

Govt. of Jharkhand

RANCHI INSTITUTE OF NEURO-PSYCHIATRY & ALLIED SCIENCES (RINPAS)

रॉंची तंत्रिका मनोचिकित्सा एवं संबद्ध विज्ञान संस्थान (रिनपास)

Kanke, Ranchi - 834006 (Jharkhand) + Telefax: (0651) 2450813 Ph.: (0651) 2450303

TENDER NOTICE

TENDER NOTICE NO. DIR /16/12/11-12/MISC.

SECURITY SERVICES

December, 2011

Office of the Director

RINPAS

Kanke, Ranchi – 834006 (Jharkhand)

www.rinpas.nic.in

email ID:- directorrinpas@gmail.com

Last date for receipt of Tender: Date: 19-01-2012 (upto 13.00 hrs.)

Cost of Tender Document: Rs. 500/- (Non Refundable)

Terms & Conditions for Security Services

Tender Notice No DIR/16/12/2011-12/Misc/Security Services

1. Fresh sealed tenders under two-bid system (Commercial and Price-bid in separate covers) are invited. The envelope should be superscribed "Tender for Security Services" with Tender Notice Number and should bear the name and address of the agency with phone and fax number. A self addressed envelop duly affixed with postal stamp should be attached.
2. On the due date only commercial bids will be opened. After commercial evaluation of Bids, the Price Bid of only accepted Commercial Bids will be opened – in presence of the tenderer for which separate intimation will be issued.
3. 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.
4. 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.
5. The E.M.D. of Rs. 50,000/- (Rupees fifty thousand) only in the shape of demand draft on any nationalized bank in favour of Director, RINPAS, Ranchi payable at Ranchi should accompany tender paper. Tender without EMD will be ignored straightway. The EMD without interest will be refunded to the unsuccessful tenderers after finalization of tender. In case of successful tenderer, the same will be retained as security money, which will be released after completion of contract period. **The tenderers who had deposited EMD earlier in response to Tender Notice No DIR/16/03/10-11/Security Services or DIR/15/11/11-12/Security Services are not required to deposit again.**
6. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.
7. Terms and conditions must be duly signed and seal should be put on appropriate place and enclosed with tender paper.
8. Incomplete tenders and/or tenders received after due date and time will not be considered.
9. 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.
10. The tenderer should submit an affidavit by a Notary Public that they are not having any case pending against them anywhere.
11. The agency must be incorporated under the companies Act 1956/Societies Registration Act 1860/ proprietary/ Partnership Act. (Enclose copy).
12. The agency must have adequate experience in providing security for at least 6 years with average deployment of 80 security personnel at any point of time. (Enclose copy).

13. The agency must have minimum average annual turn over of Rs. 3.00 crores. (Enclose audited account by C.A.).
14. The agency must be in possession of Labour Licence for running security services. (Enclose copy).
15. The agency should be licensed under Jharkhand Private Security Agencies (Regulation) Act 2010 issued vide Home Dept., Govt. of Jharkhand letter no. 3839 dated 16-9-2010. (Enclose copy). If less than three tenderers possess license issued by Home Dept. Govt. of Jharkhand, tenderers submitting proof of application for the same may also be considered.
16. The agency must have its EPF and ESI code numbers. (Enclose copy).
17. The agency must have its Income Tax PAN. (Enclose copy).
18. The agency must have its Services Tax Registration. (Enclose copy).
19. At least 90% of security personnel who will be deployed must invariably be ex-servicemen/Paramilitary personnel only and have to produce certificate for Ex-servicemen.
20. Ten percent of civilians (having 5 years experience) in security services with good physical stature can be considered.
21. The Ex-military/Paramilitary personnel of maximum age of 55 years who are mentally and physically fit should be deployed.
22. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.
23. 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, bhala will be a part of uniform and would be provided by the agency.
24. The Supervisor must be a rank of J.C.O. and should possess good leadership quality and also capable to give parade training to security guards.
25. **List of documents to be enclosed with commercial bid as per annexure-I.** *Tenderers disqualified for Tender Notice No. DIR/15/11/11-12/Security Services only because they did not possess license issued by Home Dept. Govt. of Jharkhand are required to submit only the license/ proof of Application for license with fresh tender paper.*
26. **The rates are to be furnished in the Performa given in Annexure-II**
27. The wage rates of Ex-serviceman and civilians should be quoted separately. The rate should be quoted in words and figures. Cutting and overwriting in rates will not be entertained.
28. Service charges should be mentioned separately (as percentage of total charges).
29. The agency will be wholly responsible for payment of minimum wages to the personnel as per Govt. of Jharkhand rules.

30. The successful bidder will have to furnish documentary details of contribution towards E.P.F./ E.S.I. against personnel deployed at RINPAS on quarterly basis, failing which the contract may be terminated.
31. The Security money of successful bidders will be forfeited if they do not adhere to norms of E.P.F.
32. The successful bidder will have to enter into an agreement with RINPAS on non-judicial stamp paper worth Rs. 50/-, before starting work.
33. The contract will be initially for a period of one year which can be extended for further period of 2 years subject to satisfactory performance. In case the services are not satisfactory, the contract will be terminated with one month's notice from RINPAS. In case the agency wants to terminate the contract with RINPAS, they have to give three month's notice in advance.
34. 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 institution. The contract can be terminated by giving one month's notice.
35. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the security personnel shall be recoverable from the agency.
36. The agency will cover all risk for security men engaged by them and also the cost of compensation payable to security men.
37. In case of leave, absence, sickness or shortage of guards, person in replacement should be provided by the agency within two days.
38. The institute will not provide any medical and accommodation facility to the security personnel posted in the institute.
39. Any security personnel found drunk or under influence of any prohibited drugs during duty hours will be subject to removal from services.
40. Security personnel will maintain 8 (eight) hours shift system.
41. All deployed security personnel shall be under the administrative control of RINPAS till duty hours.
42. 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.
43. Income tax as applicable shall be deducted from monthly bill.
44. All legal matters in respect to this tender will be subject to jurisdiction of Hon'ble High Court, Ranchi, Jharkhand.

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(Signature and seal of the tenderer)

With date as token acceptance

Amoo P. Singh
28.12.2012
Director
RINPAS, Kanke, Ranchi

Annexure-I

Sl. No.	Enclose as per Terms & Conditions	Whether enclosed Yes/No	If 'yes' Page No.....to.....
1.	Up-to-date labour license under Jharkhand state/Central Govt.		
2.	Registration with E.P.F.		
3.	License issued by Home Deptt. Govt. of Jharkhand under Jharkhand Private Security Agencies (Regulation) Act, 2010		
4.	Experience Certificate		
5.	Income Tax PAN of Agency		
6.	Affidavit		
7.	Service Tax Registration No.		
8.	Turn Over & Balance Sheet		
9.	Registration with ESI.		
10.	EMD Details:-		(DD NO., DATE & BANK)
	Deposited with Tender Notice No. DIR/16/03/2010-11/Security Services		
	Deposited with Tender Notice No. DIR/15/11/2011-12/Security Services		
	Fresh EMD		

(Signature and seal of the tenderer)
With date as token acceptance

Annexure-II

Sl. No.	Particular	Basic Wages for each personnel/ per day	ESI	EPF	Uniform outfit allowance	Uniform washing allowance	Total (Per head Per day)
1	Security Guard (Ex-Service Man)						
2	Security Guard (Civilian)						
3	Supervisor (J.C.O Rank)						
4	Gun Man (Ex-Service Man)						
TOTAL							
SERVICE CHARGE %							
(as percentage of total charges)							
Sum Total							
SERVICE Tax %							
(as percentage of total charges)							
GRAND TOTAL							

(Signature and seal of the tenderer)
With date as token acceptance