

REQUEST FOR PROPOSAL (RFP)
SECURITY MANAGEMENT

Sealed Proposals (RFP) are invited for Security Management at Birsa Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office, for three years from the date of award of contract. The detailed terms and conditions & tentative required security personnels and supervisor have been laid down in the Proposal Documents.

S. N.	Place	Security guards	Total No. in three shift	Supervisor
1	Birsa Munda Football Stadium, Morabadi	03	3x3=9	01
2	Birsa Munda Football Stadium, Pump house	01	1x3=3	-
3	Silli, Football Stadium	02	2x3=6	-
4	NGOC Office, Morabadi	01	1x3=3	-
5	Sajha Office, Hotwar	01	1x3=3	-
6	Khelgaon, Duplex	01	1x3=3	-
7	Khelgaon, Flats, Sector -III Block -I & II	02	2x3=6	-
8	Khelgaon, Flats Sector -I Block -III & IV	02	2x3=6	-

1. Name of the advertiser : Executive Director, Sports Authority of Jharkhand.
2. Date & Time of sale of RFP Document : 03-16 December 2016
3. Last date, time & place of Receipt of Proposals (RFP): 23-12-2016 till 3.00 PM Sports Authority of Jharkhand, Mega Sports Complex, Hotwar, Ranchi
4. Date, time and place of opening of (RFP) :26.12.2016 at 1.00 PM of the Office of Director, Sports and Youth Affairs, Govt. of Jharkhand, MDI Building, Project Bhawan, Dhurwa, Ranchi
5. Cost of (RFP) : The Agency shall have to deposit Rs. 5000/- as bank draft drawn in favour of "Sports Authority of Jharkhand" in any Nationalized /Scheduled Bank as cost of (RFP) this shall be Non refundable.

Eligibility Criteria:-

- i. Interested Agencies, who have sufficient experience in the field, can submit their proposal in favour of Sports Authority of Jharkhand. The RFP document can also be downloaded from SAJHA Web site (www.Sajha.in or www.jharkhand.gov.in/Tourism, Art Culture, Sports & Youth Affairs/Tender). A demand Draft of Rs. 5000/- to be submitted separately along with the downloaded RFP documents. This shall be Non refundable.
- ii. The Agency must have experience of providing security services in the state of Jharkhand in Govt./semi govt. departments/reputed organizations with a minimum total of 50 security guards in a year.(Please attach relevant copies of work orders/agreement copies/ Performance Certificate Issued by the organization).
- iii. The Agency must have the up-to-date license under PASARA 2005.
- iv. Bidder shall have to deposit EMD of Rs. 1.00 Lac as Bank Draft drawn in favour of "Sports Authority of Jharkhand" in any Nationalized/Scheduled Banks
- v. Agency shall have established office/branch office at Ranchi.
- vi. The agency must have up-to-date Service tax, EPF, ESIC, PAN number registration/ necessary permission regarding security services.
- vii. The agency should have a minimum annual turnover of at least Rs. 50 lacs in any of the year in last three financial years. Copy of Balance Sheet and profit and loss accounts be provided indicating the turnover.

Sports Authority of Jharkhand (SAJHA)

REQUEST FOR PROPOSAL FOR SECURITY MANAGEMENT

Executive Director, Sports Authority of Jharkhand invites request for proposals for Day and night security Management at Birsa Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office. For three years from the date of award of contract.

Scope of Work

- i. All security guards should be well dressed, matriculate and should have been trained on security issues. Supervisor should be retired army officer and NCO rank.
- ii. All keys except stores shall be handed over to security agency after due inspection, register containing the equipments and Fixture, Furniture etc. shall be prepared during joint inspection and signed by the competent authority of SAJHA and authorized person of agency.
- iii. Maintain all the persons/vehicles in/out register during day & night time.
- iv. Personnel working in the various offices to be established shall be allowed to enter by showing identity cards of their respective offices.
- v. Age of all the security guards should not cross 50 Years.
- vi. All the security guard should be well dressed and shall have qualified security course or minimum 2 years experience.
- vii. Directions issued by Departmental Secretary/Director/Executive Director, SAJHA from time to time shall be complied.
- viii. Office facilities can be allowed only after instructions from SAJHA or his authorized representatives.
- ix. Any special permission or direction from the Secretary/Director/Executive Director, SAJHA shall have to comply.
- x. During any residential facility program the concerned organization shall be held responsible for any theft, defacing or any other vandalism caused. The agency shall have to report about the loss of property to SAJHA or his representative within 24 hours of the end of program.
- xi. The agency shall have to ensure safety of all equipments inside the stadium which includes Civil, Electrical PHE and any other sports equipment.
- xii. Only one gate shall open for entrance into the Stadia in normal days. Only during special occasions other gate shall be opened. Whenever additional gate are opened, additional security should be provided.
- xiii. Only swimming card holders shall be allowed to their respective time to enter in Birsa Munda Swimming pool, for specific purposes and sports event main gate & other gates will be open with the prior permission issued by the SAJHA
- xiv. Maintaining safety & security shall be full responsibility of the agency.
- xv. All the security persons shall carry photo identity cards to be provided by the agency.
- xvi. The agency has to provide uniforms, torch, shoes, lathi, as per requirement.
- xvii. The agency has to ensure, the electric light points switch ON everyday 6 PM and OFF 6 AM.
- xviii. The agency has to take care of the room/stadium keys and maintain inventory records for all incoming and outgoing items.
- xix. The agency has to ensure proper handover-takeover of each security personnel.
- xx. The- Number of Security Personal can be increase and decrease as per requirements.

Technical Qualification

- i. The agency must have experience of providing 50 security guards in any Govt./Semi Govt./ Reputed Organisation, Institution in the state of Jharkhand in any year in preceding 3 years (Please attach the relevant copy of Work Order/ agreement copies, performance certificate issued by the organization).
- ii. The Agency must have the up-to-date license under PASARA 2005.
- iii. The agency should have a minimum annual turnover of at least Rs. 50 lacs in any of the year in last three financial years. Copy of Balance Sheet and profit and loss accounts be provided indicating the turnover
- iv. The bidder has to deposit EMD of Rs. 1 lacs has bank draft drawn in favour of “Sports Authority of Jharkhand” in any nationalized/ scheduled bank.
- v. Agency shall have established office/ branch office at Ranchi in Jharkhand.
- vi. The agency must adequate number of employed & trained security personnel so as to establish their credibility in managing the stadium & flats duplex.
- vii. Agency must have service tax registration certificate.
- viii. Regarding security personnel employment the agency shall have to submit documentary evidence such as EPF registration proofs.
- ix. The agency/firm must be registered with ESIC.
- x. The agency shall have to submit copy of PAN Number.
- xi. All the above shall have to be submitted in the technical bid Annexure-I.
- xii. The agency has to obtain the labour license from the competent authority/department after the award of work order.
- xiii. The agency has to follow the current Jharkhand State minimum wage rule while submitting the price Bid.
- xiv. The Executive Director (SAJHA) reserve the right to reject or accept the RFP/any rate quotation in part or full and relax any provision without assigning any reason thereof.
- xv. SAJHA reserves the right to modify this RFP at any time during the process without stating any reason or incurring any liability.
- xvi. At any time prior to the deadline for submission of RFP, Authority may modify the tender in response to clarification by issuance of agenda.

Financial Bid

Please refer Annexure-II

Bid Process

- i. The proposals shall be given in two parts. Technical part & financial part shall be submitted in different sealed envelopes. Both the envelopes shall be kept in a separate sealed master Envelope.
- ii. Financial offer should be submitted in given format.
- iii. Financial part shall be opened only for technically qualified Agency.

Other Conditions

- I. The bidder shall have all responsibility regarding necessary Labour Acts, Minimum wages rule and all other Laws.
- II. Security Deposit of 10 percent of annual bid value shall have to be deposited as Bank Draft or Bank Guarantee valid for one year from the date of agreement. For the next year the Bank Guarantee shall have to be renewed by the bidder before expiry of due dates.
- III. The successful bidder shall have to enter into an agreement with Executive Director, SAJHA and only after that work order shall he issued. The bidder has to follow the current Jharkhand state minimum wage rules. The rates shall be enhanced as per increase in the minimum wedge of security guards.
- IV. The agreement period shall be for three years.

- V. The bidder should sign and stamp each page of this R.F.P. document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. The tender document should be submitted in proper bound form. Unsigned and unbound R.F.P. documents are liable to be rejected.
- VI. Bidder shall not sub-let or sub-contract any part of this contract/job without the written consent of the SAJHA. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting equipment by the workers of the Contractor Agency shall be rectified by the Contractor at his own risk and cost/cost received from by the Contractor. SAJHA shall not take any responsibility of damages caused by the contractor organization in any manner.
- VII. Maintaining safety & security of all workers shall be the sole responsibility of the agency.
- VIII. All the employee of agency shall carry photo identity cards and proper uniform to be provided by the agency at all time during the working hours on duty.
- IX. The contractor will keep the bio-data, recent photographs of each personnel and other such credentials as per good industry practice.
- X. The contractor shall also be solely responsible for the payment of their wages and/or dues to his employees. At any point in time the employees of the agency cannot be considered as employees of SAJHA or state government.
- XI. All liabilities arising out of violation of local laws and/or central laws shall be the responsibility of the agency. The contractor shall furnish a detailed fortnightly duty chart of his employees and keep informed the SAJHA of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective duties they are required to attend to. A copy of the duty chart shall be displayed by him on the Notice Board also.
- XII. The contractor and the security guards employed by him shall not indulge to outsiders any information about the equipment (s) installed in the stadium / indulge information about the employees of SAJHA as well as the activities of the SAJHA. The contractor will also have the responsibility to safeguard the stadium /moveable and immovable properly, besides protecting the environment.
- XIII. The contractor shall make payment of wages etc., to the persons so deployed by him by 10th of every month through bank account of the employees.
- XIV. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed from time to time by the government.
- XV. The contractor or his nominee shall ensure his/its presence at a short notice when required by the SAJHA.
- XVI. The contractor will be responsible for settlement of his own cost of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
- XVII. The agency will certify of damages pre/post event at stadium/allocate place. In case any damages found agency shall inform in writing to SAJHA within 24 Hrs time.
- XVIII. The Executive Director/SAJHA reserves the right to terminate the contract with thirty (30) days prior notice stating the cause of termination notice. However the executive Director/SAJHA may withdraw the termination notice after satisfactory compliance by the contractor within 30 days.
- XIX. The Executive Director/SAJHA reserves the right to deduct damages to the property or facilities caused due to the negligence of the contractor or any personal working on behalf of the contractor during the period of services subject to a maximum of 20% of the agreement value for the entire period of contract after serving proper prior notice to the contractor giving thirty (30) days time to comply or rectify the default. The Executive Directors/SAJHA reserves also the right to withdraw the notice after satisfactory compliance of the contractor. For avoidance of doubt the agreement value for the entire period of the contract shall be the amount quoted by the contractor in its financial proposal (per month rate) multiplied by thirty six (36) or total extended period of contract, if any.
- XX. The Executive Director/SAJHA further reserve the right to deduct the penalty charge for unsatisfactory performance of the agency during services within a period specified in such notice

served for unsatisfactory performance. The Executive Director/SAJHA shall deduct penalty to be calculated and paid for each day of delay until the unsatisfactory performance is rectified at the rate of 1% of the cost of such repair/replacement.

- XXI. The executive Director/SAJHA will have the right to appoint any other agency to rectify or complete any unsatisfactory/incomplete work performed by the contractor and recover such amount paid to such agencies from the performance security and fees due to the contractor.
- XXII. The contractor shall provide weekly off/holidays to his workmen as per prevalent laws but it will be his responsibility to ensure uninterrupted services on all days. The contractor is advised to keep sufficient personal so as to adjust and rotate the services of the personals.
- XXIII. The decision of the Executive Director/ Manager/Caretaker of SAJHA or any other authorized officer regarding the satisfactory standard security shall be final and binding on the Contractor.
- XXIV. In any events and emergency, the Contractor shall provide onsite security guards related to any other job assigned during event (round the clock).
- XXV. The Contractor shall provide security guard, supervisors as per demand of the job.
- XXVI. The successful bidder must provide EPF & ESIC code within a month from the date of award of contract.

Payment Condition

- i. Payment shall be made on the monthly basis & no advance shall be paid.
- ii. The agency shall be responsible for payment of EPF, ESIC, service tax & other dues of their employees. SAJHA will not be liable for any dues of security personnel.

Penal Provisions

- i. In case of theft, burglary, dacoity etc the agency shall be solely responsible & such amount shall be recoverable from the payment due to agency after joint investigation report.
- ii. Technical defects of civil, electrical, PHE or sports equipments shall not be the responsibility of agency.
- iii. Trespassers shall have to be dealt according to the prevalent laws.
- iv. In case of fire hazard it shall be the responsibility of the agency to inform instantly to the concerned authorities. The agency shall have to train their personnel regarding switching on the existing fire hazard system of the stadia.
- v. In case of electrical short circuits the agency shall have to inform the appropriate stadium authorities.
- vi. In case of failure or negligence in above duties appropriate financial penalties shall be evoked which shall be binding on the agency.
- vii. The Executive Director/SAJHA reserves the right to terminate the contract without any prior notice.
- viii. The Executive Director/SAJHA reserves the right to deduct the penalty charge of unsatisfactory performance of the agency during services.
- ix. In case of any legal dispute the matter shall be decided as per appropriate courts at Ranchi.

Executive Director
Sports Authority of Jharkhand.

Annexure-I
(To be kept duly signed in envelop -1 qualifying/Technical Bid)

TECHNICAL BID

Bidder is required to forward the following documents:-

1. Name of the registered firm/agency :
2. Address of the firm/agency :
(With Tel. no. Fax & E-mail)
3. Name & Address of the Proprietor :
Partners/ Director (With mobile no.)
4. Contact Person (S) (With mobile no.) :
5. Registration Number of the agency under :
The company's Act/Administration or any
Other act for providing manpower.
6. Agency memorandum & Profile :
7. PAN No. and income tax no. :
8. Service tax registration no. :
9. Details of registration with EPF authorities :
And ESI Authorities
10. Details of EMD :
11. In order assess the financial standing or the agency/firm the bid should contain the following format.

	FY. 2013-14	FY- 2014-15	FY- 2015-16
Turnover			
Taxable income			
Tax paid			

Above format should be supported by documentary evidence, like copies of balance sheet profit & loss A/C, income tax returns etc. duly signed by the statutory auditor or any other chartered accountant.

12. Three years experience i.e. FY. 2013-14, 2014-15 and 2015-16 in the following format.

Name & Address of client	Total contract value	Job order no & date	Contract period start/End

Documentary evidence to be enclosed in support of the experience claimed such as contracts/client certificate etc.

Declaration

I hereby certify that the information furnished above are complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm/agency will be blacklisted and will not have any right of dealing with the department in future.

Date : _____

(Signature of Authorized Signatory with date)

Place : _____

Name of the Firm/Agency and stamp

Annexure-II
(To be kept duly signed in envelop -2 Financial Bid)

FINANCIAL BID

Bidder is required to forward the following documents:-

1. Name of the registered firm/agency :
2. Address of the firm/agency :
(With Tel. no. Fax & E-mail)
3. Name & Address of the Proprietor :
Partners/ Director (With mobile no.)
4. Contact Person (S) (With mobile no.) :

Sl. No.	Particular	Percentage	Security Guard	Supervisor
1	Basic plus Variable Dearness Allowance (VDA)			
2	Employee Provident Fund (EPF)	12.36% of Basic plus VDA		
3	Employee State Insurance (ESI)	4.75% of Basic plus VDA		
4	Bonus			
5	Other Charges, if any			
	(a)			
	(b)			
	(c)			
6	Total			
7	Charges of weekly off/Approved Holidays	1/6th of Sl.No. 6		
8	Total Cost Per Head			
9	Service Charge			
10	Sum Total			
11	Service Tax as applicable			
12	Financial Cost to the SAJHA			

Date : _____

(Signature of Authorized Signatory with date)

Place : _____

Name of the Firm/Agency and stamp