute does not bind itself to accept the lowest or any other tender. The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reason, whatsoever and without thereto, incurring any liability to the affected bidder or bidders on the grounds of the Institute action.
64. The Institute further reserves the right to decide on fair and reasonable price of the services tendered for and counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even in case of a counter offer rate having been offered to the bidders. The Institute also reserves the right to negotiate with selected bidder to arrive at a fair and reasonable price.
65. The BIT reserves the right to reject or accept the tender / any rate quotation in part or full and relax any provision without assigning any reason thereof.

66. In case of any dispute arising relating to the right and obligation and relating to the interest and meaning of the terms of the agreement, the decisions of the Vice-Chancellor or person so authorized by him, shall be final and binding.
67. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction of Ranchi.
68. The tender/ contract is not transferable under any circumstances.
69. The agency must have adequate experience in providing security for at least 5 years with minimum deployment of 200 security personnel at any point of time in similar type of reputed Institution controlling students related activities (hostel, functions etc. and in at least 5 states also.(Enclose copy).
70. The agency should have minimum 500 guards on its rolls during the last three years i.e. 2015-16,2016-17, 2017-18. It should also have a clear regular recruitment policy. The bidder must furnish the details of employees currently on their rolls.
71. As per clause no. 33 and 56 of original Tender the liabilities up to Rs. 1 lakhs will be met by the Agency. For the liabilities more than Rs. 1 lakhs, Agency may make good such a loss through an insurance cover, which would specifically enable payment of compensation to Institute for the losses suffered due to negligence or poor performance by the agency, and the compensation will be as per Insurance rules. Alternatively, it should be covered by the agency itself.

IV. Presentation

The presentation shall be made by an authorized representative of each firm before the Committee on the scheduled date. The representative should be in a position of answering all the queries related to the firm. The presentation is to cover the following aspects of the firm;

- i) Brief introduction of the firm.
- ii) Certificate of registration of the firm.
- iii.) Clients served/being served by the firm.
- iv.) Recruitment policy of the firm.
- v.) Infrastructures of the firm.
- vi.) Facilities for imparting training to its personnel.
- vii) Capability to deal with critical situations.
- viii) Any other aspects of significance.

The Institute will provide requisite hardware to facilitate making of presentation. After presentation, a hard copy of the presentation is to be provided to the Committee.

Registrar

Annexure-I: Eligibility criteria for Security Services		
S.No	Enclosure	Enclosed Yes/No
1	Up-to-date labour license under Jharkhand state/Central Govt.	
2	Registration with E.P.F.	
3	License issued by Home Deptt. Govt. of Jharkhand under Jharkhand Private Security Agencies (Regulation) Act, 2010	
4	Experience Certificate	
5	Income Tax PAN of Agency	
6	Affidavit	
7	Service Tax Registration No.	
8	Turn Over and Balance Sheet	
9	IT Return	
10	Registration with ESI	
11	Tender Fee	
12	EMD Details	
13	ISO or any other quality certification	
14	Training Infrastructure (CD)	
15.	Experience in planning, installation, utilization and maintenance of electronic surveillance system.	
16	Copies of original documents defining the legal status, place of Registration & principal places of business.	
17	Names and title or Directors and officers to be concerned with proposed contract with designation of individuals authorized to act for the organization	
18	Information on any litigation in which the Agency was involved during the last 5 (five) years, including any current litigation.	
19	Details of employees currently on their rolls	
20	Certificate from Banker for proposed Bank Guarantee	
21	Insurance cover from Insurance Company	

(Signature & Seal)

Annexure-II: Strategy to provide Security in BIT Campus

ANNEXURE - III

Price Bid

Price Bid							
Annexure-III: Security Manpower Rate Break up as per minimum wages of Jharkhand							
S. No.	Particulars	In %	Security Guard (Semi-Skilled)	Lady Security Guard (Semi-Skilled)	Gunman (Skilled)	Supervisor (Skilled)	Security Inspector (Highly Skilled)
	Minimum Wages w.e.f. 01.04.18 Jharkhand						
A	Gross Wage						
	Employers Share PF/EPS						
	Employers Share ESIC						
	National Holiday						
C	Sub Total (A+B)						
D	Relieving charges(1/6of C						
E	Sub Total (C+D)						
F	Service Charge						
	Total Cost per month/Head for 8 hours duty						
	GST						
	INCLUDING GST						

Annexure - IV. The evaluation parameters will as follows:

A. Technical : Total Marks : 70

1. Presentation : 10 Marks

	10	8	6	4	2
Total Marks obtained					

2. Infrastructure - Facilities and Documents : 20 Marks

	20	16	12	10	8
Total Marks obtained					

3. Strategy : 10 Marks

	10	8	6	4	2
Total Marks obtained					

4. Insurance Cover : 10 Marks

	10	8	6	4	2
Total Marks obtained					

5. Turn Over : 10 Marks

	10	8	6	4	2
Total Marks obtained					

6. Similar Institutions : 10 Marks

	10	8	6	4	2
Total Marks obtained					

Grand Total of 1 to 6					
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B. Financial evaluations Total : 30 Marks

	L1	L2	L3	L4
Service Charges (Value in Rupees)				
In terms of points	30	27	24	21
Total Marks obtained				

A B (A + B)

Grand Total A & B out of 100			
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