

**ODISHA ELECTRICITY REGULATORY COMMISSION
PLOT NO.4, CHUNOKOLI, SAILASHREE VIHAR
BHUBANESWAR – 751021**

ADMN-06 (IV)/1325 DATED:26/09/2018

**TENDER NOTICE FOR HIRING OF SECURITY AGENCY TO
PROVIDE SECURITY SERVICES**

Sealed tenders are invited from reputed Security Agencies for providing Security Services to OERC. The details of Tender Format Containing Terms & Conditions for Security Agencies are available in OERC website www.oriarc.org from 27.09.2018.

**(S.K. ROUT)
OSD (P&A)**

Copy to:

1. Public Affairs Officer, OERC for publication of the tender notice in one Oriya and English daily.
2. Jt. Director (IT), OERC for putting the tender document in the OERC website.
3. Account Officer, OERC.

**ODISHA ELECTRICITY REGULATORY COMMISSION
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BHUBANESWAR – 751021**

TENDER NOTICE NO.OERC: ADMN-06 (IV)/1325 dtd.26.09.2018

Sealed tenders in two parts are invited from registered & reputed Security Agencies having valid Contract Labour License/EPF/ESI/GST/Copy of the Credential with a minimum of 3 years of relevant work experience in supplying Security Services to Central Govt./CPSU/Other reputed organizations for providing security services to OERC on the terms & conditions specified herein.

Sl. No	Description of Job	Cost of tender documents (Non-refundable) in (Rs.)	Period of Sale of tender specification	Last date & time for submission of tender	Due date and time of opening of tender	EMD to be deposited with the tender
1.	Providing Security Personnel in three shifts for the Commission as required by it from time to time.	Rs.1000.00	27.09.2018 to 12.10.2018 (during working days and on working hours only)	12.10.2018 up to 03.00 PM	12.10.2018 at 03.30 PM followed by opening of Financial Bid after scrutiny thereafter at 4.30 PM	EMD Rs.25,000/- to be deposited with the tender documents.

The detailed tender specification can be obtained on payment of Cash at OERC Counter/Bank Draft/Banker's Cheque from any Nationalized Bank/Scheduled Bank in favour of "OERC FUND" payable at Bhubaneswar. The tender documents can also be down loaded from OERC website www.orierc.org and tender can be submitted along with the cost of tender paper.

If the date of receipt & opening of tender happens to be a holiday, the next working day will be the corresponding effective date.

**(S. K. Rout)
OSD (P&A)**

SECTION – I

INSTRUCTIONS TO BIDDERS

1. The Bidders are requested to down load the tender documents from our website www.orierc.org or collect the form from our administration branch on payment of Rs.1000/- by way of non-refundable draft/cheque Nationalized Bank during the office hour. As two bid systems are followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

Envelope No.1 – The **Technical bid** - EMD & other vital information should be Super scribed as “Technical Bid, EMD and Other vital Information” and should contain: **(a)** EMD (Earnest Money Deposit) of Rs.25,000/- by way of Demand Draft/Banker’s Cheque of nationalized/scheduled bank in favour of OERC FUND **(b)** Tender Paper Fees Rs.1,000/- (**Annexure-I**) **(c)** Technical Bid [(i)Application Form (ii) Eligibility Criteria and Documents] (**Annexure-II**).

Envelope No.2 – The **Financial Bid**. Subscribes for a tender for hiring security services containing financial bid in (**Annexure – III**).

Envelope No.3 – Contained both the Envelopes No.-1 and No.-2 as stated above i.e. Both Envelope No.1 and Envelope No.2 are to be put into Envelope No.3. This Envelope No.3 should be sealed properly and shall be submitted by addressing “**The OSD (P&A), Odisha Electricity Regulatory Commission, Plot No.4, Chunokoli, Sailashree Vihar, Bhubaneswar – 751021**”. Tender for hiring of security service for OERC & Tender Notice No.06 (IV)/1325.

2. Technical Bid of Tender will be opened on 10.10.2018 at 3.30 PM. Bidders or their representative may remain present at the time of opening of Technical Bid at their own cost, if they desire. Financial Bid of those Bidders who have qualified for Technical Bid will only be opened subsequently on the same day at 4.30 PM.
3. **DOCUMENTS REQUIRED FOR SUBMISSION OF TENDER:** The envelope containing the technical bid should have the following documents/Papers duly filled in & signature with seal whenever necessary.
 - A. Technical Bid in **Annexure-I**.
 - B. DD of Rs.25,000/- towards EMD and Rs.1000/- towards Tender fee.
 - C. Self attested photo copy of Certificate of Registration of Firm/Company.
 - D. Self attested photo copy of the Trade/Labour License.
 - E. Self attested photo copy of the ESIC Registration.
 - F. Self attested photo copy of the EPFO Registration.
 - G. Self attested photo copy of the GST Registration.
 - H. Self attested photo copy of the award of contracts which are presently in operation and completed contracts.
 - I. Audited financial statements (Income statement, Profit and Loss Account and Balance Sheet).
 - J. Self attested photo copy of the Income Tax assessment order/copy of IT returns filed for last 03 years.
 - K. Self attested photo copy of the PAN.
 - L. An affidavit sworn by the Proprietor or Managing Partner or Director of the

Company that they have no criminal antecedents never black listed by any Govt., Semi Govt. or PSU and shall not place any security staff criminal antecedents.

M. Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions.

4. **EMD AMOUNT:** EMD of Rs.25,000/- (Rupees Twenty five thousand only) referred to above should be sent in the form of DD drawn favoring OERC FUND on any Nationalized Bank payable at Bhubaneswar without which the Bid will not be considered as bonafide. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders within 30 days after finalization of the tender through NEFT payment only. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.
5. The tender documents and terms & conditions of the tender form will be signed by the party in all pages for proof of their acceptance.
6. **OPENING OF BIDS:** The Technical and Financial Bids will be opened on the date and time specified above. Bidders or their authorized representative with their authorized letter from his authority may remain present at their own cost, if they desire.
7. **VALIDITY:** The offer will validity less than 30 days from the date of opening of tender will be liable for rejection.
8. **PRICE:** The price quoted by the firm in Rupees & should not be less than the minimum wages with statutory contribution as prescribed in the price bid.
9. **SCHEDULE OF REQUIREMENT:**
Total present requirement minimum Security Personnel 19 in three shifts for Commission and its Office, at Ombudsman Offices and locations as required by the Commission from time to time.
10. **PROCEDURE FOR SUBMISSION OF TENDER PAPER:** Contained both the Envelopes No.-1 and No.-2 as stated above i.e. Both Envelope No.1 and Envelope No.2 are to be put into Envelope No.3. This Envelope No.3 should be sealed properly and shall be submitted by addressing “**The OSD (P&A), Odisha Electricity Regulatory Commission, Plot No.4, Chunokoli, Sailashree Vihar, Bhubaneswar – 751021**” by person/courier/registered post. Subscribing Top of the Envelope **Tender for hiring of security service** for OERC.

IMPORTANT DATES OF TENDER ACTIVITIES:

SL.NO.	ACTIVITY	DETAILS
1	Date of issue of tender	27.09.2018
2	Last date & time of receipt of tender	12.10.2018 up to 3.00 PM
3	Date & time of opening of bids	12.10.2018 at 3.30 PM
4	Tender Fee	Rs.1000/-
5	E.M.D. (Earnest Money Deposit)	Rs.25,000/- only

11. The authority reserves the right to reject any or all tenders without assigning any reason thereof.

(S.K. Rout)
OSD (P&A)

SECTION – II

GENERAL TERMS AND CONDITIONS

1. SCOPE OF WORK

- * To provide Security Guard with Lathi, Whistle, Torch Light & Other gadgets as and when required for watch & word activities of-the Commission and its Office, at Ombudsman Offices & locations as required by the Commission from time to time.
- * To protect against theft, burglary. Trespassing, prevention of any untoward incidents in and around the OERC Office and any other areas as specified above in the interest of OERC. In any such event, the Security Personnel should inform the OERC's Secretary or Dy. Director/OSD (P&A) including Police, immediately.
- * To check all Visitors, materials etc. in to the premises & from the premises and maintain records thereof.
- * To provide assistance in case of strike, riots, and labour unrest, emergencies to give protection to employees of OERC and its property at the time of theft, damages and sabotages. They should immediately inform the concerned OERC Officials on the matter.
- * To collect information intelligently and take appropriate steps to prevent untoward incidents and inform the Dy. Director/OSD (P&A)/Secretary promptly for necessary action. They will also assist in proper parking of Vehicles etc.
- * To provide assistance to put off fire in the Office and any other areas within the OERC premises including office and informing fire brigade.
- * To keep watch of Office Vehicles, Cycles and Two-wheelers & Four-wheelers of the Employees/Officers in the parking space provided in the OERC Office premises.
- * To maintain registers/ records relating to those activities covered under the scope of the work as per the instructions of OERC from time to time.
- * Any other related/similar activities in contingencies.

2. Eligibility Criteria of Security Personnel

- a. All the Security Personnel shall have been covered under EPF & ESI Scheme well before their deployment in OERC.
- b. The minimum qualification of the security guard with lathi shall be pass in 10th standard.
- c. Preference will be given to Ex-army/military/police personnel with good physiques, sound mental health, good eyesight and excellent hearing abilities. They should be well trained in the areas of security & fire fighting equipments.
- d. The Security Guard deployed shall be provided with the Uniform, Cap, Name Plate, Shoulder Title, Rain Coat, Belt, Umbrella, Torch Light and Shoes as prescribed by the agency in consultation with Dy. Director/OSD (P&A), OERC and they should wear the same during their duty hours.

- e. The Security Personnel should be well trained in the field of safety & security, fire fighting, disaster management.
- f. Age of Security Personnel should be within 18 - 50 years.
- g. The Security Personnel should not maintain any relationship with the employees of OERC or visitors or suppliers to OERC.
- h. Security Personnel's of the agency must be submit their identity proof like Voter Card/Adhar Card/PAN Card along with their local police clearance certificate.
- i. Persons with similar experience may be preferred.

3. Security Deposit:

The successful bidder will be required to submit a security deposit amounting to one month's billing amount (approximately) before execution of agreement. The Security Deposit amount shall either be deposited in shape of Demand Draft/Pay Order drawn on any Scheduled/Nationalized Bank in favour of OERC FUND, payable at Bhubaneswar OR in shape of composite bank guarantee from any Scheduled/Nationalized Bank executed in a non-judicial stamp paper of Rs.20/- (Rupees twenty) or any amount as per Orissa Stamp Duty Act., strictly as per proforma enclosed with work order or NSC/Fixed Deposit pledged in favour of OERC FUND. The Bank Guarantee should be valid for 18 months from the date of issue of the work order. The confirmation letter of the concerned bank should be sent along with the bank guarantee.

- a. No adjustment towards security deposit will be made against any outstanding amount.
- b. The security deposit shall be refunded only after satisfactory execution and completion of the contract.
- c. No interest will be paid on security deposit amount.

In the event of any default in all or any of the condition set forth and provided in the work order, OERC may forfeit the whole amount of the Security Deposit.

4. Agreement :

The successful tenderer will be required to execute an agreement for successful execution of work order within 7 (Seven) days of issue of work order with the Dy. Director (P&A)/OSD of OERC in a non-judicial stamp paper amounting to Rs.20/- (Rupees twenty only) before execution of the work.

5. Period of Contract and Cancellation of Agreement:

- i) The period of contract is initially for one year from the date of agreement. On successful completion of the contract, if OERC desires, the contract period can be extended further on mutual consent on same terms & conditions except (wages which is as per minimum wages fixed by Govt.).
- ii) OERC reserves the right to terminate the contract without assigning any reason thereof, at any time during the period of contract by giving 30 days notice of its intention to do so. In the event of any such termination of the contract, the firm/agency shall only be entitled for the amount of services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms & conditions of contract. No other claims can be allowed or considered.

6. Tenderer's Responsibility & Liability:

- i) The working hours will be on shift basis (three shifts i.e., A, B & C & General Shift, each shift for 08-00 hrs.) on all days throughout the year.
- ii) The Tender should remain valid at least for a period of 120 days from the date of opening of the tender.
- iii) The Agency shall not engage any security personnel continuously beyond 16 hours. In such case prior permission must be obtained from the Dy. Director /OSD (P&A) giving sufficient reason for such engagement.
- iv) The Security Agency shall furnish the bio-data & photograph of the personnel to be deployed in OERC for watch & word activities for approval. After approval of the same, deployment can be made.
- v) The Security Agency shall have a minimum turnover of Rs.1,00,00,000/- (Rupees One Crore) only per Annum for having executed security service to the reputed Organizations/Central Govt. Organization/CPSU for the last 3 years.
- vi) The firm must have a minimum strength of 100 security personnel in their regular employment (proof may be attached).
- vii) The Agency has to ensure that the persons deployed in OERC & other areas as specified were not involved in criminal activities & should produce police verification report to OERC.
- viii) If any security personnel are found to be guilty of his conduct in any matter, the concerned personnel will be replaced within 24 hours. Such persons shall not be redeployed in OERC & other areas as specified.
- ix) The Agency shall ensure that their security personnel wear neat & clean uniform while on duty & also be disciplined and avoid consumption of alcohol, smoking etc. while on duty.
- x) The Security Agency shall be responsible for compensation to any of his workmen under the Workmen's Compensation Act, 1923. If anything happens to them during their duty hours.
- xi) The Security Agency shall ensure & pay the wages and other statutory dues in respect of his employees directly into the bank account of the Security Personnel within seven days of receipt of the same from OERC.
- xii) The Security Agency shall pay the Minimum wages declared by the State Govt. from time to time to the security personnel which excludes all statutory dues.
- xiii) The Security Agency shall comply to all statutory requirements as applicable from time to time and shall indemnify for any liability whatsoever for the lapses of non-compliance by them or his representative. In particular the Security Agency shall deposit contributions on account of EPF & ESI or any other statutory contribution with concerned authority as applicable in each month and submit the proof of deposit of previous month along with the bill for reimbursement by OERC.
- xiv) The Agency shall have a mechanism for surprise checking of at any time in the night and during holidays to ensure the alertness of the security personnel. OERC officials will also make surprise checks at any time. If anyone found neglecting his duties then action as deemed proper will be taken.
- xv) In the event of any dispute arising out of or in relation to the job contract, the same shall be referred to the Secretary, OERC, Bhubaneswar whose decision shall be final and binding.
- xvi) Recent Govt. order on social security shall be binding.

7. **PENALTY:** If the service undertaken by the contractor is not up to satisfaction;
 - i) OERC may at its own discretion impose financial penalty on the Security Agency.
OR
 - ii) Full or part of the amount of bill will be withheld /deducted from the monthly bill or security deposit as the case may be without any notice.

8. **PAYMENT OF BILL:** The Security Agency should submit the monthly bill in duplicate to the officer in-charge i.e., Dy. Director/OSD (P&A) during 1st week of the succeeding month for verification by the officer in-charge. The following documents are to be submitted along with the bill. Accounts Officer, OERC is the paying officer.
 - i) Original attendance acquaintance duly signed by the employees and counter signed by the Dy. Director/OSD (P&A) on the body of the acquaintance.
 - ii) Document towards deposit of EPF & ESI, if claim is made for reimbursement of the same from OERC on the particular month.
 - iii) Certification by the Dy. Director/OSD (P&A) towards satisfactory performance.
 - iv) Monthly payment will be made in shape of A/c payee cheque only.

9. **INSURANCE:** The firm has to insure the employees at his own cost. OERC Ltd. will not be held responsible for any incidental/Accidental expenses.

10. **ACCIDENT:** The firm shall indemnify OERC against any loss due to accident caused by negligence of the security personnel of the firm. If it is proved that damage to equipment or theft is due to negligence of the Security Guard of the firm, the firm has to bear the actual expenses failing which it shall be recovered from the security deposit.

11. **JURISDICTION OF HIGH COURT OF ORISSA:** Suits, if any arising out of the contract can be filed by either party in a court of law to which the jurisdiction of the High Court of Orissa extends.

(S. K. Rout)
OSD (P&A)

PART – I

APPLICATION FORMAT

<u>Sl.No.</u>	<u>Particulars</u>	<u>Details</u>
1.	Name of the Firm	:
2.	Detail Address with Phone/Fax No.	:
3.	Name, Address & Phone of the Proprietor	:
4.	RPFC Registration No. and Employers Code No.	:
5.	ESI Registration No. & Employers Code No.	:
6.	Labour Contractor License No.	:
7.	PAN No.	:
8.	GST Registration No.	:
9.	Details of payment of cost of Tender Paper for Rs.1000/-	: (i) If cash, OERC MR No. : : (ii) If DD/PO, Bank's Name: : (iii) DD/PO No. : : (iv) Date :
10.	Details of EMD Rs.25,000/-	: (i) DD/PO No. : : (ii) Date : : (iii) Bank Name : : (iv) Amount :

Place:
Date:

**Signature of the authorized Person
with full name & address
(Seal of the Organization)**

PART – I**PROVIDING SECURITY GUARD IN THREE SHIFTS IN THE COMMISSION AND ITS OFFICE, AT OMBUDSMAN OFFICES AND LOCATIONS AS REQUIRED BY THE COMMISSION FROM TIME TO TIME.**

Mark where necessary (YES / NO)

Sl. No.	Documents	Submitted/Not submitted	Remarks
1	DD towards EMD of Rs.25,000/-		
2	DD towards application fees Rs.1000/-		
3	Attested copy of Certificate of Registration of the Firms/Company.		
4	Attested Photo copy of Valid Contract Labour License, issued by appropriate authority under the Contract Labour (R & A) Act. 1970.		
5	Attested Photo copy of the Registration Certificate under ESI Authority and Employer's Code No.		
6	Attested Photo copy of the Registration Certificate and Employers code No. issued by the RPFC Authority.		
7	Attested Photo Copy of GST Certificate/Registration.		
8	Self attested photo copy of the award of contracts which are presently in operation and completed contracts.		
9	Audited financial statements (Income statement, Profit and Loss Account and Balance Sheet).		
10	Attested Photo Copy of Income Tax PAN Card.		
11	Proof of experience of last 3 years		
12	An affidavit sworn by the Proprietor or Managing Partner or Director of the Company that they have no criminal antecedents never black listed by any Govt., Semi Govt. or PSU and shall not place any security staff criminal antecedents.		
13	Tender form duly signed by the bidder in all pages instruction to bidders , Part I (Annexure-I & II) and Part-II (Annexure-III) in token of having accepted all the terms and conditions.		

I undertake that I have gone through the tender conditions and agreed to all such condition.

Signature of the Bidder**Complete Address****Full Name of the Bidder****Seal of the Establishment****Date:****Place:**

PART-II**PRICE SCHEDULE**

JOB DESCRIPTION	DETAILS OF RATE PER MAN-MONTH INCLUDING ALL STATUTORY PAYMENTS AND TAXES (Rs.)	REMARKS
Security Personnel for OERC as required by it from time to time.	<p>(A) (i) Wages Per Person-per-Month for Security Guard with Lathi <input type="text"/></p> <p>(ii) Service Charges claimed by the tenderer. <input type="text"/></p> <p>(iii) Rate of EPF & Amount <input type="text"/></p> <p>(iv) Rate of ESI & Amount <input type="text"/></p> <p>(v) Rate of Bonus & Amount <input type="text"/></p> <p>(vi) Other expenses (if any) <input type="text"/></p> <p>(vii) Service Tax <input type="text"/></p> <p>Total wages per man per month for Security Guard with Lathi <input type="text"/></p> <p>(B) Employees contribution towards EPF&ESI as applicable shall be reimbursed by OERC on production of documents/evidence.</p>	

(Rate should be quoted both in words and in figures)

In case of any discrepancy the amount mentioned in words shall be considered.

Signature of the Bidder

Complete Address

Full Name of the Bidder

Seal of the Establishment

Date:

Place: