



REQUEST FOR PROPOSAL FOR SECURITY SERVICES IN SCHOOL

This RFP is divided into following six parts:-

- (a) **Part I** – General Information.
- (b) **Part II** – Terms and Conditions.
- (c) **Part III** – Technical Specification.
- (d) **Part IV** – Technical Bid.
- (e) **Part V** – – Check list.
- (f) **Part VI** – Financial Bid.

This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage. The Principal Sainik School Ghorakhal reserves the right to reject any offer without assigning any reason whatsoever.

Feb 2021

Principal

PART – I
GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** 16 Feb 2021 by 12.00 hrs. Separate sealed bids (technical and commercial) are called for should be desposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the tender box or sent by post at the the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of bid documents. Bids sent by fax or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
3. **Time and date for opening of techical Bids:** 16 Feb 2021 at 12:30 hrs (if due to any exigency, the due date for opening of the Bid is declared as closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).
4. **Location of the tender box:** At Guard room gate No 02 Only those bids that are found in the tender box will be opened. Bids dropped in the wrong tender box will be rendered invalid.
5. **Place of opening of the Bids:** At Reception room near Gate No 02. The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. Rates and important technical clauses quoted by all bidders will be read out in the presence of representatives of all the bidders. This event will not be postponed due to non-presence of any representative.
6. **Two-Bid system:** Only technical bid would be opened at the time and date mentioned above. Date of opening of the commercial bid will be intimated after acceptance of the technical bid. Commercial bids of only those firms will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by the buyer.
7. **Forwarding of Bids:** Bids should be forwarded by bidders under their original memo/letter pad interalia furnishing details like GST number, EPF,ESI, Labour Licence (PSARA), bank address with EFT account if applicable etc and completed postal and e-mail address of their office alongwith a security deposit of Rs 5000.00 payable through a demand draft in favour of Principal, Sainik School Ghorakhal, payable at State Bank of India,Bhowali (Code 1352) Distt. Nainital, Uttarakhand.
8. **Clarification regarding contents of the Request for Proposal:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not latter than 14 (fourteen) days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the buyer and should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder's forfeiture of EMD deposit.

10. **Clarification regarding contents of the Bids:** During evaluation of comparison bids, the buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substances of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the tender.
12. **Validity of Bids:** The bids should remain valid for 180 days from the date of submission of the bids.
13. **Cost of Tender Form:-** Bidders are required to submit **Cost of Tender Form an amount of Rs. 500.00 (Rupees Five Hundred only) NON REFUNDABLE** alongwith their technical bid. The Cost of tender form may be submitted through a bank draft in favour of Principal, Sainik School Ghorakhal, drawn at State Bank of India, Bhowali (Code 1352) Distt. Nainital, Uttarakhand or can be obtained from School on cash payment. The receipt may be enclose with the Technical Bid.
14. **Earnest money deposit (EMD):** Bidders are required to submit **EMD for an amount of Rs 20,000.00 (Rupees Twenty thousand only)** alongwith their technical bid. The EMD may be submitted through a bank draft in favour of Principal, Sainik School Ghorakhal, drawn at State Bank of India, Bhowali (Code 1352) Distt. Nainital, Uttarakhand.
15. **Payment terms:** No payment will be made in advance under this contract. Payment will be made only after Satisfactory services are found
16. **Manner of Depositing the bids:** Sealed Bids should be either dropped in the Tender Box (Para IV) or send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non- receipt of Bid documents. Bids sent by FAX or E-mail will not be considered (unless they have been specifically called for by these modes due to urgency) Bidders are requested to quote their e-mail ID on their letter head for expeditious communication post opening for tender/RFP documents. The bid should be packed in envelope before putting in tender Box.

Note: Vendors will submit their technical and commercial bid on the original tender document which can be downloaded from the school web site www.ssghorakhal.org. If not able to down load the same can be obtained from school office. Technical and Commercial Bids are to be submitted in two separate envelopes duly sealed and indicated accordingly on the top of the envelope along with the date of opening.

Part II – Evaluation criteria & Price Bid Issues

1. **Evaluation Criteria –** The broad guidelines for evaluation of Bids will be as follows:
- (a) Only those Bids will be evaluated which found to be fulfilling all the eligibility and qualifying requirement of The RFP.
 - (b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

- (c) The Lowest Acceptable Bid will be considered further for placement of contract/Supply order after complete clarification and price negotiations as decided by the Buyer.
- (d) All taxes and levies including GST must be mentioned with their rates and value. No further correspondence on submitted quotations will be entertained after closing date of tender

2. TERMS AND CONDITIONS FOR PROVISIONING OF SECURITY SERVICES

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 16 Feb 2021 for provisioning of security services purely on contractual basis from 01 May 2021 to 30 Apr 2022.
2. Tender forms would be available at school office on payment of **Rs 500/-** (non-refundable) by **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), up to **12:00 hrs on 16 Feb 2021**. Earnest money of **Rs 20,000/-** is to be paid by SBI by Demand Draft, refundable on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be submitted along with filled-in tender form. In case the tender form is down loaded from the Internet, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 20,000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1230 hrs on 16 Feb 2021** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons there**
3. (a) The rates quoted should be for Security services inclusive of all charges & GST for service at the school premises on stipulated dates & timing.
 - (b) The contract shall be for the period from 01 May 2021 to 30 Apr 2022. However, it will come in to effect from the date of actual issue of orders. A copy of labour incense certificates (PASRA), Pan card, ESI,EPF registration, Service/ GST registration must be attach alongwith tender papers as documentary proof. If contractor does not enclose the above mentioned copies of the documents, the tender will be rejected at the time of opening of technical bid .
 - (c) The Security Guards employed in the school should be properly trained, who would be able to discharge duties in a manner befitting this prestigious residential educational institution.
 - (d) **The contractor will provide 24 hrs security at two gates (08 Hrs. duty per security guard) ,08 hrs services by two Patrolling guards in Officer & staff residential area from 2200 hrs to 0600 hrs of next day.**
 - (e) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school.

(f) The tenderer is to note that once contract is finalised, after due negotiations of contractual rates, has to deposit security amount @ Rs 5% of the total cost by SBI Demand draft before the contractual orders is placed. The contractual employees deployed are required to live in the school campus accommodation provided by the school for which they will have to pay rent and allied charges as applicable. The contract shall be for the period from 01 May 2021 to 30 Apr 2022. However, it comes to effect from the day of issue of orders. In case the approved tenderer fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount

(g) Once approved, the Contractor will provide seasonal uniform/ search Torch/ Batten as applicable and shoes to the Security Guards employed and shall ensure that his security personnel are always properly, smartly and adequately dressed.

(h) Request for enhancement of rates of services under any circumstances, shall not be considered once the rates are finalised. Hence, the tendered is to quote rates accordingly, keeping the market factors in mind. The market standing of the contractor in terms of permanent agency, infrastructure, financial soundness etc. shall be verified before award of the contract.

(j) Payment will be made by RTGS/NEFT drawn in favour of the firm, once in a month, on receipt of the corrected monthly bill from the firm, Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system **1.5%** of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

(k) In the event of unsatisfactory deployment or failure of deployment of Security Guards on the stipulated date and time or misbehavior by the deployed Security Guards, the school is at liberty to dismiss such guards and the percentage of amount as deemed fit will be recovered from the bill submitted for payment during the succeeding month. **The School is also at liberty to deploy the required number of Security Guards out of local resources without prejudice. The excess cost paid over and above the contract rate of such manpower deployed, inclusive of other charges will be recoverable from the amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit .** In addition, penalty to the extent of Rs.500/- will be imposed for any day during the month if the Principal, Sainik School Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the contractor.

(l) It shall be the sole responsibility of the contractor to meet, handle and settle all the demands, claims, liabilities, complaints, grievances and disputes of his employees engaged by him for the purpose of executing and administrating all the contracted job.

(m) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, with out any prejudice.

(n) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.

(o) Non-compliance of terms and conditions will result in forfeiture of security deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of earnest money.

(p) Contract may be terminated if services not found satisfactory.

4. During the period of contract, under mentioned instructions will be followed by the contractor / Security Guards as applicable :-

(a) Round the clock strict security arrangements of the entire establishment/premises as to prevent entry of un authorised persons, to prevent mischief, theft, pilferage of any property, to prevent damage to any property of the school or any offence on the said establishment/premises. Hence, it may be noted that all the security posts shall be manned on 24 hours basis , ensuring adequate rest for the guards between shifts and no one individual is continuously put on duty.

(b) Regulation of entry and exit of students, staff, parents, other persons, visitors and vehicles in the said premises as per direction of school administration.

(c) The security personnel deployed by the contractor shall be under the administrative control of the security officer or the person so authorised /designated by the school authority i.e. the Quartermaster of the school. **However, the supervisor of the contractor shall assist and also function as per his direction of school authority.**

(d) Contractor will provide varied services, like watch and ward, security of establishments against theft, pilferage, regulation of various entry and gate points, providing security to the officers, staff families and students of the establishment, firefighting and safety against internal/external agitations etc., make periodical visits to inspect the working of his personnel and keep close liaison with the school authorities. Security Guards will check for 'Gate Pass' , issued by Administrative Officer, for items if any, which are required to be carried out of School Campus for repair, rectification, replacement, etc.

(e) Local standing orders/duty orders as formulated in consultation and with approval of both the parties shall be strictly adhered to by the security personnel in performance of the duties and any deviation from such approved orders will be treated as lapse.

(f) The strategic points within and outside establishment/ premises where security personnel are to be deployed shall be determined by mutual consultation between school and the contractor.

(g) ID proof of security personal will be provided after finalization/before commencement of the tender for issue of Security passes. ID issued by Firm/Agency. Aadhar Card of all the staff is to be submitted to 'Q' section on 1st day of services

(h) The contractor will provide proper dress to the Security Guards and instruct them to have daily shaving and proper turn out. They will give proper salute to the authorized person.

(j) Guard inspection will be carried by the Administrative Officer once a week.

(k) Rate should be written in figure as well as in words also.

(l) Contractor has to provide the services on Sunday and closed holiday also as a normal routine, when the school session is on. The school security will not be hampered on account of function or holiday.

(m) The contractor shall be liable to payment of rent for any building/ house, if and when occupied by him in the course of the contract at the discretion of Adm Officer, Sainik School Ghorakhal.

(n) The contractor will maintained a duty roster register and same will be daily put to Quartermaster for verification. Incase any guard found absent the payment will be deducted from contractor's monthly bill.

(o). In case the contractor desirous to change their employees during the contract, he will inform to the school in writing. Before employment of the person, he will submit their ID proof with Police verification.

5. The tenderer is to submit tender in a sealed cover to the Principal, Sainik School Ghorakhal, suitable marked as '**TENDER FOR THE PROVISIONING OF SECURITY SERVICES** for year **2021-2022**

6.. An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved supplier/ contactor before placement of order.

IV**TECHNICAL BID**

1. Detailed profile of the firm.
2. Permanent Account number (PAN/TAN).
3. Registration of GST No..
4. Copy of Ministry of labour and employment License (PSARA) either by the State or Central Government.
5. Copy of the last audited accounts showing annual turnover.
6. List of educational institutions/government organization where the services it has been made at least three years with their contract numbers.
7. Declaration letter stating that the firm has not been black listed by any department/agency etc either by the State or Central Government.
8. Declaration of satisfactory services.
9. Copy of ESI and EPF Registration
10. Details of EMD Bank Draft.

Date

Place

Seal

(Authorized Signatory of the Firm)

PART V – CHECK LIST

SI No	Bid Enclosures Bidder should positively write YES or NO	Yes or No
1.	Whether Technical Bid (Envelope – A) and Commercial Bid (Envelope – B) prepared and stamped in all pages by the Authorized Signatory?	
2.	Whether EMD deposit is put in the Technical Bid (Envelope – A)?	
3.	Whether the Tender is submitted in two covers namely Technical Bid (Envelope – A) and Commercial Bid (Envelope – B)?	
4.	Whether two covers are put into an outer cover duly sealed with WAX?	
5.	Whether Technical Bid (Envelope – A) contains the following:	
5.1	Bidder's cover letter in the Letter Head signed and stamped by the Authorized Signatory.	
5.2	Detailed profile of the firm.	
5.3	Copies of the Permanent Account Number (PAN/TAN).	
5.4	Copies of the Registration of GST number.	
5.5	Copy of the last audited report/document showing annual turnover.	
5.6	Certificate of recognition for satisfactory installation by the institutions/organizations of repute.	
5.7	Name of Firm mentioned in the bid.	
5.8	Copy of Ministry of labour and employment License (PSARA) either by the State or Central Government.	
5.9	Declaration that the firm has not black listed by department/agency etc either by the State or Central Government.	
5.10	Declaration of satisfactory services.	
5.11	Copy of ESI and EPF Registration.	
6.	The Rate and Amount of each item along with the applicable taxes (Envelope – B) has been filled or not and the same is signed and stamped by the Authorized Signatory.	

PART – VI
FINANCIAL BID

The price Bid Format is given below and Bidders are required to fill this up correctly with full details in their tender bid.

7. **TOTAL AMOUNT TO BE PAID BY THE SCHOOL FOR SECURITY SERVICES**
(Rate to quoted by the contractor)

- (i) **24 hrs services at two gate by Security guards (08 hrs duty)**
- (ii) **08 hrs services by two Patrolling guards in Officer & staff residential area**

Total Amount for security guard services _____per month(8+1 persons)

In word (Rupees.....)

8. The above mentioned details, terms and conditions from Sl. No 1 to 7 have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

Name of Account Holder _____

Branch of Bank & Place _____

A/c Number: _____

IFSC CodeNo _____

MICR code No. _____

Enclosed cancel cheque/photo copy of Pass book

ADM OFFICER
SAINIK SCHOOL GHORAKHAL

Note: All Pages are to be signed before dropping in Tender Box.