



MAHILA VIKAS SAMABAYA NIGAM

(Govt. of Odisha Undertaking)

Mission Shakti Bhawan, 1st Floor, Pokhariput
Bhubaneswar- 751007

Ph.No.2353223,2353214

E-mail-mvsn_bbsr@yahoo.com

Ref.....832/MVSN

Dt.16.08.22

TENDER CALL NOTICE

Sealed Tenders are invited from interested reputed financially sound service providers having valid registration certificate for outsourcing of Security Services at Toxinon Container, Patia, Bhubaneswar.

The Tender completed in all respect shall be deposited at Mahila Vikas Samabaya Nigam, Mission Shakti Bhawan, 1st Floor, Pokhariput, Bhubaneswar-751030 on or before Dt. 02.9.2022 by 5 P.M. through Register Post/ Speed Post/ Courier services only. The application form of the tender containing General Bid information and terms & conditions can be downloaded from the website- wcd.odisha.gov.in from dt.18.08.2022 to 02.09.2022. A Tender Fee of Rs.1,000/- and EMD of Rs.20,000/- for the service is to be deposited in shape of Demand Draft alongwith Tender Application at the time of submission of the application. The authority reserves the right to cancel/modify the Tender at any point of time.

Ratna
12/8/2022

ADMINISTRATIVE OFFICER
MAHILA VIKAS SAMABAYA NIGAM



Selection of an Agency for Outsourcing of Security Services at Toxinon Container, Patia, Bhubaneswar

**MAHILA VIKAS SAMABAYA NIGAM
(Govt. of Odisha Undertaking)
Mission Shakti Bhawan, 1st Floor, Pokhariput,
Bhubaneswar- 751030
Ph.No.2353233, 2353214**

DISCLAIMER

All information contained in this Tender provided/ clarified are in the good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though, adequate care has been taken in the presentation of this Tender document, the interested firms shall satisfy it-self that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the Tender document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

The Managing Director, Mahila Vikas Samabaya Nigam, Bhubaneswar here in after called MVSN or any other nominated authority by the MD,MVSN reserves the right to reject any or all of the applications submitted in response to this Tender document at any stage without assigning any reasons whatsoever. The Mahila Vikas Samabaya Nigam, Bhubaneswar or any other nominated authority by the MD,MVSN also reserves the right to with-hold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this Tender.

The Mahila Vikas Samabaya Nigam, Bhubaneswar also reserves the right to change/ modify/ amend any or all of the provisions of this Tender document without assigning any reason. Any such change would be communicated to the bidders by posting it on the official website of the Department of Women& Child Development i.e wcd.odisha.gov.in.

Neither, the MD, MVSN or any other employee/s/official/s or the persons of the Department GoO will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this Tender document, any matter deemed to form part of this Tender document, the award of the Assignment, the information and any other information supplied by or on behalf of Mahila Vikas Samabaya Nigam (MVSN) or their employees and Prime applicant (PA) or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of Tender process is confidential to the Mahila Vikas Samabaya Nigam and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

BID RELATED INFORMATION

Sl. No.	Particular	Details
1.	Name of the Organisation	Mahila Vikas Samabaya Nigam
2.	Method of Selection & Proposal Validity	Quality Cost-Based Selection (QCBS)
3.	Date of Issue of Tender	18.08.2022
4	Last Date of receipt of any Query	25.08.2022
4.	Proposal Due Date	02.09.2022 by 5:00 PM
5	Date of opening of Technical Proposal	05.09.2022 at 11:00 AM
6.	Date of opening of Financial Proposal	05.09.2022 at 3:00 PM
7.	Expected Date of Commencement of Assignment	October'2022
8.	Bid Processing Fee (Non-Refundable)	Rs. 1,000/- (Rupees One thousand only) in shape of Demand Draft in favour of MD,MVSN drawn in any scheduled commercial bank payable at Bhubaneswar.
9.	Earnest Money Deposit (EMD) (Refundable)	Rs. 20,000/- (Rupees Twenty thousand only) in shape of Demand Draft in favour of MD,MVSN drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Address for Submission of Proposal	Administrative Officer, MVSN,1 st Floor, Mission Shakti Bhawan, Pokhariput, Bhubaneswar Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
11.	Place of Opening of Proposal:	Office of the MVSN, Mission Shakti Bhawan

INDEX

Sl.No.	Section	Description	Page
1.	Section-I	Instruction to Bidders	5
2.	Section-II	Scope of the Work	10
3.	Section-III	General Terms and Conditions	11
4.	Section-IV	Technical Bid	15
5.	Section-V	Financial Bid	24
6.	Section-VI	Bid Submission Check list	26
7.	Section-VII	Service Agreement	27
8.	Section-VIII	Description of Approach, Methodology and Work Plan for Performing the Assignment	29

SECTION-I
Instruction to Bidders

A. General Information:

- i. From the time of Bid advertisement to the time of contract award, if any bidder wishes to contact the client or any designated officer of the client on any matter related to the bid, it should be done so in writing at the address mentioned in Bid Fact sheet.
- ii. Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the MD, MVSN as non-responsive.
- iii. The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract and receipt of performance security from the successful Bidder. No interest will be payable on the amount of Bid security.
- iv. The Bid security will be forfeited by the MD, MVSN on account of one or more of the following reasons:
 - a. If the Bidder withdraws its bid during the period of bid validity.
 - b. If the successful bidder fails to sign the contract in accordance with Terms & Conditions of this Tender.
 - c. If the Bidder withdraws its bid during the period of bid validity.
 - d. If the successful bidder fails to sign the contract in accordance with Terms & Conditions of this Tender.
 - e. In the case of a successful bidder fails to furnish Performance Bank Security within specified time.
 - f. Services of reputed, well established, financially sound and registered Service Providers to provide security service by deploying adequately trained and disciplined man power as per the requirement.
 - g. The period of contract for providing the aforesaid service will be ideally 3 years from the date of effectiveness of the contract. The contract may be extended for a period up to 1 year each time depending upon the satisfactory performance of the Service Provider on same terms and conditions. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the Service Provider.
 - h. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

B. Eligibility criteria:

Sl. No	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	The agency should have licenses of PSARA (Private Security Agencies Regulation ACT, 2005) for providing security service.	<ul style="list-style-type: none"> • Certificate of Incorporation • PAN copy • TAN copy • EPF & ESI Registration certificate • IT return for the last 3 assessment year • PSARA certificate to be enclosed,
2	Relevant Experience	<p>The agency shall have at least 3 year's experience in providing the service.</p> <p>The agency must have successfully completed works of similar experience in last 3 financial years till 31st March 2022 in any Govt. organization/PSUs.</p>	<ul style="list-style-type: none"> • Details of relevant experience Certificate • Work order from concerned Agency
3	Financial Capacity	The agency should have an average annual turnover of minimum Rs.10 lakhs in last 3 Financial Years i.e. till 31 st March'2022.	Last three Financial Years Audited Financial Statement duly signed by a Chartered Accountant ITR for the Financial Year 2019-20,20-21 & 21-22 is required.
4	Consortium	The agency shall have an office/branch in proximity of Bhubaneswar.	Declaration to be submitted.
5	Blacklist	The Agency should not have been blacklisted by any organisation.	Affidavit by the Authorized Signatory stating not blacklisted.

6	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
7	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.20,000/- (Rupees twenty thousand) only in the form of Demand Draft in favour of MD, MVSN, Bhubaneswar, drawn on any Nationalized bank at Bhubaneswar.	Original Demand Draft
8	Service Tax (GST)	Must be Registered under GSTIN	Attach Regd. Certificate and GST No.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

v. **Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non- refundable amount **Rs.1,000/-** towards **Bid Processing Fee** and **EMD of Rs.20,000/-** in form of **Demand Draft** in favour of **MD,MVSN** drawn in any scheduled commercial bank and payable at Bhubaneswar failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post so as to reach the authority by **dt.02.09.2022 by 5 P.M..**

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing **“Technical Bid”** and **“Financial Bid”**. Both sealed envelopes must be kept in third sealed envelopes supper-scribing **“Bid Document for Outsourcing of Security Services at Toxinon Container” at Patia, Bhubaneswar”**.

Selected bidder will have to deposit a Performance Security of **@10% of the contract awarded** in the form of Demand Draft from any scheduled Bank situated within Odisha in favour of **MD, MVSN** to be refunded **after** successful completion of assignments.

vi. **List of Documents for submission**

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the bidder's letter head,
- b) Demand Draft in support of Bid processing fee as applicable
- c) Demand Draft in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the firm/agency
- e) Copy of GSTIN
- f) Copy of clearance certificate of GSTR-IIIB
- g) Copy of Latest GST deposit challan and latest return.
- h) Copy of PAN
- i) Copies of IT returns for the last three assessment years
- j) Copies of EPF Registration along with latest deposit challan and return as on 31.03.2022 (ECR with remittance and latest account slip
- k) ESI Registration along with latest deposit challan and return as on 31.03.2022.
- l) License of PSARA (Private Security Service Provider Regulation Act,2005) for security service or as the case may be.
- m) Registration/license of the Labour Department, Government of Odisha for providing manpower services.
- n) Copy of Bank Account details
- o) Copies of the Income/ Expenditure statements along with Balance Sheet for the last 3 years.
- p) Copies of work orders from the previous organizations for providing services during last 3years.
- q) Undertaking regarding non-blacklisting (On stamp paper)
- r) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Any deviation from the prescribed procedures / required information / formats/conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical Bid will be opened on **dt.05.09.2022 at 11.00 A.M.** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on *dt.* **dt.05.09.2022 at 03.00 P.M.** in presence of the authorized representatives of the Bidder.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of **60 days** from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated bid (L-1) in the final evaluation considering both Technical & Financial Bid would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II

SCOPE OF THE WORK

I. Scope of Work:

The Mahila Vikas Samabaya Nigam (MVSN), Mission Shakti Bhawan, 1st Floor, Pokhariput, Bhubaneswar-751030 under the Department of Women & Child Development, Government of Odisha requires to avail services for Security Guards at Toxinon Container, Patia, Bhubaneswar.

Scope of work for Personnels under Security Services:

- i. The Service Provider shall provide Security services by deploying adequately trained and well-disciplined security personnel to safeguard the building at Toxinon Container, Patia, Bhubaneswar moveable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the campus.
- ii. The Security personnels shall be deployed round the clock in 3 shifts at Toxinon Container, Bhubaneswar to safeguard the premises i.e. one shift is of 8 Hours.
- iii. The Service Provider shall be responsible for opening/closing of the building and rooms as necessitated/directed by MVSN, Bhubaneswar on working days and holidays (including Saturday and Sunday) i.e. everyday in a month.
- iv. The Service Provider shall maintain records of inward and outward movement of visitors, materials and vehicles, etc. with proper check on the same as per instructions given from time to time by MVSN, Bhubaneswar.
- v. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should be well dressed in uniforms.
- vi. The security personnel shall be duly trained in Fire Safety Operations.
- vii. The Service Provider shall keep the MVSN, Bhubaneswar informed of all the matters of security and co-operate in the investigation of any incident relating to security.

SECTION-III
GENERAL TERMS AND CONDITIONS

1. The deployment of the Security personnel is without prejudice to the right of MVSN, Bhubaneswar to deploy the personnel in any other number or manner considered to be more suitable by MVSN, Bhubaneswar in the interest of the MVSN, Bhubaneswar.
2. Minimum Qualification for deployment of Security personnel is 8th passed.
3. The Service Provider shall ensure that the Persons to be engaged by the Service Provider should be above 18 years of age and not exceeding 60 years and physically sound to perform the duties.
4. Persons to be engaged by the Service Provider should be fluent in Odia/Hindi/English and to attend the work in uniform.
5. The Service Provider will get their antecedents, character and conduct verified.
6. The full particulars of the personnel to be deployed by the Service Provider including their names, addresses, Mobile Number and Identity Card with Photograph shall be furnished to MVSN, Bhubaneswar along with testimonials before they are actually deployed for the job.
7. The Service Provider shall not deploy or shall discontinue deploying the person(s), if so desired by the MVSN, Bhubaneswar at any time without assigning any reason whatsoever.
8. The Officer of Service Provider who will be In-charge shall be responsible for the efficient rendering of the service under the contract. While working at Toxinon Container, Patia, Bhubaneswar, they shall work under directives and guidance of M.D., MVSN, Bhubaneswar and will be answerable to M.D., MVSN, Bhubaneswar. This will, however, not diminish in any way, the Service Providers responsibility under contract to the MVSN, Bhubaneswar.
9. The visitors shall be regulated as per MVSN, Bhubaneswar procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
10. A senior level representative of the Service Provider shall visit Toxinon Container, Patia, Bhubaneswar premises at least once in a week and review the service performance of its personnel. During the weekly visit, Service Provider representative will also meet the MVSN, Bhubaneswar Officer dealing with service under the contract for mutual feedback regarding the work performed by the personnel and removal of deficiencies, if any, observed in their working.

11. The Service Provider shall provide reasonably good uniform with name badges to its personnel deployed at Toxinon Container, Patia, Bhubaneswar at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc. shall be borne/ supplied by the Service Provider at its own cost.
12. The Service Provider shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the MVSN, Bhubaneswar.
13. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the MVSN, Bhubaneswar. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Service Provider with approval of MVSN, Bhubaneswar.
14. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. ESI etc. relating to personnel deployed by it at Toxinon Container, Patia, Bhubaneswar or for any accident caused to them and the MVSN, Bhubaneswar shall not be liable to bear any expense in this regard.
15. The Service Provider shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the MVSN, Bhubaneswar for whatever reason. The Service Provider shall also be responsible for the insurance of its personnel. The Service Provider shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
 - a. The Payment of Wages Act, 1936 .
 - b. The Employees Provident Fund Act, 1952
 - c. The Contract Labour (Regulation) Act, 1970
 - d. The Payment of Bonus Act, 1965
 - e. The Employees State Insurance Act, 1948
 - f. Minimum Wages Act, 1948
16. In case of any theft or pilferages, loss or other offences, the Service Provider will investigate and submit a report to MVSN, Bhubaneswar and maintain liaison with the police. FIR will be lodged by MVSN, Bhubaneswar, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility to be fixed.

17. The Service Provider shall ensure that security staff appointed by them is fully loyal to and assist the MVSN, Bhubaneswar during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the MVSN, Bhubaneswar.
18. In case of any loss that might be caused to the MVSN, Bhubaneswar, due to lapse on the part of the security personnel discharging security responsibilities, will be borne by the Service Provider and in this connection, MVSN, Bhubaneswar shall have the right to deduct appropriate amount from the bill of contracting Service Provider to make good such loss to MVSN, Bhubaneswar besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Service provider, MVSN, Bhubaneswar shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
19. In the event of any security personnel being on leave/absent, the Service Provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the Service Provider shall make provision for leave reserve. No extra payment on this account shall be borne by MVSN.
20. As and when MVSN, Bhubaneswar requires additional strength on temporary or emergent basis, the Service Provider will depute such personnel under the same terms and conditions. For the same, a notice of two days will be given by the MVSN, Bhubaneswar. Similarly, if the personnel deployed by the Service Provider at any time are found absent from duty or sleeping or found engaged in irregular activities, the MVSN, Bhubaneswar shall deduct the requisite amount at the pro-rata rates from the bill of the Service Provider besides imposition of penalty for non-observance of the terms of contract.
21. The Service Provider shall arrange to maintain the daily shift-wise attendance record of the personnels deployed by it showing their arrival and departure time. The Service Provider shall submit to MVSN, Bhubaneswar an attested photocopy of the attendance record and enclose the same with the monthly bill. The Register so maintained should be duly certified by the designated officer/staff of MVSN.
22. The MVSN, Bhubaneswar shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
23. There shall be no increase in rates payable to the Service Provider during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.

24. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
25. The personnel deployed by the Service Provider shall have at least the minimum elementary knowledge of reading and writing of English language so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
26. In case of noncompliance/non-performance of the services according the terms of the contract, the MVSN, Bhubaneswar shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
27. The Service Provider shall be solely liable for all payment/dues of the Workers employed and deployed by it. The Service Provider shall fully indemnify MVSN, Bhubaneswar against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in MVSN, Bhubaneswar premises/facility.
28. The decision of MVSN, Bhubaneswar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.
29. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between MVSN, Bhubaneswar and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

SECTION-IV
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

To

**The Managing Director,
Mahila Vikas Samabaya Nigam,
Bhubaneswar.**

Sub : Tender for Outsourcing of Agency of Security Services at Toxinon Container, Patia, Bhubaneswar.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for Outsourcing of Agency of Security Services at Toxinon Container, Patia, Bhubaneswar. In accordance with your **Tender Notice No. : 832, Dt.16.08.2022** are here by submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **60 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yoursfaithfully,

Authorized
SignatorywithDate and
Seal

Name and Designation:_____

Address of the Bidder:_____

(FORM-T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit : (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director/	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.)	

12	Acceptance to all the terms& Conditions of the tender (Yes/No).	
13	Power of Attorney/ Authorization letter for signing of the bid documents	
14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender document.	

16. Financial Turn over of the bidder for the last 3 financial years.(*)

Financial Year*	Turn Over Amount (In INR)	Average Turnover (in INR]
2019-2020		
2020-2021		
2021-2022		

**from the date of issue of tender*

17. Details of the similar type service provided by the bidder in last 3 years:

Sl.No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						
6						
7						

18. Declaration

I, Shri Son / Daughter/ Wife of Shri _____
, Proprietor / Director / Authorized signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute this
tender;

I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

The information and documents furnished along with the tender are true and
authentic to the best of my knowledge and belief. I am well aware of the fact that,
furnishing of any false information / fabricated document would lead to rejection of
our tender at any stage besides liabilities towards prosecution under appropriate
law.

(Signature of Authorized Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original.
2. EMD in the form of Demand Draft in original.
3. Copy of tender document (each page must be signed and sealed).
4. Duly filled Technical Bid and Financial Bid.
5. List of Documents as applicable.

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yourssincerely,

***Authorized Signature
[In full and initials]***

Name and Designation of the Signatory

:Name of the Bidder and Address:

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/ Director/Persons to be deployed by our company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

***Authorized Signature
[In full and initials]***

Name and Designation of the

Signatory:

Name of the Bidder and Address:

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents/information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Quality Cost Based System (QCBS)** will be followed during the tender process to determine the selected bidder.

Technical Evaluation Criteria:

Proposals of only those Applicants who satisfy the Pre-Qualification Criteria will be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

The selection process is based on the **Quality Cost Based System (QCBS)** with weightage of 70 per cent to technical proposal and 30 per cent to financial proposal. The technical evaluation shall be made based on the criteria as mentioned in the Table below .

Sl.	Evaluation Criteria	Max. Marks	Proof to be attached
1	No of Years of Registration of Agency		
	5 to 10 Years- 5 Marks 10 to 15 Years - 10 Marks 15 Years and above- 15 Marks	15	Copy of incorporation certificate to be attached
2	Experience in Security Services		
	0- 5 Years- 5 Marks 5- 10 yrs - 10 Marks 10 years and above- 15 Marks	15	Copy of Awards from organization to be attached.

3	Area of Operation of the Agency across the State (as per Registration Certificate) In Bhubaneswar only - 5 Marks In 5 to 10 Districts - 10 Marks In 10 to 20 Districts- 20 Marks In More than 20 Districts - 30 Marks	30	
4	Average annual turnover of above Rs. 10 Lakhs in last 3 financial years i.e., 2019-20, 2020-21 & 2021-22 10 Lakhs = 05 Marks 10-15 Lakhs = 10 Marks Above 15 Lakhs = 15 Marks	15	Financial Audit report for last 3 years to be submitted
5	Presentation before Evaluation Committee	25	
Total		100	

1. To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Bidders who shall be qualified in technical evaluation committee will be eligible for financial evaluation.
2. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
3. In case project is an on-going project, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
4. The Evaluation committee reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

Financial Evaluation

5. In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (SF).
6. For financial evaluation, the total cost indicated in the Financial Proposal and Illustration given in below (it should be inclusive all of legal requirement, charges for capacity building, service charges).
7. The MD, MVSN will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services.

Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (FM) will be given a Financial Score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM / F$$

(F = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

Final Evaluation of Bid

MD, MVSN will award the Contract to the Bidder based on Quality Cost Based System (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the TENDER documents and a list of successful bidders will be evaluated on the QCBS pattern of 70:30 (Technical Bid - 70% weightage, Financial Bid -30% weightage) Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times 70/100 + SF \times 30/100$$

Where **S** is the combined score and weights assigned to Technical Proposal and Financial Proposal that shall be 70% and 30% respectively.

SECTION-V
FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

Bhubaneswar, Dt _____.

To
The Managing Director,
Mahila Vikas Samabaya Nigam,
Bhubaneswar.

Sub: Tender for Outsourcing of Agency of Security Services at Toxinon Container, Patia, Bhubaneswar.

Sir,

I, the under signed, offer to provide the services for Security Services at Toxinon Container, Patia, Bhubaneswar at _____ in accordance with your Tender No. _____ Dated: _____. Our attached financial price is Rs. _____ (in Words) for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **60 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory
[In full and initials]

Name and Designation of Signatory with Date and Seal :

Address of the Bidder :

(FORM-F1)

For Providing Security Services at Toxinon container Patia ,Bhubaneswar

:

Monthly take Home	EPF (13.15%)	ESI (4.75%)	Total per person (1+2+3)	No. of Security personnel	Total Amount Per Month for 3 persons (4*5)	Commission / Service charges per month	Total cost per month (6+7)
1	2	3	4	5	6	7	8
				3			

NB

1. The service charges should not be quoted as Nil, minimum amount of valid service charges should not be less than 0.5%.
2. The rate quoted at Column-8 will be taken for final evaluation.
3. The rate fixed at column no. 1 is to be as per minimum wages prescribed by Labour Commissioner, Odisha which will vary subsequently when the minimum rate is revised. This rate quoted should be as per wages of a Semi- Skilled worker for 30 days/31 days in a month.
4. In final evaluation if both service providers will get equal marks, the bidder quoting lower price in financial bid will be given preference.
5. The decision of the committee will be final while awarding the contract to any service provider.

Place:.....

Date:.....

(Sign and Seal of Authorized Representative)

SECTION– VI
BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation/Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	TECHNICAL BID duly filled in (Covering Letter, FORM-T1, T2 and T3)		
10	Financial details of the bidder along with all the supportive documents such As copies of Income/ Expenditure Statement and Balance Sheet for the last 3 years		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
13	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past. (FORM-T2)		
14	Undertaking for not having any police case pending against the bidder (FORM-T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM-F1)		

It is to be ensured that:

- *All information has been submitted as per the prescribed format only.*
- *Each part has been separately bound with no loose sheets and each page of all the three parts are page number d along with Index Page.*
- *All pages of the proposal needs to be sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION– VII
SERVICE AGREEMENT
(To be made on Rs.100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between,
_____(here in after called as the “**Authority**”) of the 1st Part
and _____ its principal place of business at
_____(here in after called the “**Service Provider**”) of the 2nd
Part.

WHEREAS

- (a) the “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

- 1. The following documents attached here to shall be deemed to for man integral part of this Contract:

Appendix A: General Terms and Conditions

Appendix B: Scope of Work;

Appendix C: Contract Price and Payment Term;

- 2. The mutual rights and obligations of the Authority shall be asset for the Contract, in particular:

- (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
- (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. Now this agreement witnesses as below:-

- a) That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the [Insert the location] in conformity with the provisions of the terms and conditions of the contract.
- b) That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to _____.

For and on behalf of [Tender Inviting Authority]

Witness1:

Witness2:

For and on behalf of [SERVICEPROVIDER]

[Name and Designation of the Representative with seal]

Witness1:

Witness2:

SECTION–VIII
Description of Approach, Methodology and Work Plan
for Performing the Assignment

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

a) Technical Approach and Methodology,

b) Work Plan, and

c) Organization and Staffing

a) Technical Approach and Methodology: In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate and implement each of the objectives, scope of work into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

c) Organization and Staffing: In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.