



Ref: 04/40/H&C/Esstt./14-15/486/18

Date: 13.04.2018

### NOTICE INVITING TENDER FOR ENGAGEMENT OF SECURITY SERVICE

Bihar Tourism invites Tender in the prescribed original format from reputed, financially sound, resourceful and experienced firms/agencies/company for providing security services.

Sealed tenders are invited under single stage two envelope Bid systems (as enclosed Part-I: Technical Bid and Part-II-Financial Bid) with Annexure-I (General Rules & Guidelines).

Security agencies may apply for providing security services to BSTDC having average annual turnover for the last three consecutive financial year's upto 2016-17 of at least ₹ 2.00 crores failing which the agency/firm will be disqualified. Security agencies should be holding license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having GST registration and successfully carried out at least Three (3) security contracts each of 20 or more security guards: consisting of ex-servicemen / properly trained civilian security personnel during the last 5 years in Govt. / Semi Govt. /Public Limited Companies / Central Autonomous bodies and Institutes. The security agency must possess valid license for Security Service by Home (Special) Department, Govt. of Bihar and shall submit proof regarding not have been blacklisted by any organization.

- The Agency/Firm/ company should have been in operation in India for at least 5 Years after registration.
- The Agency/Firm should have experience of large scale recruitments; experience of large scale Recruitments for government undertaking/public sector undertaking will be an added advantage.
- Average annual turnover of the security services activities for the last three consecutive financial year's upto 2016-17 should be at least ₹ 2.00 crores, failing which the agency/firm will be disqualified.
- Agency/firm/ company should have at least minimum 5 dedicated staffs and a Manager to handle this assignment.

Interested Agency/firm/ company may download the Tender form from the website <http://www.bstdc.bih.nic.in>, and may submit their sealed completed duly signed proposals along with a Non-refundable Demand Draft of ₹ 1,000/- (Rupees one thousand only) drawn in favour of BSTDC Ltd, payable at Patna, towards the cost of Tender document fee. The Tender document should accompany a demand Draft of ₹ 1.00 Lakh (₹ One Lakh only) in favour of BSTDC, Ltd. as an earnest money. No proposals will be accepted without an earnest money. No liability will be accepted for downloading the incomplete document. Last date for the submission of Tender is Date- 07-05-2018 up to 03:00 PM at the Bihar State Tourism Development Corporation, Bir Chand Patel Path, Patna- 800 001.

Sr	Particular	Detail	Remarks
1.	Last date for Purchase of Tender form.	Date- 07-05-2018 at 2:00 P.M	Reception Counter Hotel Kautilya Vihar, Patna.
2.	Last date of Submission	Date-07-05-2018 at 3:00 P.M	Reception Counter Hotel Kautilya Vihar, Patna
3.	Pre-bid meeting	Date- 27-04-2018 at 3:00 P.M	
4	Tender Opening date	Date- 07-05-2018 at 3:30 P.M	Managing Director, Bihar State Tourism Development Corporation (A Govt. of Bihar Undertaking) Bir Chand Patel Path-800 001, Bihar Phone: +91-612-2222622, Fax: +91-612-2506218. Email: <a href="mailto:contactbstdc@gmail.com">contactbstdc@gmail.com</a> Web Site: <a href="http://www.bstdc.bih.nic.in">www.bstdc.bih.nic.in</a>
5.	E.M.D Amount	₹ 1.00 Lakh	In Favour of Bihar State Tourism Development Corporation Ltd., Payable at Patna
6.	Tender document Fee	₹ 1,000/-	In Favour of Bihar State Tourism Development Corporation Ltd., Payable at Patna
7.	Nodal Officer	Manager Administration	Manager Administration, M. No.: 8544418401

Managing director, BSTDC reserves the right to amend/ accept or reject all or any of the Applications or Bids without assigning any reasons whatsoever. The proposals will be evaluated based on the information provided by the tenderer and the evaluation criteria detailed in Tender form.

Sd/-  
(Dr. Harendra Prasad)  
General Manager

## Annexure-I General Rules & Guidelines

### BIHAR STATE TOURISM DEVELOPMENT CORPORATION LTD.

#### The general instructions are as under:-

1. Sealed tenders in prescribed form (Part-I & Part-II) duly filled in shall be received in the office of Bihar State Tourism Development Corporation Ltd. Patna up to 3.00 PM of 07-05-2018. The Tenderer will submit offer in two separate sealed envelopes (i.e. one for Technical form another for financial form and both the envelopes should be kept in one big sealed envelope. The envelope shall be marked clearly "offer for supply of security services" and addressed to the M.D. Bihar State Tourism Development Corporation Ltd. Patna.
2. Tenders will be opened at 3:30 P.M on 07-05-2018 by BSTDCL in the presence of tenders and /or their representative who may like to be present on given date and time.
3. The tenders form must be clearly filled in ink legible or typed. The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:
  - a. Details of the Company, whether Proprietorship, Partnership Firm / Public Limited Companies / Society, etc. with Company Profile.
  - b. GST No. with copy of registration.
  - c. EPF Number with copy of EPF registration.
  - d. ESIC Registration No. with copy of ESIC Registration.
  - e. PAN allotted by the Income Tax Department with copy of the latest Income Tax return indicating turnover of the company for financial year (2016-17).
  - f. Annual Turnover of Last Three Financial Years (Pl. furnish Audited Balance Sheet of Last Three Years duly certified by CA.
  - g. Credential from Employer (Indicating Numbers and Types of Security Personnels Employed) with Supporting Documents
  - h. EMD ₹ 1.00 Lakh by way of A/c payee Demand Draft pledged in the name of Bihar State Tourism Development Corporation Ltd., Patna / Bankers Cheque payable at Patna (Refundable till the finalization and award of tender to the successful tender).
4. List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work / jobs are being executed presently and have been performed by the contractor earlier, must be enclosed in support of credibility of the company.
5. The rate quoted shall be inclusive of all taxes and agency charge and in accordance with the provisions of Minimum wages. Act. Contract Labour Act. and other statutory provisions like Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc., GST as applicable. The total number of Security Personnel's required are 4 (Four) Armed and 12 (Twelve) Unarmed Security Guards.
6. Every paper of the tender should be signed by the Tenderer with seal of Agency / Firm.
7. The following information must be accompanied with the envelope:-
  - a. Tender for security services \_\_\_\_\_
  - b. Name of the firm \_\_\_\_\_
  - c. Last date of the tender \_\_\_\_\_
  - d. Forwarding letter indicating clearly the list of enclosures as given in para 3 above.
8. The tenderer shall take care that the rates be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

9. The agency shall have to deposit ₹ 1.00 Lakh as Earnest money deposit (EMD) in the form of DD in favour of Bihar State Tourism Development Corporation Ltd., Patna. No cash shall be accepted. The amount of EMD shall not bear any interest. EMD will be refunded to the un-successful tenderer after award of the work to the successful tender.
10. The successful tender shall have to deposit 5%(five percent) of Accepted Contract Amount as security deposit in the form of Bank Draft / Bank Guarantee of a Nationalized Bank in favour of Bihar State Tourism Development Corporation Ltd., Patna. payable at Patna within 21 days after the offer letter is received by the successful bidder / Agency otherwise the letter of award will be treated as cancelled. The amount of security deposit will not bear any interest what so ever.
11. The Corporation shall pay after the statutory deductions to the contractor at the prevalent rates of such sum as income tax as per the instructions issued by Govt. of India from time to time.
12. The GST as imposed by the Govt. or as levied from time to time shall be inclusive of the quoted rate.
13. Term and conditions given in Annexure-II as agreement will govern the entire security operations, which the successful tender shall have to abide by during the period of contract.
14. The Corporation reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the security services the EMD submitted by him shall be forfeited and will also be black listed.
15. The Corporation reserves the right to accept/ cancel / reject full or any part of the tender which tenderer do not fulfill the condition stipulated in the matter.
16. Tender once submitted, it will be/would be presumed to have understood and accepted all the terms and conditions given in Annexure I. No inquiry verbal or written shall be entertained in respect of acceptance / rejection of the tender.
17. Any act on the part of the tender to influence anybody in the Corporation is liable for rejection of his tender.
18. Rate quoted in tender must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
19. Tenders not conforming to these requirements shall be rejected out rightly and no correspondence thereof shall be entertained what so ever.
20. Corporation reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the Corporation in awarding that contract. Interest of Corporation will be paramount and in this regard, the decision of the Corporation shall be final and binding.
21. The selected party (Security services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
22. Contract will be valid for a period of two years, which may be extended for further period upto a maximum of two years on satisfactory performance report as per terms given Annexure-II(Agreement).
23. Every Security Personnel shall carry verification certificate from Police Station.
24. The Agency has to provide the account number of ESI and EPF of security personnels provided to BSTDC.
25. Any type of damage of property of BSTDC, the amount of loss, penalty, compensation, interest etc., if not paid within a period of 15 days from the date of demand, shall be recoverable as arrears from the selected agency.
26. All disputes shall be subject to the jurisdiction of courts of law at Patna.
27. The Managing Director, Bihar State Tourism Development Corporation Ltd., Patna reserves the right to cancel one/all the tenders without assigning any reason.

28. The offerer shall be responsible for payment of taxes and other liabilities under law and abiding by laws and acts.
29. The agency shall be required to provide healthy and experienced security personnels. The age should be 25 to 45 years.
30. Average Annual turnover of the Security Services/ Manpower Supply activities for the last three consecutive financial Year's upto ₹ **2.00 Crores**. The turnover of (inclusion of details of turnover of or any other activity being done by the firm shall not be accepted) should be reflected Financial Statement certified by the chartered accountant. In Case this turnover is not reflected separately in the Financial Statement, a certificate in respect of the turnover Security Services/ Manpower Supply activities certified by the chartered Accountant should be enclosed.
31. Certificate of Registration of Contract Labour (Regulation and Abolition) Act 1970/ Certificate of registration of Security Services.
32. The Company must have work experience of at least three years in Security Services activities.
33. Nature of Activities: Exclusive for Security Services/ Manpower Supply (Enclose Details).
34. GST shall be levied as per prevailing Government norms.
35. All costs incurred by the agency in respect of submission of offer and presentation (if any) shall be borne by the agency concerned.
36. An agreement would be signed between the B.S.T.D.C. and the selected agency.
37. Other terms and conditions followed in B.S.T.D.C. Ltd. shall also be a part of this tender and binding upon the Tenderer.
38. **Validity:** Tenders shall be valid for a period of 120 days from the date of opening of bid.
39. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
40. All Duties and Taxes shall be applicable as per prevalent Government Rules and Regulations.
41. Bids from Joint Venture and consortium are not allowed.
42. Selected agency should follow The Reservation Policy as per prevailing Government of Bihar Norms. (Circular Number- 13876, Dated 03-11-2017) [www.gad.bih.nic.in](http://www.gad.bih.nic.in) and certificate to that effect has to be submitted before signing the agreement.

## PART-I-TECHNICAL BID Part –I

Sr.	Particulars	Details
1.	<b>Name &amp; Address of the Firm/company</b> Tel/Fax/email details:	
2.	Date of Establishment of company/ Firm. (enclose evidence):	
3.	E.P.F. Registration Certificate.	
4.	E.S.I., Registration Certificate.	
5.	Details of income Tax Registration, Enclose IT Return (latest) & PAN details: (enclose evidence):	
6.	GST Registration details: (enclose evidence):	
7.	Certificate of registration of Private Security Guard Act.	
8.	Nature of company: Exclusive for Security Services, Company (Enclose details):	
9.	Average annual turnover of the Security Services activities for the last three consecutive financial year's upto 2016-17 (Enclose balance sheet, Profit / Loss only) with CA certificate):	
10.	Please give details & enclose Certificate of registration of firm/ Company	
11.	Work experience as a Security Guard details of client (enclose details)	
12.	Branches (Enclose details with address & Telephone no.):	
13.	Professional set up for activities (Complete details of Staff & others) Enclose list (Separate sheet for technically qualified staff):	
14.	Notarized certificate of not being Blacklisted by any Organization	
15	Any other information :	

Attach details along with this application in a separate envelope stated as Technical bid.

### DECLARATION BY TENDERER

1. I/ We have read and understood all the rules and terms & conditions stated above and also other general rules and terms & conditions, procedures, norms etc. prevalent in this regard in BSTDC and I/ We accept all of them and undertake to abide by them fully and unconditionally.
2. All the information's furnished by me/ us in the tender & all the enclosures with this tender are true & correct to the best of my/ our knowledge. If this declaration is found to be incorrect then with prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender to any extent accepted may be cancelled.

Signature of the tenderer  
(Seal of Company)

**PART II-FINANCIAL BID  
(Quotation Tender Form)**

To be filled in properly, legibly and submit in a separate sealed envelope marked as financial bid. Bidders are advised to quote rate as per the minimum wages and admissible allowance inclusive of all types of taxes. The Corporation may ask for clarification of rates in case of confusion.

**Quotation /Rates**

(The rate quoted should be inclusive of all taxes and agency charge and in accordance with the provisions of Minimum wages Act. Contract Labour Act. and other statutory provisions like Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc., GST as applicable.)

Detailed bifurcation of each description item as under shall be submitted with this financial bid.

S.NO.	Description	Unit (Nos. of Guards)	Rate (Per Month in INR)		Total	
			(In Fig.)	(in Words)	(In Fig.)	(in Words)
1	Security Guard					
2	Armed Guard					
<b>TOTAL AMOUNT/MONTH</b>						
<b>GRAND TOTAL AMOUNT FOR PROVIDING SERVICES FOR 2 YEARS (24 MONTHS)</b>						

- 2- Name and Designation of the Authorized Signatory.
- 3- Telephone Nos. of the office/ Mobile No./Fax No./E-mail
- 4- Declaration by the Contractor

It is to certify that I/we before filling & signing this PART-II tender document have read and fully understood in the Annexure-I (General Guidelines, Annexure-II (Agreement and terms & condition) of the contract and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with seal

Name

Designation

Address

Phone No. office

Mobile No.

E-mail address

Fax No.