

Bid Document

Bid Details	
Bid End Date/Time	17-12-2022 09:00:00
Bid Opening Date/Time	17-12-2022 09:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Bihar
Department Name	Science & Technology Department Bihar
Organisation Name	Science And Technology Department
Office Name	Government Polytechnic Madhepura
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Others; Watch and Ward; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Others; Mali/Gardner Helper; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required
Contract Period	1 Year(s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Type of Bid	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	3421935.3
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	No
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Scope of work & Job Description: [1670344706.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Others; Watch And Ward; Not Required (19)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Watch and Ward
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable

Specification	Values
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Arbind Kumar	852213,GOVERNMENT POLYTECHNIC MADHEPURA AT+P.O :-DHURIYA KALASHAN ANCHAL:- CHAUSA , SUBDIVISION :- UDAKISHUNGANJ DIST:- MADHEPURA	19	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 11640 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 328 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1311 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Mali/Gardner Helper;

Not Required (1)**Technical Specifications**

Specification	Values
Core	
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	0
Title for Optional Allowance 1	0

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Arbind Kumar	852213,GOVERNMENT POLYTECHNIC MADHEPURA AT+P.O :-DHURIYA KALASHAN ANCHAL:- CHAUSA , SUBDIVISION :- UDAKISHUNGANJ DIST:- MADHEPURA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 9698 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 316 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1261 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Designation	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Arbind Kumar	852213,GOVERNMENT POLYTECHNIC MADHEPURA AT+P.O :-DHURIYA KALASHAN ANCHAL:- CHAUSA , SUBDIVISION :- UDAKISHUNGANJ DIST:- MADHEPURA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 9282 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1207 • ESI (INR Monthly) : 302 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the

contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Terms and Condition for Submitting Tender for Security, Sweeper& Gardener

1. Preference will be given if agency has served as service provider of security personnel in Public Sector Unit (PSU)/ National level Institute/educational institutions.

2. Contract should be minimum working in 5 Five similar institution either engineering or polytechnic under DST Bihar.

3. On the opening date Technical bid will be opened. Financial bids will be opened in presence of the Bidders / their authorized representative, who are technically successful.

4. The Technical Bid shall also include the Presentation to be made by each Firm.

5. The evaluation of tender will be done by the committee on the basis of weightage to Presentation, Technical (Strategy and Documents) and Financial part.

6. The breakdown of weight age will be as Technical-70% Technical (Presentation 10%, Infrastructure-20%, Strategy- 10%, Insurance Cover- 10%, Turn Over -10%, Similar Institutions -10%,).

6. After evaluation of Bid, the successful bidder will be informed separately.

7. In case of any Govt. holiday or undeclared holiday or strike on the opening date, the tender will be opened on the next working day at the same time and for this no information will be published separately.

8. The agencies must put their initial on each page submitted. All pages must be numbered and a note of this should be mentioned on covering letter. The Terms & Conditions duly signed should be attached with tender paper.

9. E.M.D. of 1,00,000/- (One Lakh) only in the shape of demand draft separately on any nationalized bank in favor of "Principal, Government Polytechnic, Madhepura" payable at Madhepura should accompany tender paper. Tender without EMD will be ignored straightway.

10. The EMD without interest will be refunded to the unsuccessful Bidders after finalization of tender. However, the EMD of successful bidders shall be converted into security deposit and held by the Institute as performance guarantee for the entire period of contract but no interest shall be payable on the Earnest Money and the same shall after the expiry of the contract be refunded within 3 months after it is applied for by the Agency.

11. The agency should have investigation cell to investigate thefts, accidents and other matters required time to time.

12. The Institutes authorized official may inspect the office and set up of agency before award of contract

13. They have to start services within 07 days of intimation.

14. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.

15. Incomplete tenders will not be considered.

16. Any effort by a bidder to influence the Institute in the bid evaluation, bid comparison or contract award decision directly or indirectly will attract straightway rejection of their bid without assigning any reason.
17. The Agency may be disqualified. if they have:
- i) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
 - ii) Records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
 - iii) The Confidential enquiry reveals facts contrary to the information provided by the applicant.
18. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify that whether he is signing in the capacity of;
- i) A sole proprietor of the firm or constituted attorney of sole proprietor, or
 - ii) A partner of the firm in which case, he must have the authority to represent the firm for arbitration of disputes concerning the business of the partnership firm either by virtue of the partnership deed or power of attorney,
 - iii) Constituted attorney of the firm.
19. At any time, prior to the date of submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.
20. After receipt of tender paper, it will be presumed that the bidders have submitted their tender paper after accepting the terms and conditions of the tender.
21. All pages of the bid document shall be numbered and submitted as a package with signed letter of transmittal.
22. The Bidders should submit an affidavit by a Notary Public that they are not having any case pending against them anywhere nor have they been found guilty in any criminal case since last five years. They shall also submit an affidavit that they were not blacklisted earlier by any organization since last five years.
23. The agency must provide details of salary, bank statement for transfer of salary to the security personnel and statutory deductions made in EPF and ESI month wise.
24. The agency must be in possession of Labor License for running security services. (Enclose copy).
25. The agency should have valid license issued under Home Dept., Govt. of Bihar letter no 8809 dated: 11.8.15 (Enclose copy) as amended time to time.
26. The agency should have ISO certification or any other quality certification (enclose copy)
27. The agency has been in contractual security business continuously during preceding three years.
28. The agency must have minimum average annual turnover of Rs. 5,00,00,000.00 (fifty Crore). (Enclose audited statement of account by C.A. and Income Tax Return of last 3 years, (Pertaining to security service)
29. The agency should have training infrastructure and have to provide training to security personnel alternate three months. The firm should have properly organized training arrangements for its security personnel. Full details of such training, including the institutions utilized for training, duration of training and available training aids should be furnished. (Attach CD)
30. The agency must be registered with EPF and ESI organizations and should have its EPF and ESI code

numbers. (Enclose copy).

31. The agency must have its Income Tax PAN. (Enclose copy).

32. The agency must have its GST-Registration. - (Enclose copy).

33. The agency must have Insurance cover from Insurance Company for employees, Public liabilities and theft.(enclose copy)

34. The security personnel deployed must invariably be trained persons and having minimum age of 21years and maximum age of 55 years and should be mentally and physically fit.

35. All licenses should be valid and subsisting as on the last date of bid.

36. The bidder's name should appear on each page of the bid document.

37. The bidder may attach any additional information, which it thinks necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is, however, advised not to attach superfluous information. No further information will be entertained after the bid is submitted, unless the Institute calls it for even before selection.

38. The Supervisor should be from Ex. military and should possess security service knowledge, good leadership quality, basic crowd control and also capable to give training to security guards. The Supervisor should have computer literacy to monitor CCTV footage also and to initiate timely action requires.

39. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.

40. The uniform consisting of body dress, cap, socks, shoes, logo, rank badge and name plate should be provided by the agency to security personnel. Separate set of uniform suitable for various seasons and conditions must also be provided by the agency. Flash Light, Torch, overcoat, raincoat, jersey, lathi will be a part of uniform and would be provided by the agency

41. The Institute will release payment as per minimum wages for the security personnel as per notification of Govt. of Bihar for engaged security personnel only of semi-skilled and highly skilled category.

42. The agency will be wholly responsible for payment of minimum wages to the personnel, as per Govt. of Bihar and other statutory rules, as paid by institutes for them to agency

43. The Agency has to submit proof of payment to them month wise as released by institute (as per point 41) to the Institute for release of next month payment.

44. List of required documents to be enclosed with Technical bids.

45. Service charges only, as fixed amount per personnel, should be mentioned quoted in words and figures.

46. Cutting and overwriting in rates will not be entertained.

47. The successful bidder will have to furnish documentary details of contribution towards E.P.F./ E.S.I. against personnel deployed at Government Polytechnic, Madhepura on quarterly basis, failing which the contract may be terminated.

48. The Security money of successful bidders will be forfeited and penalty will be imposed, if they do not adhere to norms of E.P.F., ES1 and payment of minimum wages to their staff as paid by Institute.

49. The successful bidder will have to enter into an agreement with Government Polytechnic, Madhepura institution on non-judicial stamp paper, before starting work.

50. The contract will be initially for a period of one year which can be extended for further period of Two (one +one) years subject to satisfactory performance.

51. In case the services are not satisfactory, the contract will be terminated with one month's notice from institution. In case the agency wants to terminate the contract with Government Polytechnic, Madhepura Institution, They have to give three months' notice in advance

52. The undersigned reserves the right to terminate the contract or impose penalty in case of lapses from the agency including damage or loss of assets of this campus or of any residents. The contract can be terminated by giving one month's notice.
53. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security personnel.
54. The agency should have minimum 500 permanent guards on its rolls during the last three years. It should also have a clear regular recruitment policy. The bidder must furnish the details of employees currently on their rolls.
55. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
56. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within same day.
57. Action will be taken as per law of the State, if any security personnel found drunk or under influence of any prohibited drugs and he/they will be debarred from services immediately with no option to be engaged in future.
58. Security personnel will maintain 8 (eight) hours shift system
59. Admissible payment will be made against monthly bill in accordance with availability of fund and after fulfillment of required official formalities. Claim for interest on dues on account of delayed payment due to lack of technical formalities will not be entertained.
60. Statutory deductions will be made as applicable and shall be deducted from monthly bill.
61. The Institute does not bind itself to accept the lowest or any other tender. The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reason, whatsoever and without thereto, in currying any liability to the affected bidder or bidders on the grounds of the Institute action.
62. The Institute further reserves the right to decide on fair and reasonable price of the services tendered for and counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even in case of a counter offer rate having been offered to the bidders. The Institute also reserves the right to negotiate with selected bidder to arrive at a fair and reasonable price.
63. The institution reserves the right to reject or accept the tender / any rate quotation in part or full and relax any provision without assigning any reason thereof.
64. In case of any dispute arising relating to the right and obligation and relating to the interest and meaning of the terms of the agreement, the decisions of the Principal or person so authorized by him, shall be final and binding.
65. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by the Institute.
66. The tender/ contract is not transferable under any circumstances.
67. The financial Bid will be opened after verification of Technical bid. The time and date already mentioned or will be informed later to successful bidder in any changes.
68. The agency should have experience in crowd management.
69. As per clause no. 33 and 53 of the Tender, the liabilities up to Rs. 1 lakh will be met by the Agency. For the liabilities more than Rs.1 lakh, Agency may make good such a loss through an insurance cover if it has one, which would specifically enable payment of compensation to institute for the losses suffered due to negligence or poor performance by the agency, and the compensation will be as per Insurance rules. Alternatively, it should be covered by the agency itself.
70. The agency shall not be allowed to change its name and style after the award of contract.
71. Income tax at source under section 194-C of the Income Tax Act, 1961 from the contractor bills (Tax will be deducted by Government Polytechnic, Madhepura).

72. The agency should be submit a challan of 150 Employee under EPF and ESI ACT . (Enclose copy).

Technical Bid

1 Name of the Bidder :

2 Name & Designation of authorized Signatory :

3 Registred Office Address, Email Id & Mobile No. :

4 Type of Firm (Public limited / Private Limited/ Partnership /Proprietary)

6 Earnest Money

(A) As prescribed in Tender document, duly pledged in Favour of Principal, Government Polytechnic, Madhepura, payable at Madhepura / To be paid through demand draft.

Bid Security Amount - Rs. Bid Security Amount - Rs. 1,00,000.00 Principal, Government Polytechnic, Madhepura, payable at Madhepura

A. QUALIFYING CRITERIA

1 The responding firm / agency

(a) EMD of Rs. One Lac should be send through Speed Post/courier and must be received at Principal, Government Polytechnic, Madhepura, payable at Madhepura by last date of bid end

2 Up-to-date labour license under Bihar state/Central Govt.

3 Registration with E.P.F. with 150 employee

4 License issued by Home Deptt. Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act, 2010

5 Experience Certificate

6 Income Tax PAN of Agency

7 Affidavit

8 GST Registration No.

9 Turn Over and Balance Sheet

10 IT Return

11 Registration with ESI

12 Tender Fee Details

13 EMD Details

14 ISO or any other quality certification

15 Training Infrastructure (CD)

16 Experience in planning, installation, utilization and maintenance of electronic surveillance system.

17 Annual Tunrn over of last three years not less than Rs. 500,00,000.00 (Five Crore lakh) (it will be certificated from registered chartered account)

18 Names and title or Directors and officers to be concerned with proposed contract with designation of individuals authorized to act for the organization

19 Information on any litigation in which the Agency was involved during the last 5 (five) years, including

any current litigation.

20 Details of employees currently on their rolls (500) Five Hundred

21 Insurance cover from Insurance Company

All the mentioned document should be also attached

Principal,

Government Polytechnic, Madhepura

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3. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address Government Polytechnic Madhepura Vill-Dhuria Kalasan P.o-dhuria Pin code- 852213 Dist- Madhepura.

4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

7. Service & Support

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

8. Service & Support

The Service Provider must own 10% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.

9. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

10. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---