

Board of Apprenticeship Training (SR)
(An Autonomous body under Ministry of Human Resource Development, Department of Higher Education, Government of India)

CIT Campus, IV Cross Road, Taramani, Chennai – 600 113.

Phone: 044-2254 2235; 2254 1292 Fax: 044 – 044 22541563 Web: www.boat-srp.com

**Request For Proposal to provide Unarmed Security Guards in
BoAT(SR), Chennai**

Board of Apprenticeship Training (SR) invites sealed offers in **two- bid system** from reputed Security Agencies (registered Companies/ registered partnership firms/ Sole Proprietorship) for empanelment for providing services of Unarmed Guards within the BoAT(SR) Campus. The Private Security Agency must be registered with appropriate government authority in the respective state as per the **Private Security Agencies (Regulation) Act, 2005**.

The complete details and RFP Forms can be downloaded from the website www.boat-srp.com.

Date of commencement of downloading of RFP	29/05/2019
Last date for submission of Tender	28/06/2019 upto 15:00 hrs
Date of opening (Technical Bids)	28/06/2019 on 15: 30 hrs.
Earnest Money Deposit (EMD)	Rs. 2500/-

DIRECTOR OF TRAINING

ELIGIBILITY CRITERIA FOR SHORT-LISTING

I - Technical Criteria

The preliminary evaluation will be done on the following parameters and offers from Security Agencies **not conforming to these parameters** will be straight away rejected.

- (a) The Security Agencies should have valid license in accordance with Section 4 and section 7 of Private Security Agencies (Regulation) Act 2005 to operate in Tamilnadu. **Merely submission of application to licensing authority will not be entertained.**
- (b) The Security Agencies should have adequate Supervisory Infrastructure in Chennai with sufficient Unarmed Guards of stipulated credentials to be deployed immediately after allocation of the work order.
- (c) The Security Agencies should have at least one office of their own with telephone, fax/email facility in Chennai and having their own Branch Manager /supervisors at Office. Submit the list all staff (Name of Branch Manager, supervisors and other staffs) with phone numbers and copy of identity cards duly attested by officials of company/firm should be submitted along with Tender documents.
- (d) The Security Agencies should have Income Tax PAN and should have filed ITR for the last 03 years from 2015-16 to 2017-18 (attested copies to be submitted)
- (e). The Security Agencies should have Audited Balance Sheets and Profit & Loss Accounts for the last three years 2015-16 to 2017-18 (attested copies to be submitted)
- (f) The Security Agencies should have registration under Shops & Establishment Act (TN).(Attested copy of certificate to be submitted)
- (g) The Security Agencies should have valid certificate from ESI Corporation as per Act 1948 (attach proof)
- (h) The Security Agencies should have valid certificate under EPF & Miscellaneous Provisions Act 1952. (attach proof)
- (i) Security Agency should have minimum three years experience of providing security guard's services preferably to Govt./Public Sector or Public Sector Undertakings.
- (j) Security Agency should registered with GST Authority and give proof of depositing GST for the last year as per strength of Security personnel employed by the company during the period.
- (k) Tender proposal must be submitted in an organized, numbered and structured manner (spiral binding will be appreciated)
- (l) It is compulsory to submit the authority letter for authorized signatory by clearly mentioning the name and designation of the Official on companies letter head, who will sign the tender documents.

(This letter should be issued by appropriate authority of company; who have delegated powers for this purpose)

NOTE: Certified/ Attested photocopies of relevant documents/ certificates / Challans / receipts must be submitted along with technical bids as a proof in support of claims made.

Note: 1.The tender documents should be submitted in original, duly signed by authorized signatory only and stamped at each page. Fax/ telegram/telex will not be acceptable.

II. SCOPE OF WORK

Scope of work includes providing Unarmed Guards at the premises for 24 X 7 days under 3 shifts of 8 hours each. The number of Unarmed guards required will be 02 per shift exclusive of supervisory security guard for 8 hrs in day time

III. OTHER TERMS & CONDITIONS

1. Outsourced Unarmed Guards should be either ex-servicemen or ex- Paramilitary Personnel/police personnel or Security experienced and trained personnel.

2. Unarmed Guards should not be in low Medical Category i.e. should be physically fit in all respects. Medical category recorded in the discharge book of the ex-servicemen or ex-Paramilitary personnel being provided will be considered valid for two years from the date of discharge and thereafter his medical fitness will be considered as per fresh medical certificate from Registered Medical Practitioners with qualification not less than M.B.B.S as produced for verification by his employer, i.e. the Private Security Agency. The Certificate should specify that the individual is fit medically & physically to handle weapon.

3. For Unarmed Guard Character of Ex- serviceman and Ex- Paramilitary personnel or police personnel at the time of retirement must be **exemplary and very good respectively**.

4. Age of Unarmed Guard should not be more than 60 years on the date of deployment.

5. Unarmed guards will be deployed by Private Security Agency/Agencies only after proper police verification of the antecedents of each person. The proof for same will be deposited prior to deployment or when required.

6. Watchmen for administrative office/other premises duties should be preferably ex-servicemen/ ex- para- military / ex-home guards/civilians (last priority) having proper physique and good medical record. The proper medical report by MBBS Doctor “ stating that the person is fit to do night watchman duty” will be submitted prior to deployment. The watchmen will be required to perform duty on all days of week. Private Security Agency will cater for relieving watchmen for Holidays/Weekly off/ Sickness/any emergency. Proper Police verification of each watchman will be deposited with BoAT(SR) prior to deployment or when required.

7. Intending Private Security Agencies should furnish details about their firm/ company as per (Annexure -II) attached.

8. The offer should be submitted for Technical & Financial bids in separate sealed covers superscripted on envelopes “**Technical bids for Providing Unarmed guards for Branch duty**” and “**Financial bids for Providing Unarmed guards for Branch duty**”. Both these envelopes should be put in

another envelop along with EMD and further sealed super scribed "Technical & financial offer for Providing Unarmed guards". The financial bids should be submitted as per **Annexure-IV**. Extra page/s may be added if required. The offer should be submitted to the Director of Training, BoAT(SR). The Techno-commercial Offer should be complete in all respects and contain all information asked for in this document.

9. The BoAT(SR) will shortlist Private Security Agencies, who satisfy the technical & other requirements laid down in this document. **Financial bids of only short listed Security Agencies will be opened.** The date and time of opening financial bids will be notified by E mail/phone/post.

Note: The tender documents should be submitted in original, duly signed by authorized signatory only and stamped at each page. Fax/ telegram/telex will not be acceptable.

IV. VALIDITY PERIOD

The empanelled firms / companies will remain in the **Empanelled List of the BoAT(SR)** for BoAT(SR) Chennai for the period of **three years** from the date of empanelment, **but the contract will be for a period of one year.** However after satisfactory completing the contract if both parties are willing to continue the contract on the agreed terms and conditions and complying with the minimum wages, as revised by the Central Government, the contract may be renewed by the competent authority on yearly/half yearly basis.

V. EXTENDING VALIDITY PERIOD FOR PRICE

The minimum wages will be revised as per notification given by Central Government / Central Labour Commissioner New Delhi. from time to time during contracted period. The proof of notification will be produced along with request letter by each shortlisted Private Security Agency.

VI. PROCESS

Offers will be evaluated in the following stages:

Stage 1

Offers will be evaluated against the stipulated minimum eligibility & technical criteria. Offers not complying with the eligibility & technical criteria will be rejected summarily.

Stage 2

The financial bids of only short listed Security Agencies will be opened in the presence of committee formed by BoAT(SR) & representatives of agencies may be present during the opening of bid. The rates will be decided based on L-1 for category of Area A.

Stage3

Order will be placed to the Private Security Agency / Agencies finally selected for providing Unarmed Guards as per requirement of the BoAT(SR) . The BoAT(SR) reserves the right of placement of order as and when requirement of Unarmed Guards is felt necessary. If L-1 will not perform up to the mark , BoAT(SR) will call up the L-2 bidder/s to work on same L-1 rates same process will be applied in case of L-3 bidder, where ever is applicable.

VII. OPENING OF OFFERS

Eligibility Criteria & Technical bids will be opened in the presence of the bidders. The bidders/ their representatives may be present at the time of opening of the Technical bids. No separate intimation will be sent in this regard to the Private Security Agencies for deputing their

representatives. The Technical bids will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present. The financial bids of short listed Private Security Agencies will only be opened, for that date and time will be intimated by email/phone/post to the short listed vendors.

VIII. EARNEST MONEY DEPOSIT

Earnest Money Deposit of **Rs. 2500/-** in the form of Demand Draft/ Pay order separately for both issued by a scheduled commercial bank favouring Director, Board of Apprenticeship Training-Southern Region, payable at Chennai must be submitted along with the Technical Bid's envelop. The EMD amount will be forfeited, if the Private Security Agency refuses to accept offer for providing Unarmed Guards allocated. Earnest Money Deposit of all successful bidders/ empanelled agencies will be kept in BoAT(SR) account till the Private Security Agency/ Agencies is/are providing services to the BoAT(SR) / will remain on BoAT(SR) 's panel. The earnest money will be refunded to unsuccessful bidders/agencies as per extant rules after the completion of the bid process. **The Earnest money paid by the successful price bidders will be kept as deposit and released only after conclusion of the contract.**

IX. PERFORMANCE BANK GUARANTEE

The finally selected Private Security Agency/ Agencies for work order will submit either a Performance Bank Guarantee from a scheduled Bank or Demand draft for **Rs. 50,000.00 (Rupees Fifty thousand only) in favour of Director of Training, Board of Apprenticeship Training-Southern Region, Chennai** and valid for the period of the contract.

X. ORDER CANCELLATION

If the Private Security Agencies fail to comply with the terms and conditions laid down in contract mutually agreed by both parties the BoAT(SR) reserves the right to cancel the order after giving one month's notice to the Agency/s.

XI. PAYMENT TERMS

No advance payment will be made to the Private Security Agency/ Agencies. The payment by BoAT(SR) will be made in first week of next month after verifying presence register for completed month. Except for first month of contract the payments of subsequent months will be made by BoAT(SR) only after verifying pay slips of previous month duly signed by each individual and all mandatory deduction as per government guidelines/rules. The Agencies will be required to show to Administration Department of BoAT(SR) -Chennai, the proof of previous month's wage slip, EPF Chalan & ECR, ESIC chalan & ECR, GST Chalan and Bank account statement of each guard deployed in our BoAT(SR). The Saving Bank account of Unarmed guards in our BoAT(SR) should be credited with pay by 07th of following month. Please note that payment of wages to contract employees by immediate employer should not be related/linked to this payment in any way or in any stages.

XII. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

BoAT(SR) shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever, any time during the process.

XIII. AGREEMENT

An agreement is required to be executed by the Private Security Agency with the BoAT(SR) on a Rs. 100.00 non- judicial Stamp Paper.

The BoAT(SR) reserves the right to reject any/all offers without assigning any reason whatsoever. For further clarifications, if any, you may contact at the following address:

The Director of Training,
Board of Apprenticeship Training(SR),
CIT Campus, IV Cross Road,
Taramani,
Chennai – 600 113.
Phone: 044-2254 2235; 2254 1292
Fax: 044 – 044 22541563
Web: www.boat-srp.com

Companies/firms /Agencies interested in our proposal for providing Unarmed Guards for Board of Apprenticeship Training(SR), Chennai; conforming to all the afore-said terms and conditions may send their Technical & Financial bids in separate sealed covers superscripted on envelopes “**Technical bids for Providing Unarmed guards for Branch duty**” and “**Financial bids for Providing Unarmed guards for Branch duty**”. Both these envelopes should be put in another envelop along with EMD and further sealed super scribed “Technical & financial offer for Providing Unarmed guards”.

Sd/-
Director of Training,
Board of Apprenticeship Training(SR),
Chennai

(Letter to the BoAT(SR) on the Private Security Agency's letterhead)

To
The Director of Training,
Board of Apprenticeship Training(SR),
CIT Campus, IV Cross Road,
Taramani, Chennai – 600 113.

Dear Sir,

Sub: Your RFP for empanelment of PSAs for providing services of Unarmed Guards (without weapon) in BoAT(SR) premises.

With reference to your tender notice published in News papers on and the RFP published in your website with effect from, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for **Providing Unarmed guards (without weapon) in BOAT-SR** as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSB for providing security Guards/staff. We further confirm that the offer is in conformity with all the terms and conditions as mentioned in the said RFP.

We also confirm that the offer shall remain valid for 90 days from the last date for submission of the offer.

We hereby undertake to accept that Earnest Money Deposit of Rs. 2,500/- will be kept as security till the time we are providing Unarmed Guards to your BoAT(SR).

We understand that the BoAT(SR) is not bound to accept the offer either in part or in full and that the BoAT(SR) has the right to reject the offer in full or in part without assigning any reason whatsoever. We furnish here under the details of Demand Drafts submitted towards RFP document & Earnest Money Deposit fees:

Details	Tender Document fees	Earnest Money Deposit
DD No.		
Date		
Name of the issuing Bank		
Name of the branch		
Amount		

Yours faithfully,

Authorized Signatories
(Name & Designation, seal of the firm)
Annexure – II

FORMAT OF APPLICATION FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES
(TECHNICAL QUALIFICATION)

1	Name of the Organization/ PSA	
2	Address & contact Numbers	
3	No. of Supervisors / Office staff available in office, their Addresses & contact numbers.	
4	Year of establishment (submit proof)	
5	Status of the firm (whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/ Sole Proprietorship)	
6	Names of Directors/ Partners	
7	Whether registered with registrar of companies/firms – mention number and date with proof	
8	Whether registered for GST – mention number and date. Also furnish copies of sales tax number allotted	
9	Whether assessee of Income tax. Mention PAN, furnish copy of PAN card along with audited balance statements and income tax returns for the last 03 years from 2015-16 to 2017-18	
10	Whether having certificate from EPF Organization (attach proof)	
11	Whether having certificate from ESI (attach proof)	
12	Whether registered under Private Security Agencies	

	(Regulation) Act 2005 for state of TN, (attach proof)	
13	Name and Address of bankers	
14	<p>Whether empanelled with other Government Organizations/ Public Sector/PSUs/ Pvt Companies is in State of Tamilnadu. If so give names of organizations with No. of Unarmed Guards deployed with locations, contact person in that organization and telephone Nos. (Please attach copies of order letters from Govt/public sector / PSUs) A separate sheet may be attached if the above space is inadequate</p>	
	Name of Organization with Address& Tele Nos	Since when?
		No of Unarmed Guards deployed
16	<p>Detail of Security contracts executed for deploying Unarmed guard during the last 03 years (2016-17 to 2018-19) preferably for govt and PSUs in the state of Tamilnadu. Note: Copies of work orders & satisfactory completion certificate obtained from the client shall be enclosed.</p>	
	Name of Organization with Address & Tele Nos	Name of Organization with Address & Tele Nos
		Name of Organization with Address & Tele Nos

18. Please ensure to furnish the EMD and attested/certified photocopies of relevant documents along with technical bid :-

- a) Audited balance statements and income tax returns for last 03 years from 2015-16 to 2017-18.
- b) PAN card and licenses under PSA(regulation) act 2005
- c) Registration under shops and establishment act
- d) Proof of ESI and EPF registration
- e) GST and its Proof of depositing GST for the last 01 year
- f) Copies of work order and completion certificate as experience proof of providing security services preferably in Govt/PSUs in Tamilnadu for the years 2016-17 to 2018-19

Signature:
 Name:
 Designation:
 Affix Company seal

DECLARATION

I / We have read the all the instructions appended to the Performa and I/We understand that if any false information is detected at a later date, any contract made between ourselves and BoAT(SR) on the basis of the information given by me/us can be treated as invalid by the BoAT(SR) and I / We will be solely responsible for the consequences.

1. I/We agree that the decision of BoAT(SR) in selection of contractors will be final and binding to me/us.
2. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
3. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place .

Date.

SIGNATURE:

Name & Designation & seal of the Company

Annexure-IV

Payment Details/Financial Bid

Scope of work includes providing Unarmed Guards at the premises for 24 X 7 days under 3 shifts of 8 hours each. The number of Unarmed guards required will be 02 per shift exclusive of supervisory security guard for 8 hrs in day time

S.No	Payment Details	%	Security Guards (Without arms)-06 personnel for each shift of 8 hours	Supervisory security guard-01 personnel for 8 hours shift in day time.
1	Basic plus Variable Dearness Allowance(VDA)	NA		
2	Employees Provident Fund(EPF)			
3	Employees State Insurance (ESI)			
4	Other Charges, if any			
	a)			
	b)			
	C)			
5	TOTAL (Sr. No.1 to Sr. No.4)			
6	GST			
7	Grand total (S.No. 5 + S. No. 6)			

Name with designation and seal