



Jharkhand State Beverages Corporation Limited, Ranchi

(A Jharkhand Government Undertaking)

Corporate I.D- U51228JH2010SGC014519, GST No – 20AACJ5622N1ZO

Utpad Bhawan, Ground Floor, Near Naveen Police Kendra, Kanke Road, Ranchi

E-mail :- jsbcl.jharkhand@gmail.com



Detailed Tender Notice for Providing Security Guards Personnel

1. Sealed tenders in two parts (Technical & Financial Parts) for "Providing Security Service to JSBCL various Depots situated at different districts headquarter of Jharkhand are invited from reputed and experienced ISO-9001 standard and DGR Empanelled Security Agencies/Companies who are operating in minimum three States of India and supplying Security Guards in Govt. Sector, PSU and having yearly turnover of not less than 4.00 crores in last three years. The tenders will be received in the office of the Managing Director, JSBCL, Ground Floor, Excise Building, Near New Police Line, Kanke Road, Ranchi-834008 up to 03:00 p.m. of Dated- 19/03/2019 All tenders will be opened on Dated- 22/03/2019 at 03:00 p.m. in the presence of the attending tenderers or their duly authorized representatives in writing.
2. (a) I. Tender documents can be obtained on request in writing from the office of the Managing Director JSBCL, Ground Floor, Excise Building, Near New Police Line, Kanke Road, Ranchi-834008 on any working days between 10.30 a.m. to 5.00 pm. from Dated- 01/03/2019 to 19/03/2019 Cost of tender documents (non-refundable) of Rs. 1000/- (Rupees one thousand only) should be paid in cash at the office of JSBCL at Ranchi.
Or
II. Tender documents can also be downloaded from the J.S.B.C.L. Website - www.jsbcl.in/tender. The cost of tender documents (non-refundable) of Rs. 1000/- (Rupees one thousand only) shall be paid in form of Bank Draft payable to "Jharkhand State Beverages Corporation Ltd." payable at Ranchi along with Tender Document in the office of JSBCL at Ranchi.

(b) The tender shall be submitted in two parts as indicated in the notice inviting tender for Security Guards. **Part - I will be Technical Bid and Part-II will be Financial Bid** should be kept in two separate envelopes. These two envelopes shall be placed inside a bigger envelop with sealed & properly super scribed mention at Point No-C.

Part - I of the Tender shall contain the draft of Earnest Money and other essential/supporting documents regarding eligibility as specified in the tender documents.

Part II of the tender will contain only financial bid (rates offered by the agency/company as per format as described in the tender documents) as Annexure - IIb. Part - II should be submitted in two separate sealed envelopes, super scribed as such.

(c) On the top of each Part of envelope following should be written in bold red ink.

Envelop Part - I - JSBCL/SG /Part-I/Technical Bid.

Envelop Part - II - JSBCL/SG /Part-II Financial Bid.

Bigger Envelop - Tender for Security Guards Personnel.

3. Earnest money amounting Rs. 50,000/- (Rupees fifty thousands only) to be submitted in separate envelop along with Part - I. The earnest money should be submitted in the form of a demand draft of a scheduled bank in favour of "Jharkhand State Beverages Corporation Ltd." Payable at Ranchi.
4. The earnest money will be retained in the case of successful tender and will be refunded to the unsuccessful tender in due course and will not carry any interest.

5. **Eligibility Criteria for Part - I (Technical Bid)**

The security agency/company must fulfill the following criteria failing which their offer will be liable to be summarily rejected.

- (a) The agency/company must have at least **five (5) years experience** in the field of providing security services. The agency/company should submit documentary evidence in his support of above experience with tender paper.

- (b) The agency/company must have a minimum turnover of at least **Rs. Four crore** each year separately in last three financial years. In this support the company/agency must attach a copy of audited balance sheet and profit & loss accounts (Indicating the turnover).
- (c) The agency/company must have at least two (02) running contracts, at present, which must not be less than Rs. one crore each. The copies of agreement or work order must be attached as documentary evidence.
- (d) The agency/company must have a valid licence (PSARA) issued by the Home Department, Govt. of Jharkhand for the whole state of Jharkhand. That registration must be at least two years old. Previously registered agencies can produce renewal application for consideration.
- (e) The security agency/company must have a proper training center for training of its security personnel having adequate resources. The address and details must be attached with tender paper.
- (f) The security agency/company must be registered under Employees provident fund act 1952, ESI Act & Shops and Establishment Act, Copy of registration papers along with code number allotted to the agency/company may be provided.
- (g) The security agency must be registered with competent authority for service taxes.
- (h) The security provider must have Central Association of Private Security Industry (CAPSI).

That Membership must be at least two years old.

- (i) The Agency/Company must have ISO Certification.
- (j) The Agency/Company must have Labour License.
- (k) The Security Agency/Company must have EPF enrolment of at least 500 personnel every month during last 18 months.
- (l) The Security Agency/Company which have Registered office in Jharkhand will get priority. (an additional point during technical evaluation)

6. Other details to be Provided by the Tendered

- (a) The proprietors/partners/shareholders of the agency/company must all be Indians. In case any foreigner is associated, the agency/company must attach a copy of the clearance

obtained from the Ministry of Home Affairs as required under their circular No. VI-24021/68/00 GPA-1 dated 13 Nov. 1992.

- (b) In case of Limited Company please provide a copy of the Articles and Memorandum of Association and in case of partnership firm, a copy of registered partnership deed shall be provided.
- (c) A copy of the latest filed income tax return may be provided.
- (d) Income Tax Permanent account number may be indicated.
- (e) Please indicate the degree of computerization in the organization.
- (f) Please furnish brief profile of former commissioned officers of the Defence forces/former gazette officers of the police or other Para Military forces working in the agency/company indicating name, last rank held in Defence/Police/Para-Military services and their present job assignment in the agency/company.
- (g) Index sheet must be prepared and attached accordingly.
- (h) Technical bid & Financial bid are attached as annexure IIa & IIb separately. The same format will be furnished and enclosed for JSBCL ready reference.
- (i) Constitution of the organization whether the organization is Public Limited Company, Private Limited Company, Partnership Firm, Proprietorship firm may be indicated.
- (j) Names, addresses and occupation of Director/Partners/Proprietors may be provided.
- (k) The agency should be empanelled with DGR for providing Ex-Service Men as security personnel.

7. **Rates.**

The rates must be quoted separately for the following ranks in the format given below.

7.1 **Rank**

- (a) Trained security Guard
- (b) Ex-Serviceman

7.2 **Part - II (Financial Bid)**

- (a) Wages (MWR + VDA applicable as per the Jharkhand State Govt.) and (DGR rates for Ex-Service Man Security Personnel).
- (b) P.F. (Employer Contribution)
- (c) ESIC (Employer Contribution)
- (d) Bonus
- (e) Cost of Leave wages

- (f) Cost of accommodation/HRA and other overhead costs/other allowances.
- (g) Service charge (Contractor Profit)
- (h) Total Cost

The financial bid (Part-II in Annexure IIb of Tender shall be submitted in the above format in a separate sealed envelope.

8. **Disqualifications.**

- i. Agency should not be a defaulter of provident fund.
 - ii. Agency should not be involved in any forged muster/wages roll.
 - iii. Agency should not be black listed by any Unions/State Govt.
 - iv. Agency owner should not be convicted in any case by any court of law.
 - v. Agency working with JSBCL should have fair performance certificate by General Manager (Operation).
9. Commencement of work will be for one year from the date of approval and may be extended for next one year for a maximum period of 3 Years subject to satisfactory performance & mutual consent with same terms & conditions.

10. **General Terms and Conditions.**

- (a) The security personnel of the security agency/company must be fully equipped with proper uniform including winter and rainy seasons kiting lathis, whistle torch etc.
- (b) The agency/company will have to abide by all the provisions of Law applicable to its establishment during the period of its engagement and shall be responsible and accountable for breach or violation of any of the provisions of any Act, Rules, Registration, Notification, Circulars issued from time to time by Govt. The agency/company shall provide an undertaking to this prior to the commencement of the job and indemnify JSBCL, Ranchi against any breach of statutes/laws etc.
- (c) The rates will be for a period of 12 months from the date of commencement of the contract. However, in the event of revision of minimum wages by the appropriate Government authorities, the minimum wages so revised will become payable from the date it is revised during operation of the contract.
- (d) The security agency/company will ensure effectively that its staff will not be any time divulge/make known any trust information or other matter relating to the affairs of JSBCL.

- (e) The security agency/company will ensure that all its personnel are physically fit and mentally alert. Minimum age of security personnel should be eighteen years only.
- (f) The security agency/company will ensure that all its personnel are properly trained to carry out their duties.
- (g) All security personnel of the agency/company must carry a proper photo identity card and nameplate.
- (h) In case of negligence, dereliction of duty, disorderly behavior, other misconduct by security personnel of the agency/company, the agency/company will take proper disciplinary action against such personnel.
- (i) The agency/company will raise monthly bills at the beginning of each month for the duties performed during the month immediately preceding and these bills will be paid by the 7th of the month in which they are raised.
- (j) The agency/company will ensure timely payment of wages to its personnel.
- (k) The agency/company will provide additional manpower in any number within a reasonable time but not exceeding one month if so required on the written requisition of JSBCL, Ranchi at the approved rates and terms and conditions.
- (l) The security agency/company will execute the jobs undertaken by it directly and with its own resources and will not give out any part of assignment on sub-contract.
- (m) JSBCL, Ranchi is not bound to accept the lowest or any tender or to assign any reason thereof, JSBCL, Ranchi reserves the right to accept or reject any tender without assigning any reason whatsoever and the decision of JSBCL, Ranchi in awarding the work shall be final and cannot be subject to arbitration.
- (n) JSBCL, Ranchi has the right to increase or decrease the manpower of any site or to add or delete any site of deployment after giving one month in writing.

11. Compensation Package.

- (a) In the event of failure/inability to provide security personnel as per deployment Plan/requirement of JSBCL may deduct up to 5% of the monthly invoice value of the wages apart from deduction of daily wages for each day of absence of the number of security personnel.
- (b) If even after taking all necessary precaution any loss, damage, theft of property belonging to JSBCL and its employees takes place within the specified area, it will be construed that such mishap has taken place due to negligence on part of the agency/company and it shall be liable to compensate for 100% of the damage/loss/theft. In the event of such

damage/loss/theft of property a committee comprising of representatives of JSBCL, Excise Department and Supplier Company shall be constituted. The committee shall prepare a report and assess the total value of loss of damage of theft. In the event of any dispute the decision of the Managing Director or any officer authorized by managing Director, JSBCL shall be final and binding.

12. The concern security agency shall be responsible for any type of suit action or administrative proceeding regarding losses and damages of JSBCL Depot and JSBCL employee and its officers will be free from any kind of liability if any theft/robbery is committed as security will be primary responsibility of the agency. All litigation shall be subject to jurisdiction of Ranchi Court.

13. **Right to Cancel the contract :**

JSBCL, Ranchi at their option, without prejudice to their rights, hereunder, may cancel the order at any time by giving 15 days simple written notice in case the Agency/Company does not comply with its following :

- i. Unjustified interruption of services
- ii. Errors, negligence, insufficiencies in deployment, shortfall in deployment or other similar circumstances attributable to the Agency/Company.
- iii. Non-compliance of any order of the MD of JSBCL.

14. After the award of work any person whom the Agency/Company engages, the Agency/Company must submit an affidavit of the person in which the said person gives an undertaking that he will not claim any employment in JSBCL, Ranchi by virtue of his engagement through the Agency/Company.

15. The JSBCL requires the successful company to enter into detailed agreement soon after the award of work.

16. **Security Deposit**

The total security deposit including earnest money already deposited shall be Rs. 5.00 lacs (Rupees Five lacs only). The Security Deposit including Earnest Money shall not carry any interest. The agency/company shall have to deposit the Security Money within 30 days after receipt of letter of acceptance of tender.

Failure to do so shall entail cancellation of letter of acceptance of tender/award of work and forfeiture of earnest money deposit. The security deposit amount shall not carry any interest.

The refund of security deposit shall be subject to M.D, JSBCL's right to deduct/appropriate its dues against the agency/company under the contract or under any other contract.

17. **Scope of Work :**

- (a) Security Personnel are required at JSBCL headquarter, Ranchi and at its various IMFL & CS/SCL depots situated at various districts of Jharkhand.
- (b) Total requirement of security personnel may increase or decrease as per need of the Corporation.
- (c) Requirement chart annexed at Annexure - I.

18. **The Security personnel of the agency/company have to fulfill the following responsibilities:**

• **For Security Personnel**

- (a) Exercising strict vigilance for protecting the property and assets from damage, loss, destruction and theft.
- (b) Ensuring proper flow of visitors and preventing unauthorized entry in the depot/office premises.
- (c) Round the clock patrolling of the scheduled specified area.
- (d) Ensuring and recording essential details of incoming and outgoing goods separately.

General Manager (Operation)
Jharkhand State Beverages Corporation Limited,
Ranchi.

Details of Requirement of Security Guards

Sl. No.	Item detail	No. of Security Guards
1	Security Guards for Depots and Headquarter (22+1= 23)	165

Requirement of Security Guard in Depots & Headquarter

Sl. No.	Name of Districts	Personnel	Number of Depots	Number of Persons
1	Dhanbad	Watchman/Guards	1	13
2	Girdih	Watchman/Guards	1	8
3	Bokaro	Watchman/Guards	1	9
4	Ramgarh	Watchman/Guards	1	7
5	Hazaribagh	Watchman/Guards	1	8
6	Koderma	Watchman/Guards	1	6
7	Lalgutwa Ranchi	Watchman/Guards	1	12
8	EAL Godown, Ranchi	Watchman/Guards	1	3
9	Latehar	Watchman/Guards	1	6
10	Daltenganj	Watchman/Guards	1	6
11	Garhwa	Watchman/Guards	1	6
12	Jamtara	Watchman/Guards	1	6
13	Dumka	Watchman/Guards	1	6
14	Deoghar	Watchman/Guards	1	8
15	Chaibasa	Watchman/Guards	1	6
16	Jamshedpur	Watchman/Guards	1	12
17	Saraikela	Watchman/Guards	1	5
18	Pakur	Watchman/Guards	1	7
19	Gumla	Watchman/Guards	1	6
20	Godda	Watchman/Guards	1	6
21	Khunti	Watchman/Guards	1	6
22	Lohardaga	Watchman/Guards	1	6
23	HQ. Ranchi	Watchman/Guards	1	7
		Total		165

Note :- As per requirement number of Security Guards may be increased or decreased.

Annexure - II b

FORMAT FOR FINANCIAL BID (Part - II)

Sl No.	Name of Agency/Company	Name of the Post	Wages + VDA	Employer's Share		Bonus	Leave Wages (including NH + FH)	Other Allowances	Sub Total (4+ 5+ 6+ 7+ 8+9)	Service Charge (Contractor Profit)	Total Cost (10 + 11)	Remarks
				PF	ESI							
1	2	3	4	5	6	7	8	9	10	11	12	13
		Trained S. Guard										
		Ex Service Man										

Note :- (i) Wages + VDA applicable as per the prevailing wages rate of Jharkhand Govt. for Trained Security Guards.
(ii) Central Govt Wages rate/DGR for Ex-Servicemen (Security Personnel)
(iii) Service Tax as applicable.

Check List about Tender in Respect of Providing security and Class IV services for JSBCL

Sl.No.	Particulars	Name of Tender									
		3	4	5	6	7	8	9	10	11	
1	2 The Agency/Company have at five (5) years experience in the field of Providing Security Services	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
2	The Agency/Company have a minimum turnover of at least Rs. Two crore in last three financial year (each year separately).	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
3	The Agency/Company operating at least in three States of India.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
4	The Agency/Company have at least two (02) running contracts, at present which must not be less than Rs. 20 Laks each.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
5	The Agency/Company have provided security service at least two public sector undertaking/Govt. Department/Govt. Corporation and other Govt. Institution.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
6	The Security Agency/Company have a proper training center of training of its security personnel having adequate resources.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
7	The security Agency/Company registered under provision fund act.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
8	The security Agency/Company registered under provisioner ISI Act.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
9	The security Agency/Company registered under provisioner Shops and Establishment.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
10	Type of Agency	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	Proprietorship/ Partnership/Private Ltd./Public Ltd.	
11	Xerox of PAN card is attached	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
12	Latest filed Income Tax Return/income tax clearance certificates	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
13	The security Agency/Company is an ISO-9001 Certified	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
14	Earnest Money amounting Rs. 50,000/- is Submitted	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
15	In case of Limited Company, a copy of the Articles and Memorandum of Association is provided.	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
16	In Case of Partnership firm, a copy of registered partnership deed is provided.	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	Yes/No/N/A	

Annexure - II a

FORMAT FOR TECHNICAL BID (Part - I)

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