



Request for E-Quotation –Non Consultancy Services

Country: India

Name of Project: Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project, Pune

Contract Title: Hiring of Security Services for PCMU office

Loan No.: IBRD Loan No90310

RFQ Reference No.: SMART/PCMU/ Security/ 301/ 2022-23

Issued by:

Additional Project Director

Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project

Department of Agriculture, Government of Maharashtra

Sheti Mahamandal Bhavan, 270, Bhamburda,

Senapati Bapat Road, Pune - 411 016.

Website: www.smart-mh.org

INVITATION FOR QUOTATIONS

To

Sub: Invitation for quotation for providing Security Services for Project Coordination and Management Unit (PCMU) office for the period of 3 years.

Dear Sir/Madam

1. Department of Agriculture, Government of Maharashtra has received financing from the World Bank towards “Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project” to transform agriculture and livelihoods sector in Maharashtra. The objective of the project is “to support development of inclusive and competitive agriculture value chains focusing on smallholder farmers and agri-entrepreneurs in Maharashtra”. This would be achieved by expanding access to new and organized markets for producers and enterprises with complementary investments in provision of technical services and risk management capabilities.
2. The Additional Project Director of Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project (herein after called “Client”) invites online quotation on <https://mahatenders.gov.in> from eligible bidders for providing 24x7 Security Services for Project Coordination and Management Unit (PCMU) for the period of 3 years.
3. Scope of Service: Annexure- A
4. **Schedule of RFQ :**

Sr No	Details	Date & Time
1.	Date & Time for Commencement of Downloading RFQ document.	Date: 22/02/2023 Time: 9.00 AM
2.	Pre-bid meeting	NA
4.	Last Date (deadline) & Time for submission of quotations	Date: 09/03/2023 Time: 3.00 PM
5.	Date and Time for Opening of Technical envelop	Date: 10/03/2023 Time: 3.00 PM
6.	Date and Time for Opening of Financial envelop	It will be published on https://mahatenders.gov.in

5. Tender Fee & EMD :

Sr No	Information	Details
1.	Tender Fee	Nil
2.	Earnest Money Deposit (EMD)	Submission of bid security declaration

6. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

7. Qualification / Eligibility Criteria:

The bidder should fulfil following all qualification criteria

- a) Should have its main or branch office anywhere in Maharashtra
- b) Should be registered under Goods and Services tax Act, 2017
- c) Should have experience in providing security services to any Government organization/PSUs for the period not less than 3 years as on submission of quotation.
- d) Must hold valid registration under Private Security Agencies (Regulation) Act, 2005 (PSARA) as on submission of quotation.
- e) Average turnover should be more than Rs. 60 lakhs in previous 3 financial years i.e. 2019-20, 2020-21 & 2021-22.
- f) Bidder should be registered with appropriate authorities under Employees Provident Fund Act.
- g) Bidder should be registered with appropriate authorities under Employees State Insurance Act.
- h) Should not be blacklisted /banned by any Government organization/PSUs during last 3 years.

8. Submission of bid:

- a) The bidder should submit the bid online on e-tendering Portal <https://mahatenders.gov.in>
- b) The bids submitted, shall comprise of the following 2 envelopes:
 - **Envelope 1:** Technical Bid
 - **Envelope 2:** Financial Bid in the form of BOQ
- c) Modification and Withdrawal of Bids – Resubmission of bid by the agencies for any number of times before the final date and time of submission is allowed.

9. Technical bid: (Envelop 1)

The bidder has to upload following documents in the technical envelope.

- a) Bid security declaration (Form-1)
- b) GST registration certificate
- c) Valid registration certificate under Private Security Agencies (Regulation) Act, 2005 (PSARA).
- d) Registration copy under Employees Provident Fund Act.
- e) Registration copy under Employees State Insurance Act.
- f) Turn over certificate issued by the chartered Accountant (Form-2)/ITR copies for three years
- g) performance statement (Form-4)
- h) The declaration that the bidder is not black listed/banned by any government organization/PSUs. (form-3)

10. Financial Bid:

- 1) The financial bid should be submitted online in BOQ
- 2) Service charge should be quoted in % of the minimum wages. The estimated wages mentioned in the BOQ is for the period of one month for unskilled category.
- 3) The service charges shall be inclusive of following

- a. All statutory contributions towards employer contribution towards EPF & ESIC, any other deduction under applicable law etc.
 - b. Cost towards providing uniform, Identity Cards, torch light etc. required to perform the security services.
 - c. reliever charges for giving weekly off to the deployed security guards
- 4) Administrative charges should be excluding GST.
 - 5) The service charge % offered must remain fixed and should not be change for whatsoever reason during the contract period.
 - 6) Financial quote without consideration i.e. zero shall be rejected.
 - 7) If there is any revision in the minimum wages by the Government, the client will pay the revised wages accordingly.

11. Bid opening and Evaluation process

a) Opening of Envelop - A (Technical Bid)

The 'Technical Envelop' of bids will be publicly opened first online in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address on the date and time specified in the tender notice. In the event of the date specified for bid opening being declared as a closed holiday for the purchaser's office, the due date for opening of bids will be the following working day at the same time and venue.

b) Evaluation of Technical Bid

The evaluation of the technical bids will be carried out as per the eligibility criteria mentioned in the clause 7 . The bidders fulfilling minimum eligibility criteria are declared technically qualified and eligible opening of the financial proposal.

c) Opening of Envelop - 2 (Financial Bid)

This envelope of technically qualified bidders shall be opened as per e-tendering procedure. The date and time of opening of financial bids will be published on <https://mahatenders.gov.in>

12. Evaluation of Quotations

The client will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) conform to the terms and conditions, and specifications.
- (c) GST cost shall not be considered in evaluation.

13. Contract period:

The Contract will be for the period of Three years from the date of commencement of service. However the client may terminate the contract for whatever reason by giving two months' notice to the selected agency.

14. Award of contract

The client will award the contract to the bidder who has been determined to be substantially responsive and who has offered the lowest evaluated service charges (%) (L1) for the services.

- a) Notwithstanding the above, the client reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply/ work order.
- c) The successful bidder should enter in to contract with client on non-judicial stamp paper of Rs. 500/- within two weeks from the date of award of contract.

Note: In case of a tie of evaluated cost between two or more bidders, the contract shall be awarded to the bidder having higher average annual turnover in previous 3 financial years i.e. 2019-20, 2020-21 & 2021-22.

15. Performance Security:

- a) The successful bidder shall, within 7 days of the notification of contract award. The amount of the Performance Security shall be Rs. 50,000/-.The Performance Security shall be in the form of the Demand Draft or Bank Guarantee and shall be valid till 30 days after completion of the bidder's performance obligations under the Contract, including any warranty obligations, unless specified otherwise.
- b) The Performance Security without interest will be discharged/returned upon being satisfied that there has been due performance of the obligations of the selected bidder under the contract.

16. Place at which Security Services shall be provided

Successful bidder should provide security services within 8 days from the date of supply/work to Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project, Sheti Mahamandal Bhavan, 270, Bhamburda, Senapati Bapat Road, Pune-411016.

17. Payment:

The payment to the agency will be made on monthly basis within 15 days from the date of submission of following documents.

- a) Bill/ Tax invoice
- b) Attendance sheet of security person deployed during the month duly certified by the administration officer or any officer authorized by the client
- c) previous month ESI, PF contribution receipts

Sd-
**Additional Project Director
SMART, Pune.**

Annexure- A

The scope of the Security Services is as detailed below and all costs related them will be deemed to be included in the quotation. The agency should visit our SMART office before quoting, at its own cost.

A) Scope of Service :

1. The Agency should provide full time security on 24x7 basis throughout the contract period
2. The Security shall keep a constant watch over entrance gate, building premises, and parking for ensuring complete security of the SMART Office premises.
3. The agency shall employ good and reliable persons as Security Guards with robust health and clean record preferably Ex-Servicemen within the age group of 40 to 55 years.
4. There shall be 3 shifts and each shift shall be manned with one security guard who shall perform 8 hours duty per shift
5. The Security guard should be changed for each subsequent shift for ensuring their active performance on duty.
6. The Agency shall be responsible to provide one weekly off as per rule to the security guard engaged for providing security. However, agency shall deploy replacement security staff to perform the duties in shifts on weekly off day or when their security guard is on leave.
7. The Security guard shall maintain records of personnel and vehicle movement in & out of the building premises.
8. The Security guard should always be in proper uniform (for summer, rainy season and winter seasons) laced with security accessories, full pants, shirts, cap, belt, shoes and socks, pair of epaulets/ badges, Identity Cards, lanyard with whistle, polycarbonate police cane/rods, long focussed torch light, etc, and shall ensure that their turnout is smart in all respect.
9. The Security Supervisor of the Agency should keep a constant watch on the performance of Security guard through frequent visit, with minimum one visit per day.
10. The security person on duty shall not sleep, consume liquor or play cards while on duty or indulge in any activity not in conformity with his duties.
11. The Security guard (s) shall operate the gate of the vehicle parking entry point on all working days.
12. The Security guard (s) shall check all the fire escapes and keep these clear from any obstructions and check fittings and fixtures , lighting etc. Thereof and any discrepancy towards this may be reported to the concerned officials immediately.
13. The deployed security guard shall be very punctual while reporting to office.

B) Terms and Conditions for Security Services Contract:

- 1) The agency shall make regular monthly due payment to the deployed guards and other payments on or before 5th of every month in the individual bank account of the deployed guards as per the minimum wages fixed by the state government. The payment to the guard would be made by the agency first irrespective of receipt of payment from Client and submit the original invoice/claim along with supportive compliance document (EPF, ESIC, PF etc.) to the Client on monthly basis for payment.
- 2) Revision in minimum wages as per government regulations would be applicable and will be paid to the agency. The Agency will be responsible for compliance and

strict adherence of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed.

- 3) The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, the work of maintenance of client shall be got done from other source at the expenses of the defaulting firm.
- 4) The agency shall not appoint any sub-agency for the service under any circumstances.
- 5) It shall be ensured that verified antecedents of the persons engaged be furnished to the client.
- 6) Any liability regarding Government dues as well as any human loss / injury during the course of work will be personal responsibility of the agency.
- 7) The award of contract will not confer any right for continuation or extension of the contract on any account.
- 8) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the client reserves the right to claim damages from Agency.
- 9) Decision of Additional Project Director, SMART shall be final for any aspect of the contract and binding to all parties. Disputes arising if any in the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Additional Project Director, SMART. The decision of the sole arbitrator so appointed shall be final and binding on the parties.
- 10) As stated under scope of services, the agency shall employ good and reliable persons with robust health and clean record preferably Ex-Servicemen within the age group of 40 to 55 years. In case any of the personnel so provided is not found suitable, the SMART shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.
- 11) The agency will discharge all his legal obligations in respect of the workers/guards to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The agency shall indemnify and keep indemnified the client from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Additional Project Director, SMART shall be final and binding on the contractor.
- 12) The guards should be able to communicate in Marathi, Hindi.
- 13) They should not leave their points unless and until the reliever comes for shift duties, Security supervisor will maintain all the registers, which are kept at main gate & other points.
- 14) They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all building is locked properly.
- 15) They should not give lenient or casual impressions in the duties and they should be alert and attentive.
- 16) They should observe movement of all the staff, labourers and visitors etc & registered.
- 17) They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
- 18) All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also.
- 19) Proper entries are to be made while handing over key to any staff of SMART and while taking over too.

- 20) The security guard should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor/Security Guards going on leave under intimation to this office.
- 21) Changing of Security Supervisor/Security Guards should be intimated to the Administrative Officer.
- 22) The Additional Project Director, SMART reserves the right to reject any or all Quotations in whole or in part without assigning any reasons therefore. The decision of Additional Project Director, SMART shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

C) SPECIAL TERMS AND CONDITIONS FOR SECURITY SERVICES:

- 1) The Agency will be responsible for the discipline of the Security Personnel employed by them as per Conduct Rules and Regulations.
- 2) The Agency shall provide extra security guards if desired by the Office, during the period of this agreement at the rates already agreed in this contract.
- 3) The Agency shall arrange subject to the provisions contained herein to safeguard the documents, appliances, fitting materials and property of the entire Intellectual Property Office Building. In addition to providing security to the property of Intellectual Property Office Building, the services include patrolling of the required area at all times during day and night on 24 hours basis, giving instruction to park private vehicles at proper place, watching the movements of visitors.
- 4) The security guard shall be vigilant so that no person shall carry away any articles belonging to the offices housed in Intellectual Property Office Building out of its building, and on finding such events, he shall immediately inform the concerned Administrative officer and act in accordance with the instructions given by him/her from time to time.
- 5) Senior Officer of the Agency should visit and check the Security staff periodically in different shifts and monitor their performance.
- 6) The Agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over and personally guarded by the security staff. In cases of any theft/pilferage of any property belonging to the Offices, housed in Intellectual Property Office Building, the concerned officer-in-charge will immediately register complaints with the police and inform the Security Agency for immediate follow-up investigation. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department(s).
- 7) The security guards provided by the agency to the department are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
- 8) The Additional Project Director, SMART, Pune reserves the right to cancel/terminate the contract at any time during the currency of the contract after giving one months notice to the Service Provider. The Service Provider on his part will have to give two months notice.
- 9) The employees engaged by the contractor will be in the employment of the agency only. The Security agency will be responsible for payment of wage as minimum wages as prescribed/revised from time to time by the State Government and such other service benefits to its personnel posted.
- 10) Contractor shall pay wages and other allowance to its deployed staff as per the minimum wages fixed by the State Govt. from time to time.
- 11) Agency shall provide weekly holidays National and Festival Holidays and leave with wages and other benefits as per the rules.

- 12)The contractor shall pay the gratuity and bonus as per the provisions of the 12 payment of Bonus Act, 1965 and payment of Gratuity Act, 1972.
- 13)All other benefits required to be extended under various labour statutory enactments.
- 14) The contractor shall ensure that none of their employees will be a member of any of the employees union(s) of the central union of Government employees, or take any interest in their activities.
- 15)After the expiry of the agreement period, the service need not be Continued taking as deemed extension of period.
- 16)The contractor shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately.
- 17)Any dispute arising out of this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to PUNE jurisdiction only. The office is entitled to withhold a payment that is due to the contractor in case of dispute till it is resolved.
- 18)The deviation from the terms and conditions, if any, shall be clearly indicated in a separate sheet duly signed by the Quotation.
- 19)In case of transfer of a security guard to any other place, the agency is responsible to give information in advance at least 7 day prior to transfer along with the information of proposed replacement at his place and documents related to his credentials
- 20)If security guards do not perform his duties as per the administration of SMART agency will be penalised at the rate of Rs 500 per day and the penalty will be deducted from the payment to agency.

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY
(To be submitted on the Bidder's Letter Head)

Date: *[insert date]*

Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for(Insert Title of the Tender) (Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the tenders invited by any World Bank funded Projects , any Government department /organization / PSU for a period of two years from the date of Suspension under the following circumstances;

- a) If after the opening of tender, I/We withdraw or modify my/our tender during the period of validity specified in the bid documents (including extended validity, if any) or do not accept the correction of the tender price pursuant to any arithmetical errors.

- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in tender document.

Signature and Seal of Authorised Signatory of bidder
Name of Authorized Signatory

**TURNOVER CERTIFICATE ISSUED BY CHARTERED ACCOUNTANT FIRM
(on CA's letter head)**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name of bidder) is having registered office at (detailed office address). The turnover of the (name of firm) for the three financial year based on the audited financial Statement is as under.

Sr. No.	Financial Year	Turnover in Rs.
1	2019-20	
2	2020-21	
3	2021-22	
	Total Turnover	
	Average Turnover	

The above information/figures are true and authentic to the best of my knowledge and belief. I/we am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of bid or at any stage, besides liabilities towards prosecution under appropriate law.

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Email id:

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON BIDDER'S LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION OF**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

Date:

To,
Project Director
Hon. Balasaheb Thackeray Agribusiness &
Rural Transformation (SMART) Project,
Pune

We hereby confirm and declare that we, M/s -----,
is not blacklisted/ De-registered/ debarred by any World Bank funded Project/
Government department/ Public Sector Undertaking/ Private Sector/ or any other
agency for which we have Executed/ Undertaken the works/ Services during the last
5 years.

Signature and Seal of Authorised Signatory of bidder
Name of Authorized Signatory.....

Performance / Experience details

Sr. No	Year	Name and Address of Client	Supply Order No and date	No of Security person provided per month	Supply order cost in Lakhs	contract period as per supply order in days	Supporting Document page No
1							
2							
3							

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Seal of the firm

Note: in support of above information, it is mandatory to submit Supply orders or contract document along with completion certificate or invoice copies

Financial Bid Format

Percentage BoQ

Tender Inviting Authority: Additional Project Director, Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project

Name of Work: Procurement of Security Services for PCMU office

Contract No:

Name of the Bidder/ Bidding Firm/ Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate per month in Rs. P	TOTAL AMOUNT PER MONTH Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	SecurityGuards Services					
1.01	Security Guard- 3 Nos per day for all days in the month	3.000	Nos	12325.000	36975.000	INR Thirty Six Thousand Nine Hundred & Seventy Five Only
Total in Figures					36975.000	INR Thirty Six Thousand Nine Hundred & Seventy Five Only
Quoted Rate in Figures			Select		0.000	INR Zero Only
Quoted Rate in Words		INR Zero Only				