

ग्रामीण कार्य विभाग
बिहार ग्रामीण पथ विकास अभिकरण

पत्रांक- BRRDA(HQ)-450/2018

पटना / दिनांक-

प्रेषक,

संजय कुमार
अपर मुख्य कार्यपालक
पदाधिकारी सह-सचिव, ब्राडा

सेवा में,

श्री सुनिल कुमार
अधीक्षण अभियंता
ग्रामीण कार्य विभाग
गुणवत्ता कोषांग,

विषय-ब्राडा कार्यालय के लिए सुरक्षा कर्मियों की सेवा आउटसोर्स के आधार पर प्राप्त करने हेतु Notice Inviting RFP का प्रकाशन समाचार पत्रों में कराये जाने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि ब्राडा कार्यालय के लिए सुरक्षा कर्मियों की सेवा आउटसोर्स के आधार पर प्राप्त की जानी है। इस हेतु Notice Inviting RFP पर विभागीय सचिव का अनुमोदन प्राप्त किया गया है। प्राप्त अनुमोदन के आलोक में Notice Inviting RFP का प्रकाशन दैनिक समाचार पत्रों में किया जाना सुनिश्चित करें। Notice Inviting RFP की प्रति पत्र के साथ संलग्न की जा रही है।

अनु० यथोक्त।

विश्वासभाजन

ह०/-

(संजय कुमार)

अपर मुख्य कार्यपालक

पदाधिकारी सह-सचिव, ब्राडा

पटना / दिनांक- 21.12.2018

ज्ञापांक:- BRRDA(HQ)-450/2018 - 4386

प्रतिलिपि:- IT प्रबंधक ग्रामीण कार्य विभाग को Notice Inviting RFP विभागीय वेबसाईट rwdbihar.gov.in पर Upload करने हेतु प्रेषित।



(संजय कुमार)

Bihar Rural Roads Development Agency (BRRDA)

(Rural Works Department, Government of Bihar)

3rd Floor, Land Development Bank,

Budh Marg. Patna-800001

Phone: (0612) 2233198, 2233063, Fax: (0612) 2233199

Email- reobihar@yahoo.com

Notice Inviting RFP

Bihar Rural Roads development Agency, Patna invites RFP from registered firms/agencies for providing outsourced security guard services for its headquarter office situated in Patna, Bihar. Detailed requirement of outsourced manpower and there qualification and experiences in given in technical & financial proposal part of tender document.

Interested firms/agencies may participate in the bidding process by sending this Tender/Proposals in two envelope one "Technical Bid" and second for " Financial Bid", contained in a single big size envelope, duly sealed and super scribed as "**RFP for Selection of Agency for Outsourcing of security guard address to Additional Chief Executive Officer-cum-Secretary, Bihar Rural Roads Development Agency.**"

The Bid Document can be downloaded from www.rwdbihar.gov.in or can be obtained from Finance & Accounts Section, BRRDA from 26th December 2018 to 16th January 2019.

The sealed Tender(s)/ Proposal(s) should reach the office of undersigned on or before 17th January 2019 by 3:00 P.M. through Courier/Registered Post/Speed post/by Hand Delivery. Conditional tender/incomplete tender or tenders received after the due time and date shall not be entertained in any circumstances. In this regard a Pre-bid meeting will be held at conference hall of BRRDA office on 10th January 2019 at 1:00P.M. The tender(s) (technical part) will be opened on 17th January 2019 at 04:00 P.M. by the competent officer in the presence of bidders or their authorized representative those who wish to participate. BRRDA reserves right to cancel or postpone or to modify any term and condition of the tender at any stage without assigning any reason at its own discretion.


26.12.18

**Additional Chief Executive Officer cum
Secretary, BRRDA**

Instructions to Bidders

1. Bihar Rural Road Development Agency (BRRDA), invites RFP from registered firms/agencies for providing outsourced manpower services for its headquarter office situated in Patna, Bihar.
2. The participating agency has to fulfil the eligibility criteria as mentioned below-

ELIGIBILITY CRITERIA

SL.NO	DESCRIPTION	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID
1	The organisation must be registered under Companies Act/ Shop & Establishment Act/ Societies Registration Act 1896 or Partnership Act .	Attach copy of Registration Certificate
2	Must have registered office in Patna	Same as above
3	Must have ESI and EPF registration	Attach copy of ESI and EPF registration certificate
4	Must have GST Registration Number	Attach copy of GST Registration
5	The agency must not be blacklisted by any department or government offices	Affidavit from Notary public
6	Minimum Average turnover must be more than Rs 15 Lacs per annum in last three years. FY 2015-16- FY 2014-15- FY 2013-14-	Balance sheet of last three financial year
7	Must have experience of providing manpower of similar profile as mentioned in any government organisations/Govt. undertakings of state and/or Central Govt./Or any other organisation of good repute.	Attach copy of work order
8.	Must have register under private security agency registration act. (PASRA)	Attach copy of Registration Certificate

3. The bids are to be submitted in two envelopes - one sealed envelope super scribed as 'Technical Bid' giving details in the format given as per annexure – 1 and the second sealed envelope super scribed as 'Financial Bid' in the format at annexure-2. The two sealed envelopes as above will be placed in another sealed envelope super scribed as 'RFP FOR SELECTION OF AGENCY FOR OUTSOURCING OF MANPOWER (SECURITY GUARD)' The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be submitted at BRRDA office at 3rd Floor, Bhumi Vikas Bank Building, Budha Marg, Patna. Bid Submitted in single envelop shall be summarily rejected.
4. The sealed bids will be received in BRRDA up to 3.00 PM on 17th January 2019 Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Technical Bids will be opened on the same date i.e. 17th January 2019 at 4.00 PM in presence of the representatives of the bidders.
5. Financial bid of only those bidders will be opened for evaluation who qualifies in Technical bid. Date of opening of financial bids of such firms will be notified separately.

6. Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand Only) must be accompanied in the Technical Bid document. The EMD shall be paid in the form of Bank Guarantee/NSC/Postal deposit/ Bank FD from a Nationalized Bank/Scheduled Commercial Bank / Post office Pledge/ in favour of 'Executive Engineer Rural Works Department Works division Patna'. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected.
7. The bid shall remain valid for a period of 3 months (90 days) from the date of receipt of the bid.
8. The scope of work shall be providing Manpower on Outsourced basis to be deployed at Bihar Rural Roads Development Agency as per requirement. The detailed requirement of manpower is given below in technical bid .
9. The manpower requirement may vary depending upon the volume of work, functional requirements etc during the course of the contract. In addition to above BRRDA may also require manpower with new designation, qualification and remuneration which will be decided by BRRDA and the agency has to provide the manpower as per requirement of BRRDA

10. The technical & Financial Bid Should be prepared annexure in formats

11. EVALUATION OF BIDS and AWARD OF CONTRACT

BRRDA will award the contract in following manner-

- Technical Bid shall be evaluated on the basis of minimum qualifying requirement given in Eligibility Criteria of RFP. Financial bid shall be opened of only technically qualified bidders.
- Financial bid shall be evaluated on the basis of service charges quoted by the bidder. Contract will be awarded to agency, having quoted the minimum service charges .
- BRRDA reserves the right to award the contract to agency who is found to be technically & financially capable to execute the contract.
- **11.SERVICE CHARGES**

Bidders shall quote the Service Charges exclusive of taxes/duties applicable, if any, in the format given in Table C of Annexure-2. The statutory duty or taxes applicable on service charges will be paid at the rate prevalent at the time of billing.

12. TERMS OF PAYMENT

Payment will be released within a month after receipt of bill and certification by authorized officer of BRRDA that the services provided during the month are satisfactory. The Bill should be enclosed with Attendance for the month

13. The monthly remuneration indicated in Table-C of Annexure-2 is the inclusive of employer & employees share of contribution towards P.F, and ESI and other employees benefit schemes, if any.
14. GST is payable extra as applicable at the time of billing.

Terms & Conditions of Tender

1. The service provider shall not assign, transfer, pledge or sub-contract the services to any other agency.
2. Preference shall be given to persons already working in BRRDA through any service providing agency.
3. The contract will initially be awarded for a period of one year and may be extended further up to 5 years on the same terms and conditions depending on the satisfactory performance of the service provider.
4. BRRDA would be free to terminate the contract without giving any reason at any time after giving advance notice of one month in writing.
5. The agency should ensure that person deployed should be of good character and antecedents.
6. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
7. The service provider shall replace immediately any of its personnel, if they are unacceptable to the BRRDA because of security risk, incompetence, conflict of interest and breach of confidentiality, improper conduct or any other reason upon receiving written notice from BRRDA office.
8. The service provider shall restrain from removing any of its personnel deployed in BRRDA whose conduct, competence and behaviour is found satisfactory to BRRDA. If necessity arise at all, the service provider shall obtain consent of the BRDDA before removing any such personnel.
9. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
10. That the persons deployed shall not be below 18 years of age, minimum height 154 CM and minimum qualification 8th Passed.
11. The agency shall comply with all regulation/circulars issued by govt. time to time for administration/regulations of private security service providing Agency.
12. The service provider shall comply with the provision of minimum wages act.
13. Any penalty, interest or fine levied on service provider by the statutory authorities for non compliance of any of the applicable statutory provisions including delay in statutory payments and/or filing of returns shall be the liability of the service provider.
14. The outsourced Security Guard shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
15. Service provider will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the assignment.

16. The workers employed by the service provider will not be treated as the employees of the BRRDA for any purpose whatsoever. The person deployed shall not claim any Master & Servant relationship against this office. The service provider's personnel will not claim any employment at BRRDA at any time.
17. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
18. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider (Contractor). This shall include payment of PF, ESI, and Service Tax and deduction of TDS etc.
19. The service provider shall deploy security personnel in BRRDA office for 24 hours in 3 shift for whole year including holidays and Sundays.
20. It is duty of Service provider to arrange substitute security guard in case any regular Security Guard suffer from sickness or goes on leave.
21. The personnel may be deployed for a period of entire contract period. But if their performance is unsatisfactory, they may be substituted by the contractor.
22. The service provider agency will provide the security personnel as per the requirement of the office.
23. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
24. The service provider shall make payments for the outsourced through cheque / ECS within time as per rules from their own resources and raise an invoice for the amount together with duly approved attendance records from the place of employment of each staff. BRRDA will reimburse salaries against the invoice following verification of attendance records
25. In case outsourced employee is absent, proportionate deduction shall be made from his pay, on monthly basis.
26. The service provider shall be available at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone/SMS from the Department to the service provider shall be acknowledge on receipt on the same day.
27. The service provider shall provide the manpower within a week from the date of receipt of the requirement.
28. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or on employment by the personnel of the agency, it shall be the entire responsibility of the agency/service provider to pay and settle the same.

Annexure-1

(CONTENTS OF ENVELOPE - 1)

TECHNICAL BID SUBMISSION FORM

Date : _____

From:
[Name, address and telephone nos. of the bidder]

To
Additional Chief Executive Office cum Secretary
Bihar Rural Roads Development Agency,
3rd Floor, Bhumi Vikas Bank Building
Budha Marg, Patna-800001

Sub:- Submission of Technical Bid for selection of Agencies for Outsourcing of Manpower
(security guard) against your Tender Enquiry No. :.....

Dear Sir,

I the undersigned, am submitting our Pre-qualification bid for empanelment of agencies for outsourcing of Manpower in accordance with your Tender Enquiry No.....

I hereby submit our bid, in a sealed envelope.

I hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

I accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand you are not bound to accept any bid you receive.

I declare that I have signed all the papers included in the tender document with stamp.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Telephone (Office): _____

(Mobile): _____

Email: _____

Table -A of Annexure 1

Sl. No.	General particulars of the Agency	Details to be filled up by the Bidder	Ref. Page No.
Firm Profile			
1	(a) Name of Firm		
	(b) Regd. Address		
	(c) Address of Office in Patna		
	(d) Year of Establishment of the firm		
	(e) Contact Person's		
	a. Name & Designation		
	b. Tel. No. Landline		
	c. Email ID		
	d. Mobile		
	e. Fax		
Eligibility Creteria			
2.	The organisation must be registered under Companies Act/ Shop & Establishment Act/ Societies Registration Act 1896 or Partnership Act .		
	Must have registered office in Patna		
	Must have ESI and EPF registration		
	The agency must not be blacklisted by any department or government offices		
	Must have GST Registration number		

	<p>Minimum Average turnover must be more than Rs 15 Lacs per annum in last three years.</p> <p>FY 2015-16- FY 2014-15- FY 2013-14-</p>		
	<p>Must have experience of providing man power of similar profile as mentioned in above in any government organisations/Govt. undertakings of state and/or Central Govt./Or any other organisation of good repute.</p>		
	<p>Must have register under private security agency registration act. (PASRA)</p>		
3	<p>Type of Firm: Private Ltd./Public Ltd./Cooperative/ NGO/ PSU. (Please enclose copy of Memorandum/Articles of Association / Certificate of incorporation)</p>		
4	<p>PAN No</p>	<p>PAN No _____</p>	
5	<p>Bank A/c No. & Bank Name</p>	<p>Account No. _____</p>	
		<p>Bank Name _____</p>	
		<p>Branch Name _____</p>	
9	<p>Details of Earnest Money Deposit (EMD)</p>	<p>NSC/Postal deposit/ Bank FD/BG No. No</p>	
		<p>Date</p>	
		<p>Amount :</p>	
		<p>Drawn On :</p>	

Signature with stamp _____

Date _____

Full Name _____

Address _____

Table-B of Annexure 1

Work Experience of Agency with Government Organisation

Sl. No.	Name of Organisation/ Department	Type of Outsourced security guard	Contract Value	Period		Total No. of Years	Ref. Page No.
				From	To		

Signature with stamp _____

Date _____

Full Name _____

Address _____

Annexure-2
(Contents of Envelope -2)

FINANCIAL BID SUBMISSION FORM

Date: _____

From:
[Name, address and telephone nos. of the bidder]

To
Additional Chief Executive Office cum Secretary
Bihar Rural Roads Development Agency,
3rd Floor, Bhumi Vikas Bank Building
Budha Marg, Patna-800001

Subject- Submission of Financial Bid for selection of Agencies for Outsourcing of Manpower (security guard) against your Tender Enquiry No. :

Dear Sir,
I, the undersigned, am submitting our Financial Bid for empanelment of agencies for Outsourcing of Manpower in accordance with your Tender Enquiry No. :

I hereby submit the bid, in a sealed envelope.

I hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

I accept all the terms and conditions of this tender document and I am not deviating from your terms and conditions. The bid is binding upon us. I understand that you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Telephone (Office): _____

(Mobile): _____

Email: _____

Financial Bid

Table-C of Annexure 2

Sl. No.	Category of Manpower	Monthly Remuneration/ reimbursement by BRRDA (Including EPF & ESI)	Service Charges (In Figure) Per Person
1	Security Guard	₹ 9500 (Nine Thousand Five Hundred) Only	
Service Charge In Words			

- GST is payable extra as applicable on submission of required documents.
- The monthly remuneration indicated in Table-D above is inclusive of employer & employees share of contribution towards P.F, and ESI and other employees benefit schemes, if any
- The Service Providing agency shall Certify in his invoice/bill the statutory dues payable up to previous month has been paid by him.

Signature with stamp _____

Date _____

Full Name _____

Address _____
