



**ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY
(ASRLMS)**

Hiring Agency for Providing Security Services to SMMU-ASRLMS

BIDDING DOCUMENT
(to be used for furnishing bids by the ELIGIBLE Bidders)

Address for Communication :

**Office of the State Mission Director,
Assam State Rural Livelihoods Mission Society
Sivanath Gogoi Path, Nabajyotinagar, Panjabari, Guwahati-37.
Website: www.asrlms.assam.gov.in**

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

No. ASRLMS/SS/396/2015-16/41

Date: 07/03/2017

Section I Invitation for Bids

1. Sealed Tender affixing Rs 8.25/- Court Fee Stamp are invited from Professional Security Agencies for providing Three (3) numbers of trained Security guard and 1 (One) Security Incharge (Ex Defense) for protecting the premises , property and personnel of the Office of Assam State Rural Livelihoods Mission Society, Panjabari, Guwahati-37 on annual contractual basis.
2. Interested eligible Bidders may obtain further information from the office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37.
3. Interested and eligible Bidders are required to submit the Technical and Financial Bids as specified in this Bid Document along with Court Fee Stamp of Rs.8.25 to be attached in the forwarding letter of the company's letter head .
4. The envelope containing the Technical Bid will be opened on the specified date and time in presence of Bidders or their authorised representatives who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for Assam State Rural Livelihoods Mission Society, Assam, the due date for submission and opening of bids will be the following working day at the appointed times.
5. The summary of various activities with regard to this invitation of bids are listed in the table below:

1	BID REFERENCE	No. ASRLMS/SS/396/2015-16/41
2	Date of commencement of issue of Bid documents	07/03/2017
3	Last date & Time for submission of Bids	22/03/2017 up-to 2.00 p.m
4	Date & Time of opening of the Technical Bids	22/03/2017 up-to 3.00 p.m
5	Place of issue of Bid Document, Bid submission, and opening of Technical and Commercial Bids	Office of the State Mission Director State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37

6. ASRLMS reserves the right to cancel the Tendering Process at any stage without assigning any reasons thereof and shall be not liable for legal liabilities.

State Mission Director
Assam State Rural Livelihoods Mission Society
Panjabari, Guwahati-37

Section-II
Terms and Conditions

1. The Bidder must be approved security service provided approved by State Govt. or Central Govt. Department for which the bidder shall have to submit documentary evidence.
2. The Bidder must have valid trade license for providing Security Gaurds.
3. The bidder must be License holder from Department of Labour & Employment for engagement of personnel.
4. The Bidder must have Service Tax Registration registered under Central Excise Department.
5. The Bidder must have registered with ESI and EPT with latest return of ESI and EPF.
6. The Security Agency will be responsible to pay the salary at the rate prescribed by labour commissioner, Govt. of Assam, Labour Commissioner, Govt. of India to the security personnel as engaged by security agency for security duties in Assam State Rural Livelihoods Mission Office, Panjabari, Guwahati-37. The Bidder must provide self certificate that the Security Personnel are paid not less than the wages notified under Minimum Wages Act as per circulars issued by Labour and Employment Dept.
7. The Bidders must submit Annual Audit Report of Last three Financial years 2013-14, 2014-15 and 2015-16 with annual average Turnover above 20.00 Lakhs during last three Financial years as stated above.
8. The Bidder must submit Previous Work Orders on providing Security Services to Govt/Central Govt/PSUs during last three financial years.
9. The Age limit of Security Personnel should not exceed 23-40 years at the time of engagement.
10. The working of the Security Personnel should be strictly and daily supervised by the Security Agency.
11. It will be the responsibility of security agency to maintain security posts in the different sites of the ASRLMS campus.
12. The security agency should ensure round the clock duty in three shifts in the sites of SRLM campus or as advised by the ASRLMS authority and carry out other activities necessary to maintain safety and security including proper coordination with local police authorities as and when required.
13. In case of theft or losses of property of the ASRLMS, cost of property will be recovered from the security agency.
14. No upward revision of rate escalation will be allowed during the contract period and unless the same is approved accepted by the Mission Office.
15. No advance will be paid to security agency by ASRLMS, Assam
16. The organizational tree of the proposed security system to be offered by the security agency should be as follows :

Security Incharge (Ex-Defence Personnel) (1)



Security Guard (3)

17. Working hours will be as follows :

- (a) Morning shifts : 6.00 AM to 2.00 PM: 1 Nos Security Gaurd.
- (b) Evening shift :2.00 PM to 10.00 PM: 1 Nos Security Gaurd.
- (c) Night shift :10.00 PM to 6.00 AM: 1 Nos Security Gaurd.

Working Hours of Security Incharge:- 9:00 AM to 6:00 PM.

18. State Mission will not provide the following :

- (a) Equipment for security personal
- (b) Food for the Security Personnel
- (c) Uniform for security personnel
- (d) Transport /conveyance for security personnel.
- (e) Medical Treatment for security personnel

19. The roster and moving pattern will be finalized at the location advised by the ASRLMS.

20. The security personnel deployed for the security at the site should maintain good conduct and it is the responsibility of the agency to ensure that they do not mix with anti social elements who are potential threat to the safety and security of the site.

21. The worker/employees engaged by the security agency shall not claim regular employment in future with ASRLMS and the agency shall mention the same in all appointment letters to be issued to their employees.

22. The agency shall be fully responsible for all acts of the security personnel engaged by them in respect of safety and security of Mission's personnel and property. The agency shall compensate any loss of damage caused to Mission's personnel's property due to negligence of the security personnel or property due to negligence of he security engaged by the agency.

23. The agency shall submit the list of all personnel being deployed in ASRLMS, Assam, the attested copies of their discharge certificate/AHG certificate/trained certificate from recognized institute within fortnight of the signing of agreement .

24. If there is any replacement of any personnel in latter stages, the name of the new incumbent alongwith attested copies of discharging certificate be forwarded in advance to these office.

25. Daily attendance register should be maintained by the agency and submit the same to the register or any designated officer appointment by Mission in this behalf on the same day during office hours for verification.

26. **PERFORMANCE SECURITY:-** The Successful Bidder must have to deposit Performance Security in the form of Bank Guarantee for an amount of **2% of the Total Contract Price** during the time of execution of Contract. The Performance Security will be released within One Month after expiry of Contract.

27. BID VALIDITY PERIOD

Bids shall remain valid for a period of 60 days from the date of opening bids.

28. SIGNING OF AGREEMENT

Upon acceptance of the rates the Assam State Rural Livelihoods Mission reserves the right to select single qualified bidder. The Bidder will be intimated to sign the agreement and accordingly the bidder will have to sign the same.

29. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

State Mission Director.
ASRLMS.

PROFORMA -2

TEHCNICAL BID FORMAT

2.1	Name of the Agency	:	
2.2.	Full Address of the Agency	:	
	Telephone	:	
	Telex	:	
	Fax	:	
	e-mail	:	
2.3	Certificate of Registration as Approved Security Provider (supporting documents to be attached)	:	
2.4	Experience of professional security agency under similar institution/Semi Govt./Govt. Organization in last 3 years (certificate in this respect to be furnished from the employer)	:	To be furnished in profroma-3
2.5	Financial position	:	
	(f) Annual turnover for last three years	:	
2.6	Registration under Employees State Insurance (ESI) (Supporting Documents with up-to-date Return to be furnished)	:	
2.7	Registration under Employee Provident Fund (EPF) (a) EPF code number.	:	
	(b) Up-to-date EPF payment receipt	:	
2.8	Service Tax Registration No.		
2.9	License No. from Labour & Employment Deptt.		
2.10	Income tax account (PAN) number (supporting documents to be enclosed)	:	
2.11	Identity Proof of the persons to be engaged	:	
	(a) Security officer/ Incharge or equivalent	:	
	(c) Security guards	:	

Seal with date

Signature of the authorized signatory of the agency

PROFORMA -3

EXPERIENCE

Sl No.	Name and address of the institution to which security services is provided	From	To	Experience (YY-MM)	Number of security personnel employed

(Take photocopy of this page or add extra sheet if required)

Seal with Date

Signature of the authorized signatory of the agency

PROFORMA -4

DETAILS OF EQUIPMENTS TO BE EMPLOYED FOR THE SECURITY SERVICES

Sl No.	Description of the item with type , model no. Make, etc.	Used for (Brief description)	Number to be provided

(Take photocopy of this page or add extra sheet if required)

Seal with Date

Signature of the authorized signatory of the agency

PROFORMA -5

FINANCIAL BID

5.1 Name of the Agency :

5.2 Full Address of the Agency :

Telephone :

Telex :

Fax :

e-mail :

Total Contract Price (A) + (B) :- Rupees (Excluding Taxes)

(Both in Figures & Words)

Schedule of Rates

	Security Incharge (Supervisor)	Rate (In Rs)
1	Minimum Wages	
2	Employees Provident Fund (EPF)	
3	Employees State Insurance (ESI)	
4	Service Charge	
5	Other allowances if any	
	Total rate per month (Excluding Service Tax)	
(A)	Total Rate for One (1) Security In charge for 12 Months.	

	Security Guard	Rate (In Rs)
1	Minimum Wages	
2	Employees Provident Fund (EPF)	
3	Employees State Insurance(ESI)	
4	Service Charge	
5	Others allowances if any	
	Total rate per month (Excluding Service Tax)	
(B)	Total Rate for Three (3) Security Guard for 12 Months.	

Seal with Date

Signature of the authorized signatory of the Agency