



**Bihar State Milk Co-operative Federation Ltd.**

Dairy Development Complex; Post :- B.V. College, Patna-800014  
Phone No. - 0612-2228953, 2220387, 2224083; Fax – 0612 -2228306  
Web :- [www.sudha.coop](http://www.sudha.coop) Email:-comfed.patna@gmail.com

**Tender Notice for Providing Security Personnel's**

**Tender No: 576..COMFED/Admin/Dated 11.02.2020**

Tenders in sealed cover are invited on behalf of **Industries Deptt., Bihar** under quality control **two-bid** system from reputed, experienced and financially sound firm/company for supply of Security Personnel's for two Neera plant located at Hajipur, Vaishali and Biharshariff, Nalanda

The tender documents containing eligibility criteria, scope of work, terms & conditions can be downloaded from our website [www.sudha.coop](http://www.sudha.coop).

Any future clarification and/or corrigendum(s) or notice regarding this tender shall be communicated through our website [www.sudha.coop](http://www.sudha.coop).

Managing Director, COMFED reserves the right to modify/cancel in full or part the contents of the tender without assigning any reason thereof.

Managing Director

**TENDER DOCUMENT FOR  
OUTSOURCING OF SECURITY SERVICES**

**FOR**

**NEERA PLANTS**

**AT**

**(VAISHALI, , NALANDA  
ON BEHALF OF INDUSTRY DEPARTMENT, BIHAR**

**BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD,  
DAIRY DEVELOPMENT COMPLEX, B.V.COLLEGE  
PATNA -800014, BIHAR**

## TENDER NOTICE

### Tender Reference Number:

**Sub: Tender for Security Services at Neera Projects  
(VAISHALI, NALANDA )  
ON BEHALF OF INDUSTRY DEPARTMENT, BIHAR**

BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD (comfed) an autonomous body invites bids from eligible agencies for Security Services of NEERA project of two PLANT located at Hajipur, VAISHALI & Biharshariff, NALANDA  
ON BEHALF OF INDUSTRY DEPARTMENT, BIHAR

For Detailed terms and conditions, refer to the tender document.

Date of Tender Publish : 22<sup>nd</sup> March 2020  
Pre Bid Meeting : -  
Last Date for submission of bids : 16<sup>th</sup> March 2020 (5.00PM)  
Technical Bid Opening : 17<sup>th</sup> March 2020 (2.30PM)  
Contact Person : Sri R.K.Jha

General Manager  
BIHAR STATE MILK CO-OPERATIVE  
FEDERATION LTD (comfed)  
Dairy Development Complex  
B.V.College, patna-14  
Phone : 0612-2228953, 2220387, 2224083;  
Email : [comfed.patna@gmail.com](mailto:comfed.patna@gmail.com)  
Web :- [www.sudha.coop](http://www.sudha.coop)



**BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD.**  
**DAIRY DEVELOPMENT COMPLEX, PO-B.V. COLLEGE, PATNA-14**

**NOTICE INVITING TENDER**

1 COMFED invites sealed tenders under two bid systems (Part – I:Technical &Part – II: Financial) from Security Agencies with annual turnover of rupees one corer each year for last three years and holding valid licence under contract labour (regulation & Abolition) ACT,1970, registered under Private Security Agencies (Regulation) ACT 2005 and Licence issued by Home Department, Govt. of Bihar with EPFO, ESIC, having Service Tax registration and having successfully carried out at least two security contracts of 100guards in Govt./Semi Govt. and/or Central autonomous bodies, consisting of only ex-serviceman or properly trained security personnel and security supervisors. Experience in providing security services in large Milk/Milk products manufacturing/Processing dairy will be preferred. The Bids shall be addressed to:

Managing Director  
**BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD.**  
 DAIRY DEVELOPMENT COMPLEX, PO-B.V. COLLEGE, PATNA-14

Bids must reach the above mentioned address on or before due date. COMFED shall not be held responsible if the bids are delivered other than desired destination or received after due date.

2	<u>Sl. No</u>	<u>Name of Unit</u>	<u>Security Guard (No.)</u>	<u>Security Supervisors (No.)</u>	<u>Gunman (No.)</u>	<u>Total (No.)</u>
	The requirements are as follows:					
	1.	Hajipur, Vaishali	04	01	01	06
	2.	Biharshariff Nalanda	04	01	01	06
		Total	08	02	02	12

3 Tender documents along with detailed terms and conditions can be downloaded from the website:<http://sudha.coop>. The cost of tender of Rs. 1000/- (non-refundable) in the form of demand draft to be made in favour of “Bihar state milk co-operative federation Ltd” Patna along with application form.

4 Security Agencies may submit their tenders with following details in Part -1 (Technical Bid):-

- i) Attested registration certificate of Security Agency to be issued by the appropriate authorities.
- ii) Attested copy of valid Labour licence from the regional Labour Commissioner for specific number of persons required for the contract under contract labour (Regulation & Abolition) Act,1970.
- iii) Attested copy of valid Service Tax registration certificate.
- iv) Attested copy of registration under private security Agencies (Regulation) Act 2005 and Ministry of Home Department, Government of Bihar.
- v) Attested copy of registration under Employees Provident fund Organization (EPFO).
- vi) Attested copy of registration under Employees State Insurance Corporation (ESIC).

	<p>vii) Status: Whether Proprietor/Firm/Company.</p> <p>viii) Proof of at least two successfully carried out security contracts of 100 or more properly trained security guards/supervisors in Govt. /Semi-Govt. and or Central Autonomous Bodies (Please enclose satisfactory completion certificate of two contracts issued by the Govt. /Semi-Govt. and or Central Autonomous Bodies.</p> <p>ix) List of Clients.</p> <p>x) Copy of PAN &amp; IT return filed for the last two years.</p> <p>xi) An undertaking that the Security agency has not been blacklisted by any Government Department/ Autonomous bodies as on the date of submission of the bid.</p> <p>xii) Attested copy of P/L account for the annual turnover of rupees one crore each year for last 3 years audited by the chartered Accountant (CA)</p>
5	The Bidder is expected to examine all the instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in to the rejection of its bid.
6	The tender is to be submitted in two parts comprising Part-I: Technical Bid & Part-II: Financial Bid. The Part – I (Technical Bid) should contain the EMD of rupees (25000/- (Twenty five thousand) and statement showing compliance with the criteria/detailed technical Specifications. Part-II (Financial Bid) should contain only the price offered as per attached rate scheduled format. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes need to be super scribed as <b>TECHNICAL BID</b> and <b>FINANCIAL BID</b> and then they are to be sealed in a third bigger envelope superscripting the details of tender no. and the labelling as “ <b>ANNUAL CONTRACT FOR RENDERING SECURITY SERVICE</b> ”. The Part-I:Technical Bid will be opened on next date at 02.30 noon in the presence of tenderer or their authorized representatives and the Part – II Financial Bid after the evaluation of Technical Bid. The Part – II Financial bid of only those successful tenderers shall be opened who are found to be technically qualified to carry out the work for which prior intimation will be given by indicating the date and time for the opening of price bid.
7	The earnest money deposit of Rs. 25,000/- (Twenty five thousand) in the form of Demand draft from any scheduled bank drawn in favour of “Bihar State Milk Co-Operative Federation Ltd, Patna”, must accompany with the documents of Part – I (Technical Bid). The earnest money will be retained for the successful tenderer and will be refunded to the unsuccessful tenderers in subsequent period and they will not bear any interest.
8	Tenders received after due date/time or without EMD shall be declared categorically rejected.
9	Canvassing in any form prior to the opening of tender is strictly prohibited and the tenders so submitted by the Security Agency who indulges in canvassing are liable for rejection, also.
10	The tenderer shall not be permitted to deposit any tender for working in COMFED if his/her relative is reported to be posted at this office. He shall also intimate the name of the persons who are working with him in any capacity in his firm and are the relatives as mentioned below:-
11	Note: A person shall be deemed to be relative of another if, (a) they are members of a Hindu undivided family, or (B) they are husband and wife, or (c) the one is related to the other in the following manner : father, Mother (including step mother) son (including step son), son's wife, daughter (including step daughter), Father's father, Son's son, Son's wife, Son's daughter, Son's daughter's husband, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sisters husband.
12	The tenderer shall quote the rates both in figures and words. He shall also work out the

	<p>amount for each item of work and write in both figures and words. For this following procedure have been followed:-</p> <p>I) When there is difference between the rates in figures and in words, the rates, which resembles to the amount worked out by the tenderer, shall be taken as correct figures to be taken into consideration.</p> <p>II) When the amount of an item is not worked out by the tenderer or it does not resemble with the rate written either in figure or in words the rate quoted by the tenderer in words shall be taken as correct.</p> <p>III) When the rate quoted by the tenderer in figures tallies with the words while the amount is not worked out correctly the rate quoted by the tenderer shall be taken into consideration.</p>
13	The tenderer should quote the rates after assessing the work requirement.
14	Except writing rates and amount, the tenderer are not entitled to induct any clause, conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.
15	The tender submitted by the tenderer shall remain valid for acceptance for a period of 90 days from the date of opening of tender. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel his tender or to vary the tender or any terms thereof, because the same may seize its EMD amount.
16	All notices, communications, references and complaints made by the security Agency or the Security Agency concerning the work shall be exclusively in writing format only and no oral notice, communication, reference or complaint shall be kept into consideration.
17	Bids need to be submitted by to the address stipulated above within the scheduled date and time only. In case the specified date for submission of bid falls under any holiday by the Govt., the bid could be received on the next working day within earlier scheduling of timings only.
18	In the process of tendering documents the security agency shall indemnify the Managing Director, COMFED automatically from any kind of losses/damages, of tender documents whatsoever because they stand to be sole responsibility of security agency for any of consequences of any untoward, uncalled for and unforeseen circumstances including accidents, if any and are automatically liable for any degree of penalty which is deemed to be suitable by COMFED, Patna, afterwards to the default agency.
19	MD, COMFED reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

**Scope of work:**

Providing Security services by deploying required number of trained security Personnel for the protection of life, property and assets against damage, destruction, theft, pilferage, fire etc. ensuring safety of manpower, guiding visitors to the concerned officials, regulating entry of unwanted visitors/salesmen and maintenance of visitors register and also to prevent premise from any kind of incursion either by the stray animals like dogs through exercising through patrolling round the clock. Checking either invoices or gate passes and monitoring the entry and exit of any materials apart from regulating the entry and exit of vehicles including incoming and outgoing trucks and tankers.

**Terms and Conditions:**

1	<p><b>Period of Contract:</b></p> <p>The contract will be initially for a trial period of 3 months that may be extended further for a maximum of 36 months subject to satisfactory performance and mutual consent with same terms &amp; condition.</p>
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2	<p><b>Earnest Money Deposit (EMD):</b> The earnest money of Rs. 25,000/- (Twenty five thousand) in the form of Demand draft from any nationalized bank to be drawn in favour of “Bihar State Milk Co-Operative Federation, Patna”, must accompany with the documents Part – I (Technical Bid). The earnest money will be retained in the case of successful tender and will be refunded to the unsuccessful tenderer against demand only and will not bear any interest.</p>
3	<p><b>Security Deposit:</b> Only Successful Agency/Company shall deposit security money @ 10% of Total contract value at respective units) in the form of Bank draft which will include the amount of EMD value so deposited in the form of Demand draft earlier. The security deposit will not generate any interest. It is required to be deposited positively within one week before the date of engagement. Security deposit shall be kept with COMFED(for neera Project) for a period of 15 months and shall be released after the successful completion of the contract. Failure to do so, shall lead to the process of automatic cancellation of the letter of acceptance of tender/ work so awarded to the party and the earnest money deposit of the party stands to be automatically forfeited.</p>
4	<p>The offers submitted after down loading same from COMFED website (<a href="http://sudha.coop">http://sudha.coop</a>) shall also be considered once the same gets accompanied with the demand draft for Rs. 1000/- (non-refundable) to be drawn in favour of “ Bihar state milk co-operative federation Ltd” payable at Patna towards the cost of tender documents, only.</p>
5	<p>The requirement of security personnel will be purely on need based only and, the same figure may be increased or decreased as per requirement. Though COMFED will hold no obligation or bindings to hire any specific number of security personnel during the period of contract.</p>
6	<p>The Agency shall provide Security services by deploying adequately trained and well-disciplined security personnel to safeguard the office building, along with moveable and immovable assets, equipment’s and other items at the above address from any Thefts, pilferage or damage and also to ensure safety of the employees, Visitors, Guests or any other persons working in its complex.</p>
7	<p>The security personnel shall be deployed round the clock in 3 shifts at the office of COMFED and its unit to safeguard the premises, including properties.</p>
8	<p>The Agency shall be responsible for opening / closing of the building and rooms as required/ directed by COMFED and its unit based on its working schedule and closing schedule as well.</p>
9	<p>The Agency shall ensure that water taps/ lights/ ACs are not left open/ on after the culmination of working hours on normal working days as well as on holidays as the situation permits.</p>
10	<p>The Agency shall maintain records of inward and outward movement of men (Office Employees and also regulation of guests and visitors) materials, etc. With proper check on the same as per instructions given from time to time by COMFED.</p>
11	<p>The security personnel deployed shall undertake regular rounds within the premises in order to maintain constant vigil and remain alert, accordingly.</p>
12	<p>The Security personnel need to be trained with Fire Safety Operations. They should be trained to operate various fire control equipment’s, also.</p>
13	<p>The Agency shall keep the COMFED informed of all the matters of security and co-operate in the investigation of any incident relating to security.</p>
14	<p>COMFED Reserves the right to cancel the tender without assigning any reason at any stage of tender process.</p>
15	<p>The payment on account of any kind of enhancement/escalation charge due to of revision in minimum wages, statutory charges by the appropriate Govt. from time to time, shall be</p>

	payable by the COMFED.
16	Bonus under the Bonus ACT 1965 will also be paid by the contractor as further payment to its employees.
17	The bill shall be submitted by the Security Agency in duplicate duly supported by proof of attendance; payment of statutory charges/subscription payment. The payment will be made against monthly bills supported by requisite documents. The bill format will be in the same format as quoted in the financial bid. The firm should submit the bill of a month by 5 <sup>th</sup> of the next month along with the satisfactory performance certificate being issued by the Security officer of neera project.
18	The rates and prices towards the service charges quoted by the bidder shall be fixed for entire duration of any contract and shall not be liable for any amendment.
19	The tenderer should have the PAN number and should attach the photocopy of the same, with self-attestation.
20	The Agency shall have to provide accessible Telephone numbers for making contact anytime in 24 hrs of a day.
21	The draft no. of EMD should be clearly mentioned in the tender document.
22	The tenderer must deploy security personnel based on following physical criteria as under:- a) Minimum Height: 5'6" b) Minimum Weight: 60kgs c) Minimum chest: 36"with expansion 37" d) Eye sight: 6/6 e) Age: 22 to 40 years for civilian and 45 years for ex serviceman f) Qualification: Matriculation
23	The security services and provision for the required manpower shall be as under: Tentative duty hours of Security Guards and Security Supervisors. However the timing of a shift is liable to be changed as per the requirement of individual unit as well. Duty time 1 <sup>st</sup> Shift                      06.00 hours to 14.00 hours 2 <sup>nd</sup> Shift                      14.00 hours to 22.00 hours 3 <sup>rd</sup> Shift                      22.00 hours to 06.00 hours
24	The tenderer must possess its own training centre or having tieup with govt. recognised training institute where the security personnel's were trained.
25	<b><u>Duties and Responsibilities of the Agency</u></b> The agency should provide a whistle, torch and lathi to the security guard on duty and gun in case of gunman with proper licence.
26	The security guards must be rotated from their point of deployment at an interval of 3 months.
27	If it is found that any property lost/ damages due to of negligence or in connivance with the security guards the same shall be made recoverable as per the depreciated value of theft / lost damaged property / from the security agencies bill.
28	The Agency shall submit a monthly report of compliance and happenings in the premises to the Security officer, COMFED.
29	The security guards deployed will be deemed to be utilized for specific purposes and the agencies shall be fully responsible for the payment of wages and other dues, including compliance of all labour bills and so applicable to them.
30	The Agency against securing an award of the contract should execute an agreement in Rs. 1000.00 (One Thousand Rupees) stamp paper with COMFED for neera project after incorporating and emphasizing all above terms and conditions.
31	The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to COMFED along with their antecedents including



	testimonials before they are actually deployed to the job.
32	The agency shall furnish the names and addresses of the security guards, to be posted in the premises of COMFED and its Unit and also during the period of any shuffling of security guards, in any of the places.
33	Identity: The Security Guard/ Supervisor who may be engaged by Security agency from time to time must carry the photo identity card, which shall have to be issued to him for the said purpose. The identity card should be worn by each security guard/ supervisor on their uniform which in turn gives details regarding their full name, age, identity marks, signatures of the bearer and also of the issuing authority with seal
34	The agency shall not deploy or shall discontinue engaging any the person if desired by COMFED at any of the time without assigning any reason whatsoever.
35	A local representative of Agency shall be in-charge of the security system and shall be responsible for rendering efficient service under the contract. While working at the premises of COMFED, they shall work under directives and guidance of Head. COMFED and its unit and will be made accountable fully on their assigned responsibility.
36	The agency shall deploy security guards trained in all formats of security work, including fire fighting. The Agency shall provide necessary undertaking and documentary evidence in this regard, based on acquired capacity of individual guards.
37	The visitors shall be regulated as per COMFED procedure and records on their passages needs to be maintained. Further, the visitors shall be approached and attended with due care and courtesy.
38	A senior level representative of the Agency shall visit COMFED premises at least once in a week and review the status of service performed by its personnel. During the weekly visit, Agency's representative will also meet the COMFED officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed at their working.
39	The Agency shall ensure that the replacement of any personnel, as required by COMFED for any reason specified or otherwise, shall be enforced promptly without any additional cost to the Office. If the agency wishes to replace any of its personnel, the same shall be done with prior concurrence of COMFED only.
40	The Agency shall provide reasonably good uniform indicating name with badges to its personnel deployed at COMFED and its Unit at its own cost and ensure that they are used exclusively by the personnel deployed and are maintained in good condition. The day to day operative items like, Belt shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall be supplied and borne by the Agency at its cost, as per situation truly demands.
41	<b><u>Duties of the Security Guards</u></b> The Personnel deployed should be of polite in nature but should be of Firm, Disciplined, Physically Fit, Alert and smartly dressed with uniform.
42	To attend with the distinguished visitor, VIP's and Officers with due courtsey and care.
43	To check, Control and Restrict the entries of Staff/ Workers/ Authorized Personnel of Organization / Firm and others by valid passes or documents if required and to monitor the movements of vehicles of incoming / outgoing along with Materials (with gate passes, challan) including recording of the timings of all above operations.
44	To maintain strict vigil of Men. Material and Premises and to maintain the premise as a protected area, after apprising all important events/happenings so recorded and then informed to the management. The person of security under duty should be held fully responsible for any kind of thefts of easily movable items such as bathrooms fittings. Fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems, tools, its spare parts, stock, Raw materials & finished goods etc, along with any big goods within the premises.

45	The personnel should stand by management during emergency like Gherao, Picketing, and Strike etc. and Security of ESI staff from any assaults whatsoever.
46	They should not leave the place of duty under any circumstances until and unless properly relieved during handing taking over Register etc. or supporting documents
47	To prevent of Electricity and water from getting misused.
48	In case of fire, the Security Guard will immediately alert the staff on duty and assist in fire extinguishing operation. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station and its Regional Director as well.
49	The security guard must watch there are no unidentified/ unclaimed/ suspicious objects/ persons in the building/ premises, either wondering or getting entry within the premise, or there is no instance of incursion from any origin.
50	The Security guard shall ensure that all the electrical equipment's/ instruments / lights and fans in the office or any part of same should be switched off at the time of closure of the office hour.
51	The security guard should ensure that all the officers/ rooms are locked at the closure of office hours and opened at the beginning of office hours including keeping keys of all rooms under in custody with safety.
52	The security personnel must be in proper neat and tidy uniform.
53	The names of security guards should always be displayed by them on their uniforms for the purpose of identification.
54	The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
55	The security guard should check the bags/ briefcases of the visitors if considered necessary.
56	The security guards shall at all times comply with all directions and instruction of COMFED. Non- compliance of instructions can lead to termination of agreement.
57	In case of any breach of the terms and conditions of the contract, COMFED may forfeit the security deposited. In addition to same any other actions which are deemed be appropriate as imposed by the Competent Authority would also be acceptable to the agency.
58	The agency should abide by the rules as laid down by any statutory authority relevant to the deployment of security guards.
59	The agency shall indemnify COMFED against any statutory obligations. Non-compliance of statutory obligations by the agency for any reasons whatsoever would be exclusively the onus and liability to the security agency.
60	The successful tenderer/ agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/ organization or otherwise.
61	Any person who is in Govt. service or an employee of COMFED shall not be made a partner to the deal by the tenderer /agency directly or indirectly in any manner, whatsoever.
62	The agency shall provide statutory benefits to its Security Guards/ Supervisors.
<b>The Terms and Conditions for depositing tender documents:-</b>	
1	Tender document shall must reach in the office on or before at 5.00 P.M. on...16.03.2020.....
2	The contract will be initially for a period of three months on trial basis and that may be extended to one year including three months of trial period on satisfactory completion of the trial period
3	Bidder should sign and stamp on all pages of this tender document as a token of acceptance of all terms and conditions stated therein.
4	The rates quoted by the firm/agency and deployment of Security Guards will be applicable both in Bihar and Jharkhand, jurisdictions.

5	In case lowest bidder fails to turn out, the COMFED holds full discretion either to finalize the process from remaining bidders or to resort to go in for fresh tender.
69	<p>The bid security may be forfeited:</p> <p>A) If a bidder withdraws its bid during the period of its validity as specified by the bidder on bid form or</p> <p>B) In case a successful bidder fails:</p> <p>1) To sign the contract.</p> <p>2) To furnish security deposit, within in prescribed duration.</p> <p>In both the cases, the bidder will not further be eligible to participate in the tender for same item for one year from the date of opening of tender.</p>

### QUALIFYING CONDITIONS:

Security Agencies with annual turnover of rupees one crore each year for last three years and holding valid licence under contract labour (regulation & Abolition) ACT,1970, registered under Private Security Agencies (Regulation) ACT 2005 and Licence as issued by Home Department, Govt. of Bihar with EPFO, ESIC, having Service Tax registration and having successful antecedents to carry out at least two securities contracts of 100 guards in each contract, consisting of only ex-serviceman or properly trained security personnel including security supervisors in Govt./Semi Govt. or Central autonomous bodies, may only have eligibility to apply with following details in part – I (Technical Bid):-

i.	Attested registration certificate of Security Agency issued by the appropriate authorities.
ii.	Attested copy of valid Labour licence from the regional Labour Commissioner for specific number of persons required for the contract under contract labour (Regulation & Abolition) Act,1970.
iii.	Attested copy of valid Service Tax registration certificate.
iv.	Attested copy of registration under private security Agencies (Regulation) Act 2005 and Ministry of Home Department, Government of Bihar
v.	Attested copy of registration under Employees Provident fund Organization (EPFO).
vi.	Attested copy of registration under Employees State Insurance Corporation (ESIC).
vii.	Status: Whether Proprietor/Firm/Company.
viii.	Proof of at least two successfully carried out security contracts of 100 or more properly trained security guards/supervisors in Govt. /Semi-Govt. and or Central Autonomous Bodies (it in mandatory to enclose satisfactory completion certificate of two contracts issued by the Govt./Semi-Govt. and or Central Autonomous Bodies).
ix	Proof of one successfully carried out security contracts for at least 1 year continuously in Coop / Gov.
X	Details of training centre, their location and managerial information must be furnished. Also mentioned the type of training and their duration.
xi.	List of Clients.
xii.	Copy of PAN & IT return filed for the last three years
xiii.	An undertaking that the Security agency has not been blacklisted by any Government Department/ Autonomous bodies as on the date of submission of the bid.
xiv.	Self-Attested copy of P/L account for the annual turnover of rupees one crore each year for last 3 years audited by the chartered Accountants (CA)
Xv	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.
xvi	A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as a token of acceptance of terms and conditions.
xvii	To assist in the process of analysis, evaluation and computation of bids. The Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but any change in the price or substance of the bid as offered

	shall not be permitted.
xviii	After evaluation, the work shall be awarded to the Agency which are fulfilling all the criteria and conditions and which firm or agency has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the equal rates, the Competent Officer authorized by COMFED shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm along with the length of experience etc. The decision of the Competent Authority shall be treated as final and binding to any agency during tender.
Xix	The quoted rates shall not be less than the minimum wages of Govt and shall include all statutory obligations. The rate quoted should be consolidative and inclusive of Income Tax, Employer EPF contribution, ESI contribution etc, bonus, insurance & leave salary etc

**Evaluation Process:**

1. Fulfilment of this aforesaid evidence under serial (i) to (ix) a mandatory for each hidden as on Sl. No. I to 9atthe detailed status of the firm is mandatory and are pre-qualification criteria for each bidder. If the bidders fail to provide the mandatory information, the bids will not be evaluated further.
2. Parameter as prescribed on Sl. No. X to XIII write speak along the detailed status of the firm a technical qualification for which marks will be allotted. differently
3. Bidders who have extra qualifying criteria, they will be allowed to obtain extra marks also as given in annexure-v.

**ONLY FOR THOSE BIDDERS WHO HAVE SUBMITTED ALL THE DOCUMENTS AS PER CHECKLIST GIVEN**

The Techno-commercial proposal evaluation criteria of eligible bidders are set out below:

SL	Description	Score calculation	Max. MARKS
1	Length of Experience (years) (Documentary evidence required) ) (Refer Annexure V)	15 years and above - 30 Marks 10 years but less than 15 years -25 Marks 5 years but less than 10 years -20 Marks 3 years but less than 05 years - 15 Marks Less Than 3 years - NO Marks	30
2	ISO Certification ISO 9001: 2008 (Documentary evidence required)	If Yes : 15 marks If No : no marks	15
3	Average Annual Turnover of last 3 Years (from 2012-13,2013-14 & 2014-15) (Documentary evidence required) ( Refer Annexure V)	Rs 2.0 Cr and above : 30 marks Rs 1.50 Cr but less than 2.0 Cr: 25 marks Rs 1.25 Cr but less than 1.50 Cr:20 marks Rs 1.00 Cr but less than 1.25 Cr : 15 marks Rs 0.50 Cr but less than 1.00 Cr :10 marks Less than 0.50 Cr : No marks	30

<b>4</b>	% increase in turnover (from 2012-13 to 2014-15)	10% but less than 15% - 25 Marks 7% but less than 10 % - 20 Marks 5% but less than 7% - 15 Marks 3% but less than 5% - 10 Marks Less than 3% - No Marks	25
<b>5</b>	<b>TOTAL</b>		<b>100</b>

4. Total marks allotted in the technical bid and financial bid will be for 100 marks each. Financial bid of those parties will be opened who have secured 70marks or above in Technical bid. Weight ages for technical bid and financial bid shall be on 70 % and 30 %, respectively.

### ANNEXURE-I)

#### CHECKLIST OF DOCUMENTS to be submitted along with Technical Bid

S. No	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Copy of Registration of firms			
2.	Copy of Registration certificate of EPF			
3.	Copy of Registration Certificate of ESI			
4.	Copy of Labour license			
5.	Copy of Income Tax Return for last 3 years			
6	Copy of Service Tax Registration			
7.	Copy of PAN/TAN Card			
8.	List of clients indicating period of work executed with them (Refer Annexure V- Table A)			
9.	Proof of experience (Refer Annex-V- Table)			
10	Details of EMD deposited			
11	Copy of VAT clearance Certificate.			
12	Last 3 years audited statement from Chartered			
13	Minimum wages to comply issued by Office of the Chief Labour Commissioner regarding 'Employment of Watch & Ward"			

14	Copy of Registration Certificate of PSARA Act		
	15. ISO 9001-2008 Certification		

Signature of Bidder      Seal of Establishment      Full Name of Bidder with address & Date

PROFORMA FOR TECHNICAL BID

ANNEXURE- ii

S.N.	Particulars	To be filled in by the bidder
1	Name of the Agency	
2	Details of EMD	
	(i)Amount	
	(ii)Draft No.	
	(iii) Date	
	(iv)Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number	
5	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970. (Copies of all certificates of registration to be enclosed.)	
5A	Registration number for license to provide Security Services Security Agency issued by Home Deptt.,) (Copy to be enclosed) <b>PSARA Act</b>	
6	PAN/TAN Number( copy to be enclosed)	
7	Labour License Number (copy to be enclosed)	
8	Service Tax Registration Number (copy to be enclosed)	
9	EPF Registration Number (copy to be enclosed)	
10	ESI Registration Number (copy to be enclosed)	

11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the Say yes or no.	
12.	Length of experience in the field (with proof). Please arrange in descending order from 2015 ( Refer Annexure V- Table A)	
13.	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.) ( Refer Annexure V- Table A)	
14.	Whether a copy of the terms and conditions duly signed, in	
15.	Whether agency profile is attached?	
16.	List of other clients (Refer Annexure V- Table A)	
17.	ISO 9001-2008 Certification	
18.	Last 3 year audited statement from Chartered	

(Signature of Bidder)

(Seal of Establishment)

( Full Name of Bidder with address)

Date:





# BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD.

DAIRY DEVELOPMENT COMPLEX, PO-B.V. COLLEGE, PATNA-14

Annexure-III

Name of the work: **Annual contract for security services in COMFED & its Unit.**

## DETAILED STATUS OF THE FIRM PQ and TQ Form (To be filled by tenderer)

S.No.	Parameter		Please mention enclosure reference, page no. etc.
<b>A. <u>Pre-qualification Criteria</u></b>			
1	Name & Address of the Tenderer Organisation/ Agency with phone number, email and name and telephone/ mobile number of contact person	Mandatory	
2	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:	Mandatory	
a)	Is the establishment registered with the Government and / or under any law for the time being in force: Please give details with Document/ evidence.	Mandatory	
b)	Do you have labour license. Please provide details and attach a copy License to keep armed guards and license for guns / bullets should also be Enclosed.	Mandatory	
c)	Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment.	Mandatory	
d)	Do you have License Issued by	Mandatory	

	Ministry of Home Govt. of Bihar? Please provide details and attach a copy of License.		
e)	Do you have License for the private Security Agencies (Regulations) Act 2005 (Attach copy).	Mandatory	
3	Are you covered by the labour Legislation, such as, ESI, EPF, and Gratuity Act etc.	Mandatory	
4	Please give EPF No: ESI Code: Gratuity Act. Reg. No. etc.		
5	Are you governed by minimum wages rules of the Govt.? If yes please give details.	Mandatory	
6.	Please attach copy of last return of Income Tax	Mandatory	
7	Please attach balance sheet/Annual turnover of the company, duly certified by Chartered Accountant for last 3 years	Mandatory	
8	PAN No. ( Please attach copy)	Mandatory	
9	Vat No. ( Please attach copy )	Mandatory	
10	Trade License No. (Please attach copy)	Mandatory	
11	Service Tax Registration N ( Please attach copy)	Mandatory	
12	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	Mandatory	
13	Power of Attorney/ authorization for signing the bid documents.	Mandatory	
14	Please submit an undertaking that no case is pending with the police against the Proprietor /firm/ partner or the Company (Agency).	Mandatory	

	Indicate if any convictions there in the past against the Company/ firm /partner exist.		
15	Customer's satisfaction certificate (in original) issued by the Dept. where the Security Agency is rendering services.	Mandatory	
<b><u>B. Technical Qualification Criteria</u></b>			
16	Experience in the work for providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works, approximate magnitude and duration carried out and/or on hand for last 3 years.		
17	Do you have your own training centre? If so details		
18	Annual turnover of rupees one crore per year for last three years ( Attach Copy)		
19	Whether the Company/Agency has been providing security services in co-operative Dairy sector for at least 2 years continuously (enclose the documentary evidence)		
20	Whether the company/agency has at least two security contracts of 100 guards out of which one should be the running contracts in Bihar Government Department/ Govt. Undertaking, the annual value of which must not be less than Rs. 30 lakhs ( please enclose the copies of Agreement/work order and summary sheet of contractual value), for last three year.		

### **Declaration by the Tenderer**

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.

**(Signature of Tenderer with seal)**

**Name:**

**Seal:**

**Address:**

**Phone No (O):**

**Date**



**BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD.**  
DAIRY DEVELOPMENT COMPLEX, PO-B.V. COLLEGE, PATNA-14

Annexure-iv

RATE SCHEDULE

In Rupees

(To be submitted in Part – II (Price Bid))

Item No.	Item Description	Security Supervisor	Trained Security Guard	Security Gunman
		Bihar	Bihar	Bihar
1	Minimum Wages per month			
2	EPF (13.61%)			
3	ESI( 4.75%)			
4	Total (S.No. 1+2+3)			
5	Weekly off/leave relief in lieu of Holiday/national holidays (subject to change on revision of minimum wages)			
6	Total (S.No. 4+5)			
7	Service charge (to be quoted in % on S.No. 6 above)			
8	Any other charges/taxes etc.			
9	Total (S.No. 6+7+8)			
10	Service Tax( on S.No. 9)			
11	G. Total (S.No. 9+10)			

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No/ E-Mail

**Name of Bidder:**

**Date:**

**Table (B)**

SNo.	Wage charges for Six Security Guards for Six Months (a)(Rs)	Wage charges three Security Supervisor for six months (b)(Rs)	Total Wage Charge for Six months
1.			

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government.

(Signature of Bidder)

(Office Seal)

### **Annexure- v**

#### **Final evaluations of the Price Proposals are set out as below;**

The price proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 100 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices (QP).

Financial Score of Firm =  $100 \times (LP / (QP))$

Where,

LP = Lowest quoted total Price and QP = Quoted total Price of Firm

The weights given to techno-commercial and Price proposals are 70% and 30% respectively. The total score(S) shall be,  $S = St \times 0.70 + Sf \times 0.30$ .

Where,

S = Total Score

St = Score on Techno-Commercial Proposal, Sf = Score on Price Proposal

Bid with the highest total score(S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price.

On the basis of the combined weighted score for quality and cost, COMFED will rank the bidders in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as 1 followed by the proposals securing lesser marks as 2, 3, 4, 5 etc. COMFED will invite the proposal securing the highest combined marks and ranked 1 for negotiations, if required and shall be recommend for award of contract.

## Annexure Vi

### **(A) Experience Details: Total Experience claimed =**

S. No	Name of Client	Actual Period of Service provided (from - to ) in DD/MM/YY	Total Period( In Years / Months / Days)	Proof Attached
1				
2				
3				

### **(B) Average Annual Turnover**

S. No	Financial Year	Turnover ( Rs in Crore)	Proof Attached
1			
2			
3			
Total	-----		-----
Average	-----		-----

### **(C) % increase in turnover (from 2016-17 to 2018-19)**

S. No	Financial Year	Turnover ( Rs in Crore)
A	2016- 17	
B	2017-18	
C	2018-19	
Difference (B-A)=C & (c-B)=D	---	
% increase in turnover ( (C/D) * 100)	-----	