



भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

Patna Branch Office, Patliputra Industrial Estate, Patna 800013
e-mail : pbo@bis.org.in & pbo.bis@nic.in
Phones : 2262808, Fax : 2275342 & 2262305, Gram :
MANAKSANSTHA

Invites

TENDER DOCUMENT

FOR HIRING SECURITY SERVICES

Sealed tenders are invited under two-bid system for hiring of Security Services at BIS Patna Branch Office.

Notes:

1. The quotations in Sealed Cover-I containing "Technical Bid and Sealed Cover-II containing "Financial Bid" which should be placed in another sealed cover superscribed "Quotation for Hiring of Security Services" should reach the Section Officer, Patna Branch Office, Bureau of Indian standards, Patliputra Industrial Estate, Patna (Bihar) latest by **1500 hrs. on 28th May 2009.**
2. Technical Bid will be opened on the same day at 1530 hrs. in presence of such bidders or their duly authorized representatives as may be present. Financial Bid of the eligible bidders will be opened on 29.05.2009. As a token of acceptance of all the terms & conditions mentioned in this document, the bidders are required to sign all pages of this document and return the same along with their bid. The unsigned document will be rejected by the Bureau of Indian Standards.
3. The detailed terms and condition and format for applying technical bid and financial bid can be had from the office of this Bureau on any working day (Monday-Friday) from 1000 hrs. to 1700 hrs.
4. The Bureau reserves right to accept or reject summarily any or all quotations, whole or in part without assigning any reasons whatsoever.

Director & Head (Patna Branch Office)

TERMS AND CONDITION FOR SECURITY SERVICES
OF BIS,PATNA BRANCH OFFICE, PATNA

The Bureau is desirous of entrusting the security services at its BIS Patna Branch Office, Patliputra Industrial Estate, Patna-800 013 to the Contractor who full fill all the terms and condition of the Bureau and also qualify the lowest rate quoted by the contractor after the approval of the tender by the Tender Committee.

The Security Services contract will be for a period of minimum three years and maximum extension upto another two years. An annual review would be done after each year of service provided by the agency thereafter renewal will be done for the next year, if the services of the Security Agency is found to be satisfactory by the Bureau then the Agency will be allowed to continue their services for next year. The Security Services are required all the days for 24 hours.

The new Security Services contract commencing period will be from 1st of June 2009 to 31st of May 2012 for three years in the first phase and extension of two years from 1st June 2012 to 31st of May 2014 or from the date of signing of the agreement. If the services of the security agency are found to be appropriate by the BIS, Patna Branch Office, Patna then two years further service extension can be agreed by the Bureau.

The following Terms and Conditions has to be followed by the Security Services Agencies who qualifies in the Lowest Financial BID :

- 1) That the contractor shall render the following security services at BIS Patna Branch Office, Patliputra Industrial Estate Patna – 800 013 with effect from 1st of June 2009 or from the date of signing of the agreement.
 - a) To arrange/assist in opening/closing of the buildings and rooms as necessitated/directed by the Bureau on working and closed days.
 - b) Providing security of material/equipment, installation and building and other structures in BIS Patna Branch Office, Patna-800 013.
 - c) To ensure that water taps etc. are not left open after close of working hours on normal working days as well as on off days as the case may be.

- d) Arranging maintenance and records of inflow and outflow of men and material and having proper check on the same as per instructions given by the Bureau from time to time.
 - e) Keeping the Bureau informed all the matters of security.
 - f) Checking of all incoming/outgoing vehicles thoroughly to check movement of unauthorized items inside and outside BIS, premises;
 - g) Ensure the entrance of only authorized persons (BIS employees and other engaged for providing services). Visitors may enter only through visitor register as per approve procedure and concerned officials only. It should also be ensured that this duty is discharged sincerely with decent behaviours. Visitor should not be allowed to enter the BIS during lunch time. If there is any emergency shown by the visitor then permission has to be obtained from the Section Officer of BIS.
- 2 That for carrying into execution of all the above jobs the contractor has to deploy four Security Guards at the BIS Patna Branch Office. All the deputed Security guards should be specially Ex-serviceman of military services or any other equivalent to other government organization like BSF, CRPF, CISF etc. The deploy guards should have proper uniform, boots, caps, nameplate and side black plastic rods for defense while performing duty at BIS premises. Identity proofs and BIO- DATA of the deploy guards has to be attached along with the agreement letter.
- 3 That the security services and provision for the required manpower shall be for all the days of the year round the clock in three shifts.
- a) First Shift : 06.00 am to 14.00 pm - 1 No
 - b) Second Shift : 14.00 pm to 22.00 pm - 1 No
 - c) Third Shift : 22.00 pm to 06.00 am - 2 Nos

and each security guard shall perform duty for six days in a week. However, the above arrangement of deployment of the Security Personnel is without prejudice to the right of BIS to deploy the security personnel in any other manner considered to be more suitable in the interest of the Bureau.

4. That the contractor shall ensure that the security personnel deputed by him are Ex servicemen and will get their antecedent character and conduct verified.
5. That a local representative of contractor shall be the in-charge of the security system and shall be responsible of the efficient rendering of the services under contract. While working at the premises of BIS Patna Branch Office they shall work under directive and guidance of Director and Head, BIS, Patna Branch Office, and will be answerable to the Bureau. This will,, however, not diminish in any way, the contractor's responsibility under the contract to the Bureau.
6. That the contractor shall deploy security guards trained in all facets of security work, including fire fighting. He shall provide the necessary undertaking and/or proof in this regard. He shall also provide experience certificate and performance certificate from minimum three organizations.
7. That BIS Patna Branch Office will be visited by the local representative of the contractor daily and once in-a-week by the Contractor's head office field staff. During the weekly visit Contractor's representative will also see the office dealing with service under the contract for mutual feed back regarding the work performed by his personnel and removal of deficiencies if any, observed in their working.
8. That the contractor undertakes to ensure that any replacement of the personnel, as required by the Bureau for any reason specified or otherwise, shall be effected promptly by him without any additional cost to the Bureau. If the contractor wishes to replace any of the personnel, the same shall be done with prior concurrence of the Bureau at his own risk.
9. That the contractor shall provide at his own cost reasonably good uniform to the personnel with name badges deployed by him at BIS Patna Branch Office and ensure that they are used by the personnel deployed and are maintained in good condition.
10. That the contractor shall ensure that they personnel deployed by him are disciplined and do not participate in any activity

prejudicial to the interest of the Bureau/Govt of India/or any Union Territory.

11. That day-to-day functioning of services shall be carried out in consultation with the knowledge of the Bureau, Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the contractor.
12. That equipments such as Tell-Tale clocks, torch light, stationery, lamp, lighting arrangements inside premises of the Bureau and so on may be provided by the Bureau.
13. That the contractor shall be solely responsible for enforcement of the provisions of various labour and industrial laws. Such as, wages, allowances, compensations. PF, Bonus, Gratuity, ESI etc. relating to personnel deployed by him or to any accident caused to them and the Bureau shall not be liable to bear any expenses in this regard. The contractor shall make payment of wages to workers engaged by him on or before 7th of every succeeding month irrespective of delay in settlement of his bill by the Bureau for what ever reason and/or labour legislation due to his failures to observe and comply with the same. The contractor shall bear at his own cost any increase of Minimum wages or/and any other statutory taxes/wages imposed during the tenure of the agreement.
14. That in case of any thefts or pilferage, loss or other offences, the Contractor will investigate and submit a report to the Bureau and maintain liaison with the Police FIR will lodged by the Bureau, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility be pinpointed.
15. That the contractor undertakes to ensure that security staff appointed by them is fully loyal-to and assist the Bureau 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 satisfactory of the Bureau.
16. That in case of any loss that might be caused to the Bureau due to lapse on the part of the security personnel discharging security responsibilities will be born by the by the contracting agency and In this connection, the Bureau shall have the right to deduct appropriate amount from the bill of contacting agency to make good such loss to the Bureau besides imposition of penalty. In case

of frequent lapses on the part of the security personnel deployed by the contract forthwith or take any other action without assigning any reason whatsoever.

17. That in the even of security personnel being on leave absent, the contractor shall ensure suitable alternative arrangements to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve.
18. Any special security services such as investigation of cases, special intelligence screening and verification, on requisition by the Bureau in accordance with its prevailing rates, will be undertaken by the contractor.
19. That as and when the Bureau requires additional security strength on temporary or emergency basis, the contractor will depute such security personnel in accordance with pro-rata rates as per shift for each security guard. For the same as notice of two days will be given by the Bureau similarly, if the security personnel deployed by the contractor any time are found absent from duty, the Bureau shall deduct the requisite amount at the pro-rate rates from their bill of the contractor besides imposition of penalty for non-observance of the terms of contract.
20. That the contractor shall arrange to maintain at the security booth, the daily shift-wise attendance record of the security guards deployed by him showing their arrival and departure time.
21. That for rendering services, Bureau agrees to pay the amount quoted in the Financial Bid Document monthly for three years tenure and two years extension period if the service is found satisfactory by the Bureau. In no circumstances the rate will be enhanced during the entire service contract period. The bill of the contractor (to be submitted in duplicate by the contractor in the succeeding month shall be paid by the Bureau.
22. That Income Tax as applicable shall be deducted from his bill unless exempted by the Income Tax Department.
23. That annual amount will be the multiplication of 12 months services charges which includes all expenses of the contractor towards emoluments of the security personnel, their personnel equipment and all Materials, uniforms and charges for periodic

inspections by the officers of the contractor, other liabilities under various legislation and any other incidental charges.

24. That the contractor shall maintain the daily attendance record of the security guards deployed and shall submit every week to BIS an attested photocopy of the attendance record of the personnel to which it pertains. The security personnel deployed by the contractor shall have atleast the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security booth whenever required and also to write their names in the attendance register mark their attendance and departure by signing in the register. In case of non compliance/ non-performance of the services according the terms of the contract , the Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
25. That the Agreement shall be valid for three years from the date of commencement . An annual review would be done by the Bureau every year and if the services are found to be satisfactory then the agency will be allowed to continue their services for further period of one year. If the Bureau is not satisfy with the Agency services then the agency service can be terminable after giving two months notice in writing under normal circumstances. However, the liability of any party arising under any of either clause of the Agreement shall not be prejudiced.
26. That the contractor shall be solely liable for all payment/dues of the workers employed and deployed by him. In the event, Bureau makes any payment or incurs and liability, the contractor shall indemnify the Bureau completely.
27. That TDS, as admissible shall be deducted, before making payment to the Contractor.
28. That in case of any dispute with regard to providing services and interpretation of any clause of this agreement , the same shall be referred to Patna Court for its decision only.

(Rs. 100.00)

Seal :

FINANCIAL BID DOCUMENT FORM FOR SECURITY SERVICES

(In a sealed cover separately)

- a) Rate of Ex service man Security Guards for one person on Monthly contract basis

Rs. _____ (per month) (Rupees

_____) (in words)

Place :

Date:

Signature of Proprietor

Designation _____

Seal