

REQUEST FOR PROPOSAL

FOR

**Selection of Man Power agency for providing Security Guards & Ancillary
Services Personnel**

at

Khadi Mall, 3rd Floor, East Gandhi Maidan, Patna,

Bihar

Tender Notice No.: Patna, Dated:

NAME OF FIRM

Bihar State Khadi and Village Industries Board, Patna

(A Govt. of Bihar Undertaking)

Road no.22A, S.K Nagar, Patna-800001

Phone No. 9771427746, Email id: kvibpatna@gmail.com

Website: www.industries.bih.nic.in, www.kvibbihar.com

December 2019

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Tender Notice No.

Sealed and separate tenders are invited from eligible applicant for '**Selection of man power agency for providing Man Power and Ancillary Services in Khadi Mall, East Gandhi Maidan, Patna, Bihar**'.

EMD	Cost of Tender Document	Last Date of Receiving bid	Date of opening bid
Rs. 100000.00	Nil	27.01.2020	27.01.2020

The tender document can be obtained from the above mentioned Bihar State Khadi & Village Industries Board, Patna office of the undersigned, during office hours on any working day from date **27.12.2019 to 27.01.2020** by paying the cost of tender document through cash or bank draft in favour of Bihar State Khadi & Village Industries Board, Patna.

The tender document can also be downloaded from under the icon "Tenders" on the website of the Department of Industries (www.Industries.bih.nic.in) and www.kvibbihar.com. If the document is downloaded from the abovementioned websites, the demand draft for the amount payable towards the cost of the document should be enclosed with the technical bid of the tender document. Any subsequent notification, change and amendments shall be posted only on the aforesaid websites.

The bidding will be conducted in accordance with Single Stage. Two Envelop Bidding Procedure, based on the evaluation and qualification criteria as per details mentioned in the RFP.

Bidder shall submit one large envelope containing two separate sealed envelopes.

Part –I Technical Bid containing prequalification details Scribed as Technical Bid with Tender Notice No on the envelop, along with EMD.

The cost of Tender and EMD shall be in the form of Demand Draft drawn in favour of "Bihar State Khadi & Village Industries Board, Patna and

Part –II Financial Bid (in separate envelope) containing only the rates related to tender documents, scribed as Financial Bid with Tender Notice No. on the Envelop.

The tender shall be received at Bihar State Khadi & Village Industries Board, Patna up to **27.01.2020 at 03:00 PM**

The technical bid of the tender shall be opened on same day. The date of opening of financial bid shall be communicated after scrutiny of technical bids. The financial bid of only those bidders who qualify in technical bid shall be opened.

For any further clarification regarding the submission of tender, Work contact the undersigned at the above mentioned telephone number. The undersigned reserves all the rights to reject any or all the tenders without assigning any reason.

Chief Executive Officer

Bihar State Khadi & Village Industries Board, Patna.

TENDER NOTICE

Reference for proposal for selection of security agency/company for providing Man Power services at BSKVIB, Patna

SECTION 1: Instructions to Bidders (ITB)

1.1 Background

1.1.1 Khadi Bhawan, Bihar State Khadi & Village Industries Board, Gandhi Maidan, Patna is a modern and integrated facility developed by DEPARTMENT OF INDUSTRY, Govt. of Bihar to support Handloom and Handicraft sector of Bihar and nearby areas, by providing platform for trade enhancement, facilitation to both domestic and international buyers and carry forward the rich traditions of Handloom and Handicrafts of Bihar region.

1.1.2. The complex has been developed over a contiguous land of approx. 1 acre approx., at Gandhi Maidan, Patna Bihar. The project encompasses a developed area of approx. 50,000 sqft, with sub-components including Khadi mall, Food Kiosks, Restaurants, Marts / Offices, parking facility for more than 50 cars, space for cultural and social functions, Handloom and Handicraft exhibitions.

1.1.3. The state of the art facilities offered at Khadi Bhawan, Bihar State Khadi & Village INDUSTRIES Board, Gandhi Maidan, Patna, are equipped with automated Building Management Systems (BMS), central air conditioning and ventilation systems, power backup, fire protection and public address systems, lifts/escalators for ease of public movement on all levels and centrally monitored CCTV system for safety and security. Supporting infrastructure includes surface and basement parking facilities.

Brief description of Khadi Mall Spaces:

1.2.1 The project strategically offers requisite facilities for improving Visitor experience and their retention for longer period. Mall are envisaged to offer specialized shopping experience in the Khadi Mall, Bihar State Khadi & Village INDUSTRIES Board, Gandhi Maidan, Patna at Bihar.

1.2.2 The complex offers 3 floor of shopping area with top floor for cafeteria. And ground floor with Parking Facilities.

1.2.3 The BSKVIB office is attached to this Mall having seven floored building for administrative, training, exhibition area etc.

1.3 Details of Mall Spaces

1.3.1 Mall are located on the East Gandhi Maidan, Patna. One of the most populated and connected area of Patna. Khadi Mall has super Built-up area for 21000 Sqft. with 3floors. Ground to second floors are for shopping and third floor are for Cafeteria.

1.3.2 Details of Restaurant Spaces

SL	Particulars	Floor	Area (Appx.)
a	Shopping Area	Ground, 1 st and 2 nd	18000 Sq. Fts
b	Cafeteria	3 rd Floor	3000 Sq. Fts
c	Warehouse	2 nd floor connected building	4200 Sq. Fts.
d	Connected Building	Parking and rest of the 6 floors	25200 Sq. Fts.

Floor wise details

Floor	Points	Nos
Ground Floor	Entry Gate	1
	Exit Gate (Proposed)	1
	Parking Area	1
	Outdoor Area	1
	Luggage Counter	1
	Shopping Area	Floor
	Genset Area	Main Building
	Lift Area	Inside Shopping Area
	Billing Counter	1
	Washroom Area	1
First Floor & Second Floor	Entry Gate	2
	Shopping Area	Complete Floor
	Wash Room Area	2
	Billing Counter	2
Third Floor	Entry Gate	1
	Cafeteria Gate	1
	Open Area Gate	1
	Cafeteria	1
	Wash Room Area	1
	Open Terrace	1

NOTES:

Note-1: Applicant shall submit proposal in prescribed format along with requisite information and documents.

Note-2: Applicant shall submit only one proposal for Worked space under this RFP.

Note-3: The selection shall be done based on L1 price quoted by the Applicants for respective services.

Note-6: In case of any concerns or difference of opinion regarding ant security measures, decision of Board/ Department of Industry, GOB, shall be final and binding.

1.4. Scope of work:

(a) Khadi Mall and adjacent Board Office is covered under this RFP, Patna and its various infrastructure & articles.

(b) Total requirement of security personnel & ancillary staffs may increase/decrease also as per BSKVIB needs.

(c) Requirement chart of Security and ancillary Personnel is given below;

S.No.	Place	Total No. of required Persons (Male/female)	Minimum qualification/ Experience
1.	Security Supervisor	01	Graduate & 3 years' experience
2.	Trained Security Guard	10	12 th pass & 3 years' experience
3.	Cleaning Staff	9	8 th Pass & 3years' experience
4.	Driver cum Guard	01	Commercial Licence & 2 years' experience
5.	Electrician	01	ITI (Electric) & 3 years' experience
6.	Counter Sales Representative	20	12 th pass & 2 years' experience
7.	Packer & Picker Staff	05	8 th Pass & 1 Year experience
8.	Billing Staff	05	Graduate & 3 years' experience
Total		52	

Note: Experience will be considered for same area of work

1.5 Invitation of Tender –

Chief Executive Officer, BSKVIB, Patna hereby invites, Sealed Tenders in the prescribed format for selection of security agency/company for providing Man Power Services to Bihar State Khadi and Village Industries Board, -Khadi Mall, herein after referred as “BSKVIB”, PATNA, from the reputed and experienced standard security agencies/companies who are operating from last 5 years and supplying Security Guards in Government Sector/PSU and having total turnover of not less

than 03 crores per year in last 03 years in this sector. The Tender Document will be issued on the production of Experience Certificate. The details of bids are as follows;

Tender Notice No.	
Name of the work	Security Guard and Ancillary Services AT Bihar State Khadi Village Industries Board , “BSKVIB”, PATNA
Tender is available & sealed tender deposited at	Chief Executive Officer Bihar State Khadi Village Industries Board (BSKVIB), PATNA.
Earnest Money Deposit	Rs. 1,00,000/- (Rs. One Lakh Only) in form of Pay Order / Demand Draft of a schedule bank, in favour of “Bihar State Khadi Village Industries Board”, Patna.
Sale of the Tender	From date of advertisement to 26/12/2019
Pre-Bid	
Last date & time of Submission of tender	27/01/2020 at 3 pm
Opening of tender	27/01/2020 at 3 pm in the chamber of Chief Executive Officer, Bihar State Khadi Village Industries Board, Patna.

Note -

- BSKVIB, Patna will not be responsible for loss and postal delay.
- Right to accept or reject any or all the offers without assigning any reason whatsoever is reserved by the CHIEF EXECUTIVE OFFICER, BSKVIB, PATNA.
- Tender Document is not transferable.

1.5. Terms and Conditions of Contract -

1.5.1. The personnel of the agency/company have to fulfil the following responsibilities.

(A) For security Personnel:

- Exercising strict vigilance for protecting the property and assets from damage, loss, destruction and theft.
- Ensuring proper flow of visitors and preventing unauthorized entry in the depot/office premises.
- Round the clock patrolling of the scheduled specified area.
- Ensuring and recording essential details of incoming and outgoing goods separately.
- For Supervisor: To handle all security guard and ancillary Staffs for the security and sanitation purposes and other related works.

(B) For Cleaning Personnel:

- Exercising strict cleanliness for protecting the hygiene in the building areas.
- Ensuring proper cleanliness of visitors' area and toilet area.

- (c) Round the clock cleaning of the specified area.
- (d) Ensure the cleaning before the visitor's timings and during and post visitors area. (Mall Opening Timing)

1.5.2 For Man Power and ancillary Services

- (a) The security and ancillary personnel of the security agency/company must be fully equipped with proper uniform including summer, winter and rainy season kitting lathies, whistle, torch, cleaning materials and equipment for cleaning, Sales Representative Uniforms, coats etc.
- (b) The agency/company will have to abide by all the provisions of all applicable statutes including labour, taxation and other law applicable to its establishment during the period of its engagement and shall be responsible and accountable for breach or violation of any of the provisions of any Act, Rules, Regulation, Notification, Circulars issued from time to time by Govt. The agency/company shall provide an undertaking to this effect prior to the commencement of the job and indemnify BSKVIB, Patna against any breach of statutes/laws etc.
- (c) The rate will be firm for a period of 36 months from the date of commencement of the contract.
- (d) The security agency/company will ensure that its staff will not at any time divulge/make known any trust information or other matter relating to the affairs of BSKVIB.
- (e) The security agency/company will ensure that all its personnel are physically fit and mentally alert. The minimum age of security personnel should be 22 (Twenty Two) years and the maximum age of security personnel should not be 45 (Forty Five) years.
- (f) The security agency/company will ensure that its personnel are properly trained to carry out their duties.
- (g) All security personnel of the agency/company must carry a proper photo identity card nameplate every time.
- (h) In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by security personnel of the agency/company, the agency/company will take proper disciplinary action against such personnel.
- (i) The agency/company will raise monthly bills at the beginning of each month for the duties performed during the month immediately preceding.
- (j) The agency/company will ensure timely payment of wages to its personnel but in all cases within a week of the payment received from BSKVIB.
- (k) The agency/company will provide additional manpower in any number within a reasonable time but not exceeding one month if so required on the written requisition of BSKVIB, Patna at the approved rates and terms and conditions.

- (l) The agency/company will execute the jobs undertaken by it directly assignment on sub-contract.
- (m) BSKVIB, Patna is not bound to accept the lowest or any tender or to assign any reason thereof.
- (n) BSKVIB, Patna reserves the right to accept or reject any tender without assigning any reason whatsoever and the decision of BSKVIB, Patna in awarding the work shall be final and cannot be subject to arbitration.
- (o) BSKVIB, Patna has the right to increase or decrease the manpower deployment after giving one-month notice in writing.

1.5.3 Other details to be provided by the tender:

- (a) Constitution of the organization whether the organization is Public Limited Company, Private Limited Company, Partnership Firm and Proprietorship Firm may be indicated.
- (b) Names, Addresses and Occupation of Chief Executive Officer/Partners/Proprietors may be provided.
- (c) In case of limited company, provide a copy of the Articles and Memorandum of Association and in case of Partnership Firm, provide a copy of registered partnership deed.
- (d) A copy of the latest income tax clearance certificate may be provided.
- (e) A copy of the income tax permanent account number must be provided.
- (f) Furnish the brief profile of former commissioned officers of the Defence forces/Former Gazette Officers of the Police or other Para Military Forces working in the agency/company indicating name, last rank held in Defence/Police/Para Military Services and their present job assignment in the agency/company.
- (g) Index sheet must be prepared and attached accordingly.
- (h) Technical Bid and financial bid format are attached as T-1 & F-1. The same format will be furnished and enclosed for BSKVIB ready reference.

1.5.7 Compensation Package:

- (a) In the event of failure/inability to provide to provide security personnel as per deployment plan/requirement, BSKVIB may deduct up to 5% of the monthly invoice value of the wages apart from deduction of daily wages for each day of absence of the number of security personnel.
- (b) If event after taking all necessary precautions any loss, damage, theft of property belonging to BSKVIB and its employees taken place within the specified area, it will be construed the such mishap has taken place due to negligence on part of the agency/company and it shall be liable to compensate for 100% of the damage/loss theft.

1.6. Eligibility Criteria:

The Security agency/company must full-fill the following criteria failing which their offer will be liable to be summarily rejected;

- 1.6.1. The agency/company have been providing security services, sales person and housekeeping for at least 5 years in the Government/PSU. Documentary evidence in shape of work order support of this will be provided.
- 1.6.2 The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possesses the required licenses, registration etc., as per law valid for at least 12 months from the date of signing of the contract with the successful bidder for providing House Keeping & Manpower Services.
- 1.6.3 The Bidder shall have experience of providing House Keeping and Manpower Services for at least 03 years till 31st March, 2019.
- 1.6.4 Financial Turnover during the last 3 years till 31st March, 2018 should be at least Rs.3 Crores per financial year.
- 1.6.5 There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder). An undertaking in this regard should be provided in the Technical Bid.
- 1.6.6 The Bidder should have the following Registration in its name and the details of the same must be provided in the Technical Bid:
 - (i) Company Registration (Shop and Establishment Registration)
 - (ii) EPF Registration
 - (ii) ESI Registration
 - (iv) GST Registration
 - (v) PAN of the Firm/Proprietor
 - (vi) ISO Certificate
 - (vii) Current Labour License for minimum 400 workers.
 - (viii) Minimum 04 work orders for supply of Manpower out of which one should demonstrate that the vendor is supplying at least 100 Manpower every month in any one single contract.
 - (ix) Audited Income Tax Return for the last three financial years (2015-2016, 2016-2017 & 2017-2018)
 - (x) Registration for manpower supply /License to act as Housekeeping & Manpower Service Agency.
 - (xi) Performance Certificate/ Work Competition Certificate rendered by the client/ clients for having completed such work a value of at least 3 crores or more in one Particular Completed work.

- 1.6.7. The agency/company must be registered and operating in Bihar. Addresses of officer in each State the agency/company is operating also with the name of the Principal Officer of the agency/company in such office and his telephone/fax nos. Furnished documentary evidence in the shape of work order support of this.
- 1.6.8. The agency/company must have at least 3 (Three) running contracts, the annual value of which must not be less than Rs. 75Lacs each. Copies of agreement/Work order from client as documentary evidence must be provided.
- 1.6.9. The agency/company must be serving at least 3 public sectors under taking/Govt. Departments/Govt. Corporation and other Govt. Institutions. Documents must be submitted.
- 1.6.10. The Security agency/company must have a proper licence required for security agency and should be valid for more than 12 months from the date of agreement. Evidence in support of above subject be provided.
- 1.6.11. The agency/company must be registered under Provident Fund Act, EPF, ESI Act & Shops and Establishment Act. Copy of registration papers along with code number allotted to the agency/company must be submitted.
- 1.6.12. The Partners/Shareholders of the agency/company must be Indians (all).
- 1.6.13. Not been banned / de-listed / de-barred / blacklisted from business by any PSU / Govt. Department during last three (03) years (attached affidavit for this).
- 1.6.14. The agency/firm should have GST certificate (copy of the registration certificate attached).

Note - The bidder should have to enclose all the notarized requisite supporting documents with tender as mentioned in the eligibility criteria. Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be technically qualified. Those bidders who do not qualify technically their financial bids will not be opened.

1.7 Earnest Money Deposit (EMD):

- 1.7.1 Proposal should necessarily be accompanied by **an Earnest Money Deposit for an amount of Rs. 1,00,000/-** (Indian Rupees One Lacs only) through Account Payee Demand Draft/Banker's Cheque/RTGS/NEFT to the bank account as per bank details provided in the term sheet. EMD shall remain valid for a period of Ninety (90) days beyond the final proposal/bid validity period.
- 1.7.2 EMD will not bear any interest payable by the Authority to the successful Applicant
- 1.7.3 EMD of successful Applicant shall be retained by the Authority till Security Deposit is submitted by the successful Applicant. EMD of unsuccessful Applicants will be returned after

expiry of the final proposal/bid validity and latest on or before the 90th day after the award of the contract.

- 1.7.4 EMD shall be forfeited and proposal of Applicant shall be cancelled in the following cases:
- a) if any information or document furnished by the Applicant turns out to be misleading or untrue in any material respect; and
 - b) if the successful Applicant fails to execute the Work Agreement within the stipulated time.

1.8 Security Deposit:

- 1.8.1 Successful Applicant shall submit **Security Deposit (SD) Equivalent to 5 % of Contract Value** by successful Applicant for the Work term. Security Deposit (SD) shall be submitted through Demand Draft/Banker's Cheque / Bank Guarantee in the name of BSKVIB/RTGS/NEFT to the bank account as per bank details provided in the LOI. Security Deposit should remain valid for a period of Ninety (90) days beyond the date of expiry of Work period.
- 1.8.2 SD to be submitted by the Applicant before signing of agreement. SD shall not bear any interest payable by the BSKVIB to the successful Applicant/lessee. EMD will be refunded to the successful bidder on receipt of Security Deposit.
- 1.8.3 Exiting from agreement after payment of Security Deposit even without providing personals shall lead to forfeiture of Security Deposit and all other payments made.
- 1.8.4 In case the agency causes any physical damages to the property of the BSKVIB or has any undue practices, the BSKVIB shall have discretionary rights to execute the repair of damages and recover the amount from the lessee or adjust the equivalent amount from the submitted Security Deposit.

SECTION -2- TENDERING PROCEDURE

Evaluation, Award and Signing of Agreement

2.1 Overview of Selection Process:

2.1.1 The proposals received for '**Selection of security agency/company for providing Man Power& Ancillary Services Personnel**' shall be evaluated according to eligibility criteria and financial proposal of eligible Applicant; and the work order shall be allotted to eligible Applicants solely on the basis of lowest quotation (L1 basis) as per financial proposal of eligible applicant.

2.1.2 Applicants need to clearly indicated the Tender (RFP) Title Outer Envelope and Inner Envelops of proposal.

2.1.3 Bids will be opened by Bid Opening Committee on the scheduled date, time and at the venue indicated in the Term Sheet or as amended later, in presence bidders who wish to attend the bid opening.

2.1.4 **Envelop-1** will be opened first and shortlisting of eligible Applicants will be done based on receipt of requisite forms, documents and EMD as per pre-qualification. Proposals not enclosed with requisite details, forms, documents or EMD shall be rejected. In case any applicant submits more than one proposal, all proposals of such applicant shall stand cancelled.

Enclosures of Envelop-1 should not include the financial proposal, in case the financial proposal is included in Envelop 1, the proposals of such applicant shall be declared non responsive and shall stand cancelled.

2.1.5 **Envelop-2** (Financial Proposal) of eligible Applicants shall be opened. Eligible Applicants shall be ranked as per Lowest rates quoted

2.1.6 Applicant having Lowest financial proposal (Manpower cost per head per shift per month, as per) shall be identified as successful applicant.

2.1.7 From the time the proposal is opened till the time Applicant is invited for allocation / allotment (shall be communicated through LOI / notice by the Authority), the applicant should not contact Authority on any matter. Any effort by the applicant to influence in examination, evaluation, ranking of proposals or recommendation for award of contract may result in rejection of the applicant's proposal.

2.1.8 No request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of proposal already submitted by the applicant.

2.1.9 At the time of prequalification evaluation of tender, evaluation Committee may ask for any documents (submitted or not submitted) for ascertaining eligibility of the bidder if it think fit in public interest. However, only those documents will be considered for evaluation which is issued on or before the last date of submission of tender.

2.2 Evaluation of eligibility:

2.2.1 Evaluation of Eligibility of the Applicant

- a) Documents would be checked for adherence with the prescribed criteria.
 - b) By submission of the proposal it is deemed that the applicant has accepted all terms and conditions as prescribed in this RFP.
- 2.2.2 Prior to evaluation of proposals, the Authority shall determine whether each proposal is responsive to the requirements of the RFP by opening the Envelop-1. A proposal shall be considered responsive only if
- a) It is received by the proposal within Due Date including any extension thereof;
 - b) It is accompanied by the EMD in accordance with the proposal document;
 - c) It is signed, sealed, bound and marked (tender title, name of applicant and submission address) as stipulated in this RFP document;
 - d) It is accompanied by separately sealed financial proposal;
 - e) It contains all the information (complete in all respects) as requested in the RFP;
 - f) It does not contain any condition or qualification;
- 2.2.3 The Authority reserves the right to reject any proposal which is non responsive.
- 2.2.4 The Authority shall evaluate the responsive proposals on the basis of the eligibility criteria and ranking system defined in this RFP.
- 2.2.5 Notwithstanding anything contained in this RFP, The Authority reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.
- 2.3** The tender shall be submitted in two parts, **T -I** will be **Technical Bid** and **F-1** will be **Financial Bid**, kept in two separate envelopes. These two envelopes shall be placed inside a bigger envelop, sealed with lac & properly super scribed. It should be clearly mentioned technical bid and address of the firm on the first envelop and Financial bid and address of the firm in the second envelop.
- 2.3.1 Part -I: Technical bid -The technical bid shall be submitted in T-1 format along with all the prescribed documents mentioned in the eligibility criteria.
- 2.3.2. Part - 2: Financial bid -It will submitted in F-1 format. The price should be quoted all tax separately with total.
- 2.3.3. L-1 of financial bidder will be selected and awarded.
- 2.3.4. Eligible tenderer after technical qualification (L2,L3,L4,...) may be given an opportunity to provide same manpower or service as per tender at L1 price, if the performance of the L1 tendered is not satisfactory or in any case as the Board may think fit.

3. Period of contact –

Period of contract will be 03 years from the award of the work. It will be renewed subjected to satisfactory performance and mutual consent with same terms and conditions.

**Chief Executive Officer
BSKVIB, Bihar, Patna**

Application format for Technical Bid: T-1

Sr. No.	Description of Information	Furnished description	Page No.
1	Name of the firm		
2	Nationality of the firm		
3	Complete Address of Regd./Head Office i) Postal Address ii) Telegraphic/Telex iii) Telephone/Fax iv) E-mail		
4	Former name of the firm (if any)		
5	Type of the firm i) Proprietary: ii) Partnership: iii) Private Ltd. Co.: iv) Public Ltd. Co.: Any data please vendor		
6	Minimum 5years' experience in providing security services in Govt./PSU.		
7	Latest three-year annual turnover not less than 3 crores in 3 years of the Firm (attached balance sheet and profit & loss account of latest 03 years) 2016-17 2017-18 2018-19		
8	Agency/company must be operating and Registered in at least in Bihar. Give details of address and others requirement mentioned in eligibility criteria		
9.	Three running contracts with annual value of one crore each First - Second - Third -		
10.	Agency/company serving at least 03 public sector undertaking/government department/government corporation and other government institution with documentary proof.		
11.	Registration under Provident fund act.		

12.	Income Tax Permanent Account Number.		
13.	Not been banned / de-listed / de-barred / blacklisted from business by any PSU / Govt. Department during last three (03) years (attached affidavit for this) .		
14.	Earnest money of Rs. One Lakh		
15.	EPF Registration Certificate		
16.	GST Registration.		
17.	Any License required for Security Agency in Bihar (Specify if any)		

Place : _____

For & on behalf of

Date : __/__/2019

Signature

Designation

Application format for Financial Bid: (F-1)

Financial wages: quoted Rs. per month

S.No	Name of Agency/Company	Name of Post	(a)	(b)			(c)	(d)	(e)	(f)	(g)	(h)	(i)	Remarks
			Wages	Cost of Statutory obligation PF,ESI Contribution &Bonds			Sub Total (a+b)	Cost of Weekly off (1/6) of (c)	Sub Total (c + d)	Statuary charges like GST	TDS not less than 02%	Service charge	Total cost (e+f+ g+ h)	
				PF 13.16 % b(i)	ESI 4.75 % b(ii)	Bonus 8.33% b(iii)								
1	2	3	4	5	6	7	8	9	10	12	13	14	15	16
		Trained Security Guard												
		Supervisor												
		Counter Sales Representative												
		Driver cum Guard												
		Add all Specification												
		Computer Billing Personal												
		Cleaning Staff												
		Total												

Place :

For & on behalf of

Date :

Signature

Designation

Technical Evaluation of Security Service in BSKVIB Complex

S.No.	Details	Attached	Not Attached	Annexure No	Page No.	Remarks
1.	Tender Purchaser					
2.	Name of the Firms					
3.	EMD of Rs. 1,00,000/- Attached					
4.	Five (5) Year Experience					
5.	Annual Turnover of Rs. 3 crore of last 3 year of the firm/company as per IT Department records (Copy of Balance sheet & profit and loss account of last 03 year)					
6.	Documentary evidence of operation security service in at least 04 states of India					
7.	Documentary evidence of 03 running contracts.					
8.	Documentary evidence of serving at least 03 PSU/Govt. Depart/Corporation or other Govt. Institute					
9.	Documentary evidence of having a					

	proper training centre for training of security personal.					
10.	Copy of registration paper under provident fund Act,ESI Act & shop and Establishment Act					
11.	Income Tax permanent Account No. (PAN No.)					
12.	GST Certificate					