

Part-B(Page No. from ¹³ to ³⁰)**Service Provider (Security Staffs/Gaurds)**

1. Sealed Quotations in Prescribed form are invited for Bhadrak District from reputed well established and financial sound Security Agencies having all the eligible criteria as per term and condition for providing security services at **Integrated Infrastructure Complex (IIC), At-Dhamnagar, Bhadrak, Odisha.**

The break up are - Eight (8) security guards are required for security services of the above complex in 3 shifts round the clock.

2. The Quotation Call Notice containing detailed Terms and Conditions can be downloaded from the Bhadrak District website www.bhadrak.nic.in. The Firms should submit cost of Quotation papers of Rs.1,000/- (Rupees One Thousand only) in shape of D.D. drawn in favour of "District Social Security Officer, Bhadrak". The interested Security Agencies must submit the Quotation papers completed in all respect along with required documents and EMD of Rs.30,000/- (Rupees Thirty Thousand) only in shape of D.D. drawn in favour of "District Social Security Officer, Bhadrak". Documents should be submitted in two separate sealed covers super scribed as "**Technical Bid**" & "**Financial Bid**" and both of them put into a third sealed cover super scribing "**Quotations for Deployment of Security Guards at IIC**" to the Office of the District Social Security Officer, Bhadrak, At/Po: Bhadrak - 756100, Odisha on or before 04.00 P.M. of Date 09.03.2023 by registered or speed post only. Quotations received through other means shall not be entertained.

3. The Quotations shall be opened on Dt.10.03.2023 at 04.00 P.M by the Collector, Bhadrak or any Officer Authorized by the Collector, in presence of members of the Tender Committee and the Tenderers their authorized representatives.

The Quotations received beyond the scheduled date & time and incomplete Quotations shall not be entertained in any case.

The undersigned reserves the right to reject any or all the Quotations without assigning any reason thereof.

-Sd-

Collector & District Magistrate,
Bhadrak

**APPLICATION FORM FOR PROVIDING
SECURITY SERVICES AT INTEGRATED INFRASTRUCTURE COMPLEX,
Bhadrak -756100, Dist. Bhadrak, Odisha**

1. Cost of Quotation Call Form : Rs. 1,000/- (Rupees one thousand only)
2. Last Date and Time for submission of Quotation :
3. Name & Address of the Security Agency with Telephone No. _____

4. Registration Number of the Agency

5. Name, designation, Address and Telephone No. of authorized person of the Agency to deal with _____
6. Please specify as to whether the Agency is a sole Proprietor/Partnership. Address and telephone No. Of the Director/Partners should be specified (If necessary, use separate sheet)
7. PAN No. of Income Tax Deptt. (Attach proof) :

8. Provident Fund Account No. (Attach proof) :

9. ESI Number (Attach Proof) :

10. Licence No. under Contract Labour (R&A) Act (Attach proof) :

11. Financial turnover of the tendering Manpower service provider for the last 3 Financial Years.

Financial Year	Amount (Rs.)	Remarks (if Any)
2018-19		
2019-20		
2020-21		

12. Experience of the Agency with regard to Security Services in reputed organizations / Govt agencies.

Sl.No.	Name of client address, telephone & Fax no.	Security Service provider		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of manpower provided	Number		From	To

13. Bank Details of the Tenderer Firm :

- (a) Name of the Bank & Branch : _____
- (b) IFS Code Number : _____
- (c) Account Number : _____

14. Details of Earnest Money Deposited :-

- (a) AmountRs. _____ (Rupees.....only)
- (b) Date of issue of Demand Draft : _____
- (c) Name of the issuing Bank & Branch : _____

15. Details of Tender Paper Fees :-

- (a) AmountRs. _____ (Rupees.....only)
- (b) Date of issue of Demand Draft : _____
- (c) Name of the issuing Bank & Branch : _____

16. Proposed Rate (Per Month) for per Security Guard (EPF, ESI, GST, PT all Inclusive) (the total amount should not exceed Rs. 15,000/- per month per Security Guard)

Rs. _____ (Rupees..... only)

Total Rates for 08 (Eight) Security Guards per Month is

Rs. _____ (Rupees..... only)

(A total of 08 (eight) Security Guards are required for the above security service in 3 shifts round the clock)

17. Any other information :

18. Declaration by the Security Agency :

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

The information / documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Quotation at any stage besides liabilities towards prosecution under appropriate law.

Dated :

Signature of the authorized person

Name :

Designation

Address :

Phone No. (Office)

Mobile No.

TECHNICAL BID

Name of the Firm :

Full Address of the Agency with PIN Code, :

Phone No., Mobile No., Email ID etc.

Sl.No.	Particulars	
1	PAN Number	
2	GST Registration No.	
3	Company Registration No.	
4	Labour Licence No. & validity	
5	Service Tax registration No.	
6	EPF Certificate No.	
7	ESI Registration No.	
8	Audited Financial Statements for the year 2020-21	
9	Total Year of Experience	
10	Bank Draft No. & Date, issuing Bank, Branch - towards EMD	
11	Bank Draft No. & Date, issuing Bank, Branch - towards Cost of Tender Papers	

12	Certificate on behalf of the Agency that they will adhere, fulfill and meet the terms of payment of Minimum Wages under Minimum Wages Act as declared by Government from time to time	
----	---	--

Signature of the Tenderer

Name :

Designation

Address:

Phone No. (Office):

Mobile No.

Dated :

FINANCIAL BID

Sl.No	Person	Shift	Required	Total rate per guard per month
		In 3 shifts round the clock	Monthly basis	

[Total 8 (eight) Security Guards required for security services of the IIC in 3 shifts round the clock]

(The gross remuneration rate per Guard per month should not exceed Rs. 15,000/-)

Check-List

Please check whether the attested copies of the following documents have been attached or not and tick accordingly.

1. Registration No. of the Firm/Company/Agency : Yes / No
2. PAN No. and Income Tax Clearance Certificate : Yes / No
3. Provident Fund Account No. issued by the competent authority : Yes / No
4. ESI Registration No. issued by the competent authority : Yes / No
5. Contract Licence issued by the Labour Commissioner under : Yes / No.
Contract Labour (Regulation & Abolition) Act
6. Bank Draft submitted towards Quotation Papers cost : Yes / No
7. Bank Draft submitted towards Earnest Money Deposit : Yes / No
8. Financial Status – Audited Balance Sheet and other : Yes / No
Financial Statements for the year 2020-21
9. Certificate by the Tenderer to the respect that, the Firm: Yes / No
will adhere, fulfill and meet the terms of payment of
minimum Wages under Minimum Wages Act as declared
by the Government from time to time.

GENERAL CONDITIONS

1. The contract for security services will be awarded for one year only at the initial period. But, it is likely to be renewed for further period/s. Provided, the requirement of the District for Security Guards persist at that time or may be curtailed/terminated before completion of one year of contract owing to deficiency in service or substandard quality of Guards deployed by the selected Security Agency. The Collector, Bhadrak however reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.

2. The various crucial dates relating to "Tender for providing Manpower Services to the District Bhadrak."

(a) Period of issue of Tender Document	:	
(b) Date and time for submission of Tender Document	:	Upto 4:00 P.M Date. 09.03.2023
(c) Date and time for opening of		
(i) Technical Bid	:	dt.10.03.2023 at 4.00 PM.
(ii) Financial Bids of eligible Tenderers	:	dt.10.03.2023 at 4PM

3. The earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty thousand Only) refundable (without interest) should necessarily be accompanied with the Technical Bid of the service provider in the form of Demand Draft/ Pay Order drawn in favour of Dist. Social Security Officer, Bhadrak ***failing which the tender shall be rejected summarily.***

4. The successful tender will have to deposit a performance security Deposit of Rs. 1,00,000/- (Rupees One lakh only) in the form of FDR from any Nationalized Bank duly pledged in favour of the Dist. Social Security Officer, Bhadrak covering the period of contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

5. ***The conditional bids, other than predefined by the Collector, Bhadrak, shall not be considered and will be out rightly rejected at first instance.***

6. All entries in the tender form should be legible and filled clearly. If the space furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.

7. The Technical bids shall be opened on the scheduled date and time at 04.00 PM on dt.10.03.2023 in the office room of the Officer Authorized by Collector, Bhadrak in the presence of the representatives of the Security Agencies, if any who wish to be present on the spot at that time.
8. The financial Bid of only those tenderers, whose Technical Bids are found in order, will be opened. The Financial bids shall be opened at 04.00 PM on dt.10.03.2023 in the presence of the representatives of the Security Agency, if any who wish to be present on the spot at that time.
9. The rates should be inclusive of and in accordance with the provision of the Minimum wages Act, Contract Labour regulation and abolition act and other statutory provisions such as Provident Fund, ESI, Bonus, Gratuity, leave, uniform etc. The rates should also inclusive of the charges for weekly off. No amount over and above the rate quoted shall be considered or paid.
10. The Agency should please note that it will be his entire responsibility to adhere to the provisions of the statutory Rules/Acts mentioned above in the matter of payment of the EPF subscription ESI subscription, service tax etc. Therefore, the rates should be quoted with explicit understanding of his statutory obligations.
11. The Agency must have valid and latest Income Tax clearance certificate issued by the Income Tax Department
12. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Security Agency, the security deposit shall be forfeited by the Collector, Bhadrak and or his authorized offices.
13. In addition to the above mentioned terms and conditions, the terms and conditions stated in Annexure-II attached hereto form part of the Tender document.

ANNEXURE-IITERMS & CONDITIONS

- (i) The contract for providing Security Guards shall be awarded for a period of one year only.
- (ii) The Office of the DSSO, Bhadrak will deduct Income Tax at Source under Section 194-C of the Income Tax Act 1961, from the Security Agency.
- (iii) The Agency shall be solely liable for payment of service tax and all other statutory dues and levies as may be subsequently imposed by the Government.
- (iv) The Security Agency shall be fully responsible for the security / watch in the premises of the Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak
- (v) A complete list of the security personnel, engaged by the Agency for deployment in the IIC, will be furnished by the Agency along with complete addresses and other antecedents. The Agency shall deploy only those whose antecedents have been verified by the Police Authorities / District Sainik Board / Record Officers of the Defence services.
- (vi) The Agency shall submit weekly duty chart of the security personnel to the DSSO, Bhadrak or Authorized Officer prior to the commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day to the DSSO, Bhadrak or the Authorized officer. Failure to do so shall result in non-payment for the day/days for which the attendance sheet is not furnished.
- (vii) The Agency shall not replace the security personnel at random. This shall be done with the prior knowledge of the DSSO, Bhadrak or the Authorized Officer and full particulars of the security personnel so deployed shall be given to the DSSO, Bhadrak.
- (viii) The Agency shall be liable to make alternate arrangements in case of the absence of the security personnel. Similarly, the Agency shall have to make alternate arrangements in case of National Holiday/Gazetted Holiday/Weekly off; No extra payment shall be payable on this account. The security personnel shall maintain the security check posts and other locations on all weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Agency provides suitable substitute without any extra payment. The Agency shall keep sufficient number of leave reserves.

- (ix) In case of absence of security guard(s) on any particular day compensation @ of Rs.200/- per guard(s) per absence will be recovered from the monthly bill of the Security Agency.
- (x) The Security Agency shall ensure that at no time any security point is unmanned. A register shall be maintained by the Agency at every gate where round the clock duty is performed to record the movements. Double Duty shall not be permitted unless specifically approved by the DSSO, Bhadrak or the Authorized Officer.
- (xi) The DSSO, Bhadrak shall arrange to provide locks/seal for stores, godowns and offices etc. to the satisfaction of the Agency and show pilferable items lying in open to the Agency.
- (xii) The main premises, which may be specified by the DSSO, shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.
- (xiii) In case of senior citizens' homes / institutions / Special School hostels accommodated in the IIC building, a negotiable arrangement with all stakeholders will be made for opening and closing of the main Gate of IIC and accordingly the main entrance will be operated. It may be noted, the senior citizens' homes / institutions / Special School hostels will have their own Security arrangement for the premises allotted in their favour.
- (xiv) The Agency shall compensate the DSSO, Bhadrak in full for the loss sustained by the IIC on account of any theft, burglary and any other kind of intrusion in building/areas given for security. The amount of loss to be compensated by the agency shall be determined by the Collector, Bhadrak. It shall be binding on the Agency. The agency shall also be fully responsible for any loss of materials and property etc. of the IIC attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the IIC shall be compensated in full by the Agency. The decision of Collector, Bhadrak in this regard shall be binding on the Agency.
- (xv) The Agency shall arrange to provide dress/uniform to all the security personnel on duty and ensure good behaviour with all the staff of the IIC and as well as with the visitors and beneficiaries accommodated inside the IIC. They shall abstain from taking part in any staff union and association activities. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design. Each person deployed by the agency shall wear a badge bearing his name and designation.

- (xvi) The DSSO, Bhadrak shall not be liable to provide any residential accommodation to the security personnel at IIC building. No cooking or lodging shall be allowed in the premises of the IIC.
- (xvii) The Security Agency shall bear all the expenses incurred on the following:-
 - (i) Provision of torches and cells to the Security Guards on night patrol.
 - (ii) Provision of Lathis/Ballams and other implements to the security personnel.
 - (iii) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors
 - (iv) Directors for frisking.
- (xviii) The security staff shall be bound to observe all the Instructions issued by the DSSO, Bhadrak and the Authorized Officer concerning general discipline and behaviour. In case, any person deployed by the Agency is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Agency shall replace such person with a suitable substitute immediately.
- (xix) The DSSO has also the right to check the various implements/torches etc. The Agency shall maintain these items to the satisfaction of the authorities concerned.
- (xix) The security personnel deployed by the Agency shall be the employees of the Security Agency. The Agency shall bear all expenses in connection with the employment. The DSSO shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.
- (xx) The Agency shall not be permitted to transfer / assign his rights and obligations under the contract to any other agency or organization or contractor.
- (xxi) The initial duration of the contract shall be one year and after the expiry of the said period of one year, the contract may, at the sole discretion of the Collector, Bhadrak be extended for a further period of one year on the same rate and terms and conditions.. Collector, Bhadrak shall have the absolute right to terminate the contract at any time without assigning any reason thereof, by giving to the Agency 15 days notice of his intention to terminate the contract. The Collector, Bhadrak will also have the right to extend the contract on the same terms and conditions until such time, the new security agency take over in case fresh tendering.
- (xxii) In case the Agency wishes to terminate the contract, he shall give three months advance notice in writing to this effect to the DSSO, Bhadrak.

(xxiii) In case of failure of the Agency to commence work or in the event of breach of any of the terms of the contract, the security deposit of the Agency shall be forfeited. Any sum of money due to the agency, including the Security deposit refundable to him under the contract may owe to the DSSO, Bhadrak. The Collector, Bhadrak may after cancellation of the contract get the work done through any other agency for the remaining term of the contract at the risk and costs of the Agency.

(xxiv) The duty hours of the security guards will be fixed by the Agency for the time being, until further orders. When the IIC will be fully functional, the duty hours of the Guards will be governed by the instructions of the DSSO, Bhadrak and/or the IIC authorities.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

The security staff deployed by the contractor shall perform the following functions:

- (i) The main security / check posts located at the various gates of the IIC premises and other sensitive points specified by the DSSO, Bhadrak or the Authorized Officer.
- (ii) To check the material/property going out of the building and outsiders entering the building through the procedures of the gate pass etc. as laid down by the authorities concerned.
- (iii) To perform watch and wards functions including night patrol on the various points of deployment.
- (iv) To operate the street lights and other lamps installed at strategic points.
- (v) To prevent the entry of stray dogs, cattle's antisocial elements, unauthorized persons and vehicles into the building.
- (vi) To prevent unauthorized entry. The security personnel should be able to categorize the legitimate visitors.
- (vii) To allow entry to visitors, only after an entry has been made in the register at the entry gate. This practice is to be followed at each entry gate. Entry of cycles and vehicle such as scooters, motor cycles and motors of strangers /visitors shall not be allowed in the premises, unless otherwise permitted by the authorities or the Authorised Officer.
- (viii) The guards will also take round of the backside of all important and sensitive points as specified by the DSSO or the Authorised Officer.
- (ix) The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes.
- (x) Security guards should ensure that the flowers, plants, trees and grassy lawns are not damaged either by the staff or inmates or by outsiders.
- (xi) The security guards will also help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.

- (xii) The Security Supervisor will be responsible for overall security arrangement. He will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
- (xiii) Any other provision as may be deemed appropriate by the Collector, Bhadrak or the Authorised Officer shall be incorporated in the arrangement. The same shall also be binding on the Security Agency.
- (xiv) For all intents and purpose, the Security Agency shall be the "Employer" within the meaning of different Rules & Acts in respect of security guards so deployed by the Agency shall not have any claim whatsoever like employer and employee relationship against the District.
- (xv) If any information furnished by the Agency is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Institute.
- (xvi) All disputes and differences of any kind whatsoever arising out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Collector, Bhadrak. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be Bhadrak Town, Bhadrak.
- (xvii) The Security Agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to guards deployed. The District authority shall, in no way, be responsible for settlement of such Issues whatsoever.
- (xviii) In case of the termination of the this agreement on its expire on otherwise the person deployed by the Security Agency shall not be entitled to any privileges or shall have no claim for any absorption in regular or other capacity .
- (xix) The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (Firs Stage) Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

- (xx) The successful Security Agency (Bidder) will have to deposit a security amount of **RS. 1,00,000/-** (Rupees One lakh) only in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but pledged in favour of the Dist. Social Security Officer, Bhadrak covering the Period of Contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
- (xxi) The Security Agency shall raise the monthly bill, in triplicate, along with attendance sheet duly verified by the District in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
- (xxii) The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- (xxiii) In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

-Sd-

Collector & Dist. Magistrate
Bhadrak