



Regional Plant Resource Centre
Nayapalli, Bhubaneswar 751 015, Odisha

Letter No.Esst-04/2021/ 431/RPRC,

Date.24-02-2021.

**TENDER CALL NOTICE FOR PROVIDING SERVICES OF UNARMED
TRAINED SECURITY GUARDS AND SECURITY SUPERVISORS.**

The Regional Plant Resource Centre, Bhubaneswar invites sealed tenders from authorized/Registered Security Agencies/Service providers for providing " Unarmed Security Guards (30 nos. approximately) and Security Supervisor (1 no.)" for watch and ward duty in the premises of the centre on an outsourcing basis in the prescribed format. The tender documents, details of eligibility criteria and other terms and conditions of submission of tender may be downloaded from the website (www.rprcbbsr.in). The tenders in sealed cover super-scribed "offer for supply of services of Security personnel" should be sent by Speed Post/Registered Post/Courier Service or to be put in tender box available in office of the undersigned on or before 15.03.2021 (up to 4.00PM). Offers received after the due date and time will not be entertained and RPRC shall not be responsible for any postal delay in the delivery of offers or non-receipt of the same in time. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-
Administrative Officer

TENDER FORM

Sl. No.	Details to be furnished enclosed/ Not-compiled	Enclosed/Not
1.	Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/ mobile number of contact person Experience in the work of providing Security Services.	
2.	Particulars of Experience (Attach certificates/ testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 5 years along with a certificate from the agency where the job was carried out.	
3.	Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service.	
4.	a) Is the establishment registered with the Government of Odisha; please give details with document/ evidence. b) Do you have labour license. Please provide details and attach a copy. c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in RPRC. d) Are you covered by the labour Legislations, such as, ESI, EPF etc. Copies of ESI, EPF Regn. No. should be enclosed to be attached year wise return. e) Do You have licenses of PSARA (Private Security Agency Regulation ACT,2005). Please attach a copy. f) Enclose group photographs of your muster roll of security guards .	

5.	Are you governed by Minimum Wages Rules of the Central Govt. If yes, please give details.	
6.	PAN No. (Please attach copy)	
7.	Please attach Audited Financial statements (Profit & loss & Balance sheet) of the firm/company, duly certified by Chartered Accountant for last 3years.(2017-18,2018-19 & 2019-20)	
8.	GST Registration No.	
9.	In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/ authorization may be enclosed along with tender	
10.	Details of the Demand Draft of Rs 20,000.00	
11.	An affidavit for authenticity of bid documents.	

Enclosures:

1. Demand Draft No for Rs. 20,000/-
2. Terms& Conditions (each page must be signed and sealed)

Security Supervisor								
Total Amount								

**NB: The agency shall quote their commission charges in reasonable price.
 In case of any wrong calculation found in the total amount , the unit price shall be considered.**

Declaration by the Bidder:

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

Note:

- i) No other charges would be payable by RPRC .**
- ii) There would be no increase in rates during the Contract Period except provision under the terms and conditions.**

(Signature of Tenderer with seal)

Name:

Address:

Phone No. (0):

Date:

Mobile

TERMS & CONDITIONS OF CONTRACT

A. Scope of Work:

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

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

- 1) The Bidder must have licenses of **PSARA (Private Security Agency Regulation ACT,2005)(Copy to be Enclosed)**
- 2) The Bidder shall have at least 5 years experience in providing Security services. (Copy to be Enclosed)
- 3) The Bidder must have successfully completed works of similar assignment as per following criteria, in last three financial years i.e till 31st March 2020 in any Govt. Organization/PSUs. (Copy to be Enclosed)
 - (i)One similar work of Rs10 Lakhs or more.
 - Or
 - (ii)Two similar works, each amounting to not less than Rs. 5 Lakhs.
 - Or
 - (iii)Three similar works, each amounting to not less than Rs. 3 Lakhs
- 4) Must have annual average turnover of Minimum Rs.50 Lakhs in last 3 financial years i.e. till 31st March 2020,
- 5) The bidder should have an office/ branch in Bhubaneswar (copy of the Proof enclosed).
- 6) There should be no case pending with the police against the Proprietor/Firm/ or the Company (Agency).(Undertaking to be submitted).
- 7) The agency must not be blacklisted by any organization .(Under taking to be attached)
- 8) The bidder shall have the following Registrations made and details of the same be provided in the Technical Bid: (Copy to enclosed)
 - a) EPF Registration along with latest deposited challan and Return as on 31.03.2020 (ECR with Remittance and latest Account slip)
 - b) ESI Registration along with latest deposited challan and return as on **31.03.2020**
 - c) PAN Card
 - d)Valid GST/Service Tax Registration certificate.
- 9) Copy of Latest Service Tax /GST deposited challan and latest Return as on 31.03.2020
- 10) In case of Tie up found more than one firm, their turnover shall be compared.
- 11) The bidder shall furnish an affidavit regarding authenticity of documents submitted by him for the tender

The offer of bidder will be cancelled out rightly, if the bidder quoted the rate(s) less than the Minimum Wages of Government & Statutory dues as per Contract of Labour Act .
The documents are to be arranged serially as per the order mentioned above

B. Information and Conditions relating to Submission of Bids

- 1) The initial period of contract shall be for 12 months may be extended further, one year at a time depending on performance of the Agency and at the discretion of Chief Executive of the Regional Plant Resource Centre.
- 2) The interested agencies are required to submit the offer for the bid in the format enclosed along with documents required in the bid documents. The bid in sealed Cover should be superscribed "Tender for Security Services" should reach by 15.03.2021. The bid shall be opened on 16.03.2021 at 11.00AM in the RPRC in presence of the bidders or their authorized representatives who wishes to remain present.
- 3) All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 4) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
- 5) The bidder shall pay Bid Security (EMD of Rs.20000 (Rupees Twenty thousand only) along with the technical bid in the shape of Demand Draft in favour of Chief Executive, RPRC drawn on any Nationalized Bank/Scheduled Bank and payable at Bhubaneswar. Bids received without Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
- 6) The Bid Security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
- 7) As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 10% of Annual Contract value towards Security Deposit by way of Demand Draft/ Bank Guarantee in favour of Chief Executive, RPRC drawn on any nationalized Bank/ Scheduled Bank and payable at Bhubaneswar .
- 8) Any future clarification and/or corrigendum(s) shall be communicated through Advertisement by website :www.rprcbbsr.in.
- 9) The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may raise.
- 10) The EMD deposited by successful agency will be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his Bid Security (EMD) shall be forfeited unless time extension has been granted.

- 11) The bid shall be valid and open for acceptance of the Competent Authority (Chief Executive, RPRC) for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
- 12) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act.
- 13) Chief Executive of the centre reserves the right to accept or reject any or all bids without assigning any reasons there of & also reserves the right to reject any bid which in his opinion as non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

C. Terms and Conditions

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

Shift	Time	Security Guard
First	06:00-14:00	10
Second	14:00-22:00	10
Third	22:00-06:00	10

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

1. The agency shall ensure that the security personnel deputed are trained, healthy and not more than 45 years of age. The agency will get their antecedents, character and conduct verified.
2. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to authority along with testimonials before they are actually deployed for the job.
3. The agency shall deploy or shall discontinue deploying the person(s), if so desired by the authority at any time without assigning any reason whatsoever.
4. The Security Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of the complex, they shall work under directives and guidance of Security-in-charge and will be answerable to the same.
5. The visitors shall be regulated as per the regulation fixed by the centre and records thereof maintained as stipulated. The visitors shall be attended with due courtesy.

6. A senior level representative of the Agency shall visit RPRC at least in a fort-night and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the security –in-charge who is dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
7. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Agency at its own cost.
8. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Centre.
9. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the security-in-charge. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of the Chief Executive, RPRC.
10. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to security-in-charge and maintain liaison with the police. FIR will be lodged by security-in-charge wherever necessary. If needed, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed accordingly.
11. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the centre during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the Chief Executive of the centre.
12. In case of any loss that might be caused to the centre due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection the Chief Executive of the centre, shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to Urban besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, it shall be within right of the centre to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
13. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
14. As and when requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the Scientist- in-charge. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Chief Executive of the Centre shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non- observance of the terms of contract.
15. The agency shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to security-in-charge an attested photocopy of the attendance record and enclose the same with the monthly bill.

16. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
17. In case of non compliance/non-performance of the services according to the terms of the contract, the centre shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
18. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it.
19. The decision of the Chief Executive in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
20. Violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
21. The Manpower Service Provider shall be solely responsible for the redressal of grievances or of grievances or resolution of disputes relating to manpower deployed. The Centre, in no way, be responsible for settlement of such issues whatsoever.
22. The Centre shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service provider in the course of their performing the functions/duties, or for payment towards any compensation.
23. The person deployed by the Manpower Services Provider shall not claim nor shall be entitled to pay perks and other facilities admissible to regular/confirmed employees of the Centre during the currency or after expiry of the Agreement.
24. The Centre will not provide any accommodation nor it will allow any security personnel to stay inside RPRC premises.
25. The Man Power Service Provider shall provide a list of 30 security guards for regular deployment and 30 under Leave Reserve Category to man different stations in the absence of the regular guards. Colour photographs, photo ID cards, document in support of educational qualification, permanent and present address of these 60 security personnel have to be submitted in advance for approval of RPRC authority. The agency also has to submit documents in support of payment of EPF, ESI and other statutory dues in respect of these guards. Guards out of this approved list of workers only will be allowed to be deployed by the Service Provider. Engagement of any unauthorized personnel(s) will not be considered for payment. The Manpower Services Provider shall be responsible for contribution towards Employees Provident Fund and Employees State Insurance etc. whatever applicable.

Payment & Deposits:

1. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed or any accident caused to them and the centre shall not be liable to bear any expense in this regard.
2. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by for whatever reason. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
 1. The Payment of Wages Act, 1936
 2. The Employees Provident Fund Act, 1952
 3. The Contract Labour (Regulation) Act, 1970
 4. The Payment of Bonus Act, 1965
 5. The Employees State Insurance Act, 1948
 6. Minimum Wages Act, 1948
3. The Chief Executive of the centre shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
4. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.
5. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
6. The Agency shall be liable for payment of compensation to the centre in the prevailing market rate for any loss of the property as a result of theft or pilferage due to the negligence and or involvement of the security personnel on the duty.
7. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to the office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to the Regional Plant Resource Centre.
8. The Regional Plant Resource Centre will deduct and deposit the employees' and Employer's share of Employees Provident Fund (EPF) as applicable from the monthly security bill with EPF and submit the challans to the Security Agency for filing return. The ESI deposits have to be made by the Service Provider and receipts submitted to RPRC before payment of security bill of the next month.

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