

TENDER

FOR

Security Agency and related manpower

FOR

Muzaffarpur Institute of Technology, Muzaffarpur

Tender No.:

Tender Start date:24th July 2021

Last Date of submission:16th August 2021

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प्राचार्य
मुजफ्फरपुर इन्सटीच्यूट ऑफ टेकनोलौजी
मुजफ्फरपुर
16/07/2021

Name of Organization-

Tender Notice For Security Agency

Tender Notice no. 01/2021-22

Sealed Technical (Strategy and Documents) and Financial bids are invited from registered and reputed Security and Intelligence Agencies having nationwide presence, for providing contractual security and ancillary services round the clock for the MIT Muzaffarpur for annual contract period of one year, by Registered post /speed post / Hand delivery.

Last date of submission: 16th August 2021 up to 1500 Hrs

Opening of tender: 17th August 2021 at 1500 Hrs at Principal Chamber, MIT Muzaffarpur

INSTRUCTIONS TO BIDDERS

All interested vendors are requested to send their sealed quotation for supply of the above item under two bid systems in the following manner:

- Envelope — I: Technical Bid.
- Envelope — II: Financial Bid.

NOTE: The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted.

Both the envelopes should be sealed, signed, marked and kept in a bigger envelop super scribed with the Tender Reference No. and Tender notice detail as appended hereunder.

TENDER for Security Agency

TENDER REF. NO: FOR
SUBMISSION:

LAST DATE

The Principal

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16/07/2021

From: M/S -----Contact
No: E-mail ID:

SCOPE OF SERVICE

The security agency is required to provide the following services:

- i) Complete security to the life and property of the residents (faculties, staff, students, official visitors and guests) and assets of the Institute.
- ii) Safeguard against trespasses--.
- iii) Security covers to various official functions, students' functions, VIP Visits, social & religious functions organized in the campus community.
- iv) Protect property/cash/documents against burglary (where loss is due to entry after breaking the any entry lock/door/window/grill)
- v) Control of vehicular traffic.
- vi) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
- vii) Control of stray cattle and canine menace.
- viii) Pursuance of cases with local police and liaison with them.
- ix) Assist the Institute in maintenance of day-to-day discipline and smooth running of various activities.
- x) Provide timely intelligence inputs to the Institute administration.

The agency will bear overall responsibility for maintaining peace and tranquility on the campus. It has to ensure a theft and incident free campus from law and order point of view.

II. Manpower .Communication. And Transport requirements:

The agency will be required to deploy the following equipment's and manpower:

Sl. No.	Description of Man Power Deployed	No.or Qty.
1	2	3
1	Supervisors- One (Highly Skilled and Ex Serviceman). The routine duty will be for eight hours but shall be available for 24 X 7 in Campus as and where required	1
2	Security Guards (male & female)- Semi Skilled	12
3	Security Guards (male & female)- Un Skilled	9
4	Sweeper - Un Skilled	10
5	Gardener - Un Skilled	5
6	Electrician -Skilled	5
7	Plumber -Skilled	1
8	Carpenter- Skilled	1
9	Ward Boy/attendants (Male/Female) UnSkilled	41
10	Office Assistant - Highly Skilled	5
11	Driver-Skilled	1

Note - The above manpower requirement is tentative and may increase or decrease or may be nil as per requirements by the institute. Payment will be made based upon actual attendance as per minimum wages act of category and quoted service charge.

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111. Terms & Conditions for Security Services

1. Sealed Technical (Strategy and Documents) and financial bid in separate covers for 'Security Services' are invited. The envelope should be super scribed "Tender for Security Services" with name and address of the agency with phone and fax number.
2. On the opening date Technical bid will be opened. Financial bids of only technically successfully bidders will be opened in presence of the Bidders / their authorized representative.
3. The Technical Bid shall also include the Presentation to be made by each Firm.
4. The evaluation of tender will be done by the committee on the basis of weightage to Presentation, Technical (Strategy and Documents) and Financial part.
5. The breakdown of weightage will be as Technical -70 % and Financial -30%, 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. The tender fee of Rs. **1,000/- (One Thousand Rupees only)** and E.M.D. of Rs. **10,000/- (Ten Thousand Rupees only)** -only in the shape of demand draft separately on any nationalized bank in favor of **Principal, MIT Muzaffarpur** payable at **Muzaffarpur** should accompany tender paper. Tender without tender fee and 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 successful Bidder has to deposit Rs **1,00,000/- (One Lakh Rupees only)** for Security Services as security deposit, within 10 days of selection. The security money will be released after completion of contract period successfully.
12. They have to start services within 07 days of intimation.
13. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.
14. Incomplete tenders and/or tenders received after due date and time will not be considered.
15. 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.
16. 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.

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[Handwritten Signature]
16/07/2021

17. 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.
18. 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.
19. 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.
20. Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction, if any. All pages of the bid document shall be numbered and submitted as a package with signed letter of transmittal.
21. 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.
22. 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 I I .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 five years.
28. The agency must have minimum average annual turnover of Rs. 5.00 (Five) 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 21 years 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.

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मुजफ्फरपुर 16/07/2021

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
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. 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 4 1) 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 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 MIT Muzaffarpur 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., ESI and payment of minimum wages to their staff as paid by Institute.
49. The successful bidder will have to enter into an agreement with MIT Muzaffarpur on non-judicial stamp paper, before starting work.
50. The contract will be initially for a period of 11 Months which can be extended for further period of two times 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 MIT Muzaffarpur, 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 must have at least 5 (five) running contracts of the annual value not less than Rs. 50 (fifty) lakhs each. Copies of work order or certificate of monthly billing from the client must be enclosed as documentary evidence.
55. 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.
56. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
57. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within same day.

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16/07/2021

58. 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.
59. Security personnel will maintain 8 (eight) hours shift system
60. 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.
61. Statutory deductions will be made as applicable and shall be deducted from monthly bill.
62. 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, incurring any liability to the affected bidder or bidders on the grounds of the Institute action.
63. 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.
64. 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.
65. 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.
66. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by the Institute.
67. The tender/ contract is not transferable under any circumstances.
68. The financial Bid will be opened later after verification of Technical bid. The time and date will be informed to successful bidder.
69. The Evaluation Committee will determine whether the submitted Financial Bids are complete (i.e., whether Bidders have priced all items of the corresponding Technical Proposal). If the Bidder has not priced all items in the Financial Proposal, then the cost towards such missing items will be considered as NIL, but the bidder shall, however, be required to carry out such obligations without any additional compensation. In
70. The award of work shall be done on QCBS basis (Quality and Cost Based Selection approach) among the technically qualified consultant after Technical Evaluation. The lowest financial proposal (Fm) shall be given a financial score (Sf) of 30 points. The financial score of the proposals shall be computed as follows:

$$Sf = 30 \times Fm/F$$

(F - Amount of financial Bid).

Note: The amount arrived based upon the Quoted rate of for personnel and service charges on the same on total quantity.

71. Bids shall finally be ranked according to their combined technical (St) and financial (Sf) scores using given formula.

$$\text{Formula for final score} = F + T$$

Where, T= Marks awarded for Technical Proposal and F= The marks awarded for financial proposal

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04/10/2021

The Bidder scoring highest Combined Score shall be declared as preferred Bidder for award of Contract.

72. In case two or more bidders achieve same combined score, the bidder who's Financial Proposal shall result in least cost to MIT Muzaffarpur shall be declared as selected bidder eligible for award of Contract.
73. The agency should have experience in crowd management.
74. 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.
71. The agency shall not be allowed to change its name and style after the award of contract.
72. The agency should have investigation cell to investigate thefts, accidents and other matters required time to time.
73. The Institutes authorized official may inspect the office and set up of agency before award of contract.
74. Preference will be given if agency has served as service provider of security personnel in Public Sector Unit(PSU)/ National level Institute.

IV. Presentation

The presentation shall be made by an authorized representative of each firm before the Committee on the scheduled date. The representative should be in a position of answering all the queries related to the firm. The presentation is to cover the following aspects of the firm;

- i) Brief introduction of the firm.
- ii) Certificate of registration of the firm.
- iii) Clients served/being served by the firm.
- iv) Recruitment policy of the firm.
- v) Infrastructures of the firm.
- vi) Facilities for imparting training to its personnel.
- vii) Capability to deal with critical situations.
- viii) Any other aspects of significance.

The Institute will provide requisite hardware to facilitate making of presentation. After presentation, a hard copy of the presentation is to be provided to the Committee.

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The evaluation parameters will as follow:

Technical: Total Marks: 70

1. Presentation: 10 Marks

	10	8	6	4	2
Total Marks obtained					
2. Infrastructure - Facilities and Documents : 20 Marks					

	20	16	12	10	8
Total Marks obtained					
3. Strategy : 10 Marks					

	10	8	6	4	2
Total Marks obtained					
4. Insurance Cover : 10 Marks					

	10	8	6	4	2
Total Marks obtained					
5. Turn Over : 10 Marks					

	10	8	6	4	2
Total Marks obtained					
6. Similar Institutions : 10 Mar					

	10	8	6	4	2
Total Marks obtained					

Grand Total of 1 to 6

B. Financial evaluations Total : 30 Marks					
Total Marks Obtained based upon clause 70					
Grand Total as per Clause 71					

6
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Eligibility criteria for Security Services

S.NO	Enclosure	Enclosed Yes/No
1	Up-to-date labour license under Bihar State/Central Govt.	
2.	Registration with E.P.F.	
3	License issued by Home Deptt. Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act, 2010	
4	Experience Certificate	
5	Income Tax PAN of Agency	
6	Affidavit	
7	GST Registration No.	
8	Turn Over and Balance Sheet	
9	IT Return	
10	Registration with ESI	
11	Tender Fee	
12	EMD Details	

Annexure-II (Technical)

Strategy to provide Security in -----

(Signature & Seal)
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Annexure III


Financial Bid for security services (Please provide in a separately sealed envelope)

Name of Bidder		Financial Bid									
Sl. No.	Description of Man Power Deployed	No. or Qty.	Unit	Quoted Rate (in Rs.) as per unit	EPF/ESI as per Government norms	Service Charge	Any allowances or Bonus as per Govt Norms if Applicable	Rate inclusive of Service Charge (5+7)	AMOUNT Rs.(3X9)	AMOUNT in Words	
1	2	3	4	5	6	7	8	9	10	10	
1	Supervisors- One (Highly Skilled and Ex Serviceman). The routine duty will be for eight hours but shall be available for 24 X 7 in Camopus as and where required	1	Per day								
2	Security Guards (male & female)- Semi Skilled	12	Per day								
3	Security Guards (male & female)- Un Skilled	9	Per day								
4	Sweeper - Un Skilled	10	Per day								
5	Gardener - Un Skilled	5	Per day								
6	Electrician -Skilled	5	Per day								
7	Plumber -Skilled	1	Per day						5		

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8	Carpenter- Skilled	1	Per day					
9	Ward Boy/attendants (Male/Female) UnSkilled	41	Per day					
10	Office Assistant - Highly Skilled	5	Per day					
11	Driver-Skilled	1	Per day					
Total Amount in Figures								
Total in Words								



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 14/07/2021

- Note :**
1. Price quoted less than minimum wages will be summarily rejected and bidder will not be able to participate in further process
 2. The financial evaluation will be best upon sum of column 10.
 3. Service Charge should not be less than 1 (One) percentage of quoted rate (5).