

**TENDER NOTICE FOR PROVIDING SECURITY SERVICES/MULTI PURPOSE  
WORKERS/HELPERS/HOUSE KEEPERS etc./OTHER SERVICES**

Sealed Tender are Invited from the reputed registered security agencies for providing **Security Services /Multi Purpose Workers/Helpers/House Keepers etc.** for Labour Resources Deppt. Govt. of Bihar. Interested agencies should quote their rates typed (Hand written quotation not allowed) in the format. Bids received in any other format will not be considered. The quoted rate must be as per current wages rate of Bihar Minimum Wages Act & labour rules. Personnel must be literate & having a good knowledge of working in the specified job. The rate should be per month (26 Days). The bidders must quote the rate in the given format. Bids received in other format will not be considered. Details of the tender can be obtained from our website ([www.labour.bih.nic.in](http://www.labour.bih.nic.in))

**Eligibility Criteria:**

Tenders in one large envelope marked as "Bid for Empanelment of Security, Services and Others" containing two separate sealed envelopes.

- 1) Envelope 'A' marked with "Technical Bid for Empanelment of Security Services/Others Services"
- 2) Envelope 'B' marked with "Financial Bid for Empanelment of Security Services/Others Services"

Financial Bids of only those tenderers, who qualify in the technical bid, will be opened.

Interested agencies must enclose the following credentials in the **Technical Bid marked as Cover 'A'**:

1. Requisite document showing three years of market standing as Security Services/Others Services (List of work order should be attached).
2. Registration No of the Agency.
3. GST Registration No.
4. Copy of PAN card.
5. Copy of latest Income Tax clearance certificate.
6. Average annual turnover of Rupees Fifty Lacs per year for the last three years. Audited statement of account for the last three years (Balance Sheet, Receipt & Payment Account, Profit & Loss Account, and Income-Expenditure Account) (No C.A. certificate will be accepted.)
7. Demand Draft/Bankers Cheque of Rs 1,00,000/- (One Lakh only/- Refundable in case of not being selected) in favour of Labour Resources Deppt., Govt. of Bihar.
8. An affidavit regarding agency is not blacklisted.

**Financial Bid, marked as Cover 'B':**

Financial Bid should be given in the format below:

Sno.	Particulars	Wage/Month (Including all the taxes) (A)	Agency's Commission (Inclusive of all taxes) (B)	Total Amount in Figure (A+B)	Total Amount in words (A+B)
1	Highly Skilled				
2	Skilled				
3	Semi Skilled				
4	Un Skilled				

## Terms & Conditions:

1. Rates quoted must be inclusive of all taxes and shall be valid for one year from the date of signing of agreement. Further extension for one year may be given on successful & satisfactory completion of work. However, in the event of revision of minimum wage by the State Govt, the minimum wages so revised would be paid.
2. The Security agency/company must be registered under Provident Fund Act, ESI Act and shops and Establishment Act. Copy of registration papers along with code number allotted to the agency/company/must be provided.
3. Selected party will have to submit Rs 2,00,000 /-(Two Lac only) as Performance Guarantee within 30 days after receipt of letter of acceptance of tender. The security deposit amount shall not carry any interest and it shall be valid till the period of the contract.
4. The quoted rate must be as per current Bihar Minimum Wages act (Column A). Other taxes & commission to be claimed by the agency may be quoted in separate column (Column B).
5. The agency will have to provide the personnel throughout the month , in case person goes on leave then there should be replacement in his/her place otherwise penalty equal to twice the amount payable for that person will be deducted.
6. Uniform (summer, winter, rainy season) & other items viz; mobile, torch with battery, whistle, umbrella etc. will be provided by the agency for which no payment will be made. All security personnels/other personnels must carry a proper photo identity card. The uniform shall be designed in consultation with Labour Resources Department.
7. The security agency/company will ensure that all its personnels are physically fit and mentally alert and its personnels are properly trained to carry out their duties. Specifically they must be trained to handle public office in a polite, professional and disciplined manner. Minimum age of personnel should be eighteen years.
8. In case of negligence, dereliction of duty, disorderly behaviour, other misconduct by personnels of the agency/company, the agency/company will take proper disciplinary action against such personnel. Labour Resources Deppt. Will be at liberty to take its own civil/criminal action.
9. The agency/company will raise monthly bills at the beginning of each month of the duties performed during the month immediately preceding and these bills will be paid promptly subject to usual deduction of wages for the personnel absent without information. TDS/ GST any other taxes shall be deducted at prescribed norms on the payable amount.
10. The agency/company will ensure timely payment of wages to its personnel.
11. The agency/company will provide additional manpower in any number within a reasonable time but not exceeding one month at the approved rates and terms and conditions. Department has the right to increase or decrease the manpower of any site or to add or delete any site of deployment.
12. The security agency/company will execute the jobs undertaken by it directly and with its own resources and will not give out any part of the assignment on sub-contract.
13. Labour Resources Deppt. is not bound to accept the lowest or any tender or to assign any reason thereof. Labour Resources Deppt reserves the right to accept or reject any tender without assigning any reason whatsoever and the decision of department in awarding the work shall be final and cannot be subject to arbitration.
14. Labour Resources Deppt. at their option, without prejudice to their ritght, hereunder, may cancel the order at any time by giving 60 days simple written notice in case the Agency/Company does not comply with its obligations under this contract.

The last date for submitting the complete tender document is 28.07.2017 (3 PM). The bid shall be opened on same day (4 PM) in the Department in the presence of the parties those who wish to participate. Labour Resources Deppt. reserves the right of accept or reject any offer/all offers without assigning any reason.

  
Dipak Kumar Singh  
Principal Secretary