



THE KHORDHA CENTRAL CO-OPERATIVE BANK LTD. KHORDHA

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Letter No. 3184

Date 27.01.20

TENDER CALL NOTICE

Sealed tenders are invited from Security Agencies for deployment of different category of personnel including Ex-servicemen/ Gunmen in the Bank. Only reputed Security Agencies providing security/ house up- keeping services registered under Companies Act, 1956 and Private security Agencies (Regulations) Act. having minimum five years experience in the field holding valid Labour License, EPF/ESIC/ GST registration, PAN/TAN Number and last three years cumulative turnover of at least Rs 60.00 Lakh having its registered office in Odisha preferably at Bhubaneswar are eligible to participate in the tender.

Last Date and time of submission of tender	:	Date 11.02.2020 by 5.00 P.M
Due date and time of opening of tender	:	Date 12.02.2020 at 3.00 P.M in presence of the tenderers or the authorized agent.

EMD: Rs 0.60 lakh in a shape of DD drawn in favour of Chief Executive Officer, Khordha Central Co-operative Bank Payable at Khordha is to be submitted along with the tender papers.

The intending parties may obtain tender papers from the Bank on payment of cost of Rs 5,000/- (Rupees Five Thousand) only + GST 18% (totally Rs 5,900 /-) (Non-refundable) from 29.01.2020 to 10.02.2020 on any working day and within Banking hours and submit their tender along with the cost of tender paper and EMD in shape of Demand Draft drawn in favour of Chief Executive Officer, Khordha Central Co-operative Bank Ltd payable at Khordha. They can visit Bank's website www.khordhaccbank.com

The authority reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept the lowest tender.


(Subash Chandra Mishra)

Chief Executive Officer



PREFACE

The Tender shall be submitted in two parts.

The first part i.e Part-A is the technical Bid for the screening of the company profile about fulfilling the essential prerequisites and general conditions given below (including the demand draft for earnest money).

The second part i.s Part -B is the price Bid to be quoted as per Performa given in the tender document by the participating companies/ agencies for providing different category of manpower and security personnel.

Two different sealed and signed envelopes superscripted "Tender for security/ House up keeping services "Part S/B as the case may be must be submitted to the Chief Executive Officer, Khordha Central Co-op Bank Ltd, At/ PO- Khordha-752055 on or before 11.02.2020 by 5.00 P.M only . Both these envelopes should be placed in a single envelope Marked "C".

General Conditions:

- a) Complete details of the company viz, office postal address, phone number(s), mobile numbers of the contact persons, FAX number(s), additional office(s) details if any, should be furnished in the Tender.
- b) Earnest Money of Rs 60,000 /- (Rupees Sixty Thousand) only in the form of a Demand Draft drawn in favour of KCCB, payable at Khordha should be enclosed with the Tender.
- c) All the Tender documents must be signed by the Chief Executive Officer/ Director/authorized signatory as the case may be.
- d) The format for submitting "Part-A" i.e company profile is given in Annexure-III attached to this notice.
- e) Part-A Envelope of the Tender Application must include the following
 - i) Earnest Money Deposit Demand Draft for Rs 60,000 /-
 - ii) Annexure-I to III duly signed by the authorized signatory of the company along with the rubber seal of the company.
 - iii) Annexure-III duly filled in the same format/ Performa and signed by the authorized signatory of the company along with rubber seal of the company. (Any deviations in the format shall render the tender application summarily rejected)
 - iv) Copies of the list documents of the company as given at the end of Annexure-III should be attached to Annexure-III(Company Profile).
 - v) Annexure -II duly signed by the authorized signatory of the company along with the rubber seal of the company, as a token of willingness to accept all the terms and conditions of the contract, if awarded.
- f) Part B envelope should contain only the price Bid for the work strictly as per the format given at Annexure- IV.
- g) Tender Form must be completely filled and in English only, incomplete tender applications are liable to be rejected.



- h) Tender documents are required to be signed by the authorized person submitting the tender as a token of his/their having read and understood the essential prerequisites, general conditions, special clauses and responsibilities for staff to be engaged , schedule of deployment as per laid down terms and conditions of the contract etc.

Signature with date and seal of the tender



Annexure-II

TERMS AND CNDITIONS

1. Invitation for application for issue of Tender does not constitute any guarantee for issue of Work Order to the Bidder(s).
2. Opening date of Part-A and Part-B of the tender is on 07.02.2020 at 5.00P.M.
3. Tenders will be opened in presence of the Bidders or their authorized representatives should they choose to be present. Only one representative of each Company/Agency will be allowed to be present during opening of Part-A and Part-B of the Tender.
4. Part-A of the Tender will be opened first.
5. A designated Committee of the Bank shall screen the tender documents for the Company's/Agency's conformity to the laid down pre-requisites/general conditions
6. Only sealed and signed tenders on the prescribed format accompanied by the Earnest Money Demand Draft for Rs. 60,000/-drawn in favour of Chief Executive Officer, KCCB payable at khordha shall be considered.
7. Incomplete, unsigned applications and applications without Earnest Money will be rejected
8. Tenders with corrections and/or overwriting are liable to be rejected, if these are not authenticated by one of the Directors/authorized Signatory of the participants as the case maybe.
9. The Earnest Money in respect of unsuccessful bidders will be refunded in due course. The Earnest Money of the successful bidder may be adjusted towards security deposit. The security deposit will be 3% of the annual value of the contract of the successful tenderer and must be deposited by the successful bidder in the shape of term deposit receipt obtained from Main Branch of KCCB in favour of Chief Executive Officer, KCCB within seven days of receiving intimation from KCCB. The tenure of the fixed deposit should be at least one year and would have to be extended/renewed if the contract is extended/renewed for the period of extension/renewal.
10. Part-B of the tender containing the "Price Bids" will be considered by Purchase Committee to open only those Companies/Agencies who have fulfilled all the conditions laid down in the essential prerequisites, terms and conditions of the tender
11. Part-B of the tender containing the price bid will not be opened, in case the Company does not fulfil the requirements laid down for Part-A of the tender, such tenders will be rejected.
12. In the event of award of the contract, the successful bidders(s) shall not engage Sub-contractors) for the job awarded or outsource the manpower. The contraction on-transferable. The man power to be engaged at the Bank's sites should be on the Company/Agency payroll.



13. Tenure of the contract shall be for one year, which may be extended/renewed up to three years subject to satisfactory performance,-after annual review under the same terms and conditions.
14. All the statutory obligations as laid down with reference to the Company or its employees should be fulfilled by the successful company(s), in terms of the relevant acts/rules/laws/guidelines laid down by the Labour Department of the State Government and/ or any other Statutory Authority from time to time. The company shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, minimum wages and contract labour (Regulation and Abolition Act, 1970).'
15. EPF, ESIC and any other Government statutory with regard to the said personnel engaged by the Company/Agency will be the responsibility of the Company to deposit on time with appropriate authority and should provide details of documentary evidence to the Premises Officer of KCCB along with monthly invoice.
16. The Company/Agency should have minimum of 5 years experience in providing personnel/security service to Public Sector Undertakings /Banks /Central / State Government organizations.
17. Minimum cumulative turn over of last three years of the company should be at least Rs.60.00 Lakh .
18. The Company/Agency should have deployed at least 45 personnel for last three consecutive years in different organizations(Year means April to March).
19. Should be possession of registration certificates/requisite license in respect of EPF, ESI and GST, PAN/TAN number, Engagement of labour etc.
20. The Company/ Agency should furnish certificates issued by different clients (preferably from Banking Sector/ PSU/ Central/ State Government organization etc.) in support of satisfactory services rendered to them.
21. The Company/ Agency should have its Registered Office in Odisha preferably at Bhubaneswar.
22. The Company/ Agency shall deploy different category of personnel for a minimum period of one year as per requirement of the Bank from time to time.
23. The Company/ Agency shall deploy trained, efficient and capable security personnel i.e. Armed Guard, Non-armed Guards with Lathi and personnel of other category within the age group of 18-45 as required by the Bank from time to time possessing the following educational qualification.
 - a) Security Armed Guard (Ex-Serviceman)- Matriculation pass/fail.
 - b) Security Armed Guard (Civilian)- Matriculation pass/fail.
 - c) Security Lathi Guard- Matriculation pass/fail
 - d) Office Assistant- Graduate
 - e) Office Attendant/ Sweeper-Class-VIII and above.
24. The company /Agency shall deposit Rs. 60,000.00 in shape of term deposit for a period of one year and assign the deposit receipt in favour of the Bank towards Security Deposit which shall be returned/ refunded on termination of the contract period.



25. In case of any security lapse including absence in duty penalty shall be imposed @5% of the total monthly bill of all the security personnel deployed in the Bank. In case of any losses (theft, burglary etc) caused to the Bank by the Security personnel supplied by the Security Agency, the Bank shall have the right to impose penalty to the extent of 2(two) times of the losses, to be recovered from the dues payable to the security agency (i.e. monthly bill and security deposit). Besides, the Bank may take any other step as would be proper as per law.
26. The security personnel with Arm and Security personnel with Lathi should normally have the following minimum physical standards.
- a) Height = Minimum 5'6"
 - b) Chest = Minimum 33 ½ " - 33 ½ "
 - c) Weight = At least 55Kgs
 - d) Eye Sight = Without glass, visual standard 6/6
- The Company/ Agency shall have to submit the attested discharge certificate in respect of the Ex-Servicemen to be deployed by the company/ agency.
27. The security personnel once engaged in the Bank by the Security Agency shall be changed only with prior intimation of 7 days to the Bank. Besides names of additional security personnel @10% of the actual number for standby purpose are to be furnished to the Bank for according necessary approval. In case any security personnel goes on leave, the substitute will be drawn from the said reserve man power.
28. A Supervising Officer (not below the rank of retired Junior Commissioned Officer in the Armed/ Para Military forces or retired Asst. Sub Inspector of Police) will be engaged full time by the Company/Agency for supervision of the activities of the personnel deployed. The Supervisors appointed shall keep contact with the Premises Officer/ Branch Managers daily in order to render and maintain the highest standard of service. No Separate remuneration will be paid by the Bank in respect of the Supervising Officer and it will be borne by the Agency. He shall check the attendance and performance of duties of the security personnel and issue written instruction in respect of their duties as and when required under intimation to the Bank. The Bank will provide accommodation inside the Bank's premises with telephone facility for functioning of Control Room of the security service.
29. The Company/ Agency selected shall provide at their cost the followings to the personnel(s) to be deployed in the Bank.
- a) Well-fit uniform with name plate/identity card.
 - b) Guns(single double barrel) with cartridge to all Armed Security Guards
 - c) Lathi (s) to all civilian security guards.
30. The Bank shall pay professional charges for the security and other personnel deployed by the Agency, which includes P.F. and ESI(both employee*employer's share), ESI contribution and other statutory payments/ contributions if any as per rules.
31. The Agency shall submit the following documents for verification in respect of the security personnel with Arm/Lathi deployed in the Bank to be returned after verification.
- a) Original discharge certificate from the Ministry of Defence, Govt. of India in case of Ex-Servicemen.
 - b) School/ College Leaving Certificate evidencing age.



32. The normal working hour for the security personnel and other personnel is 8(eight) hours a day. One day weekly holiday shall be allowed to each. The Agency will provide substitutes in weekly/ other holidays without any extra professional charges. The security personnel shall not be engaged for more than one shift (8hours) in any day either in Head Office or in Branch premises.
33. The Company/ Agency shall ensure that the security personnel remain in uniform during duty hours and perform sincerely.
34. The security personnel shall not leave the Bank premises during duty hours and now wages shall be paid by the Bank in such event.
35. If services of any security personnel is found unsatisfactory, the Agency shall replace the same immediately after receipt of report from the Bank.
36. The Company/ Agency shall prepare the monthly bill of the personnel deployed in the Bank on the basis of absentee statement furnished by the Premises Officer and concerned Branch Managers.
37. The Bank will make payment of professional charges within seven days from the date of receipt of the bill. A copy of challan from the Regional Provident Fund Commissioner in Support of payment to PF. deposit and ESI contribution in favour of security personnel engaged in the Bank for the preceding month shall be furnished by the Company/ Agency along with professional charges bills every month failing which the bill will not be considered for payment or the Bank may pay the bill withholding an equivalent amount of P.F. and ESI contribution relating to the previous month. The Company/ Agency shall also deposit service tax on behalf of the Bank and furnish necessary proof thereof at the time of submission of monthly bill failing which an equivalent amount shall be deducted from the current bill. The monthly bill of the professional charges shall be credited to the current account of the Company/ Agency(to be opened in the Main Branch of the Bank)after deducting the statutory deductions(taxes)
38. The security personnel posted in the Head Office of the Bank shall report their joining to the Premises Officer of the Bank. The security personnel posted in the Branches shall report their joining to the concerned Branch Manager.
39. The Bank shall be at liberty to terminate the contract at any time by serving 30 days notice, if the service is found unsatisfactory.
40. Samples of the uniform of security guard/ office attendant used by their Agency shall accompany the tender for approval by the Bank. The samples will be returned to the unsuccessful tenderers soon after finalization of the tender.
41. In case of any dispute between the Security Agency and the Bank, the matter shall be referred to the Sole Arbitrator (to be named/ designated by both the parties), whose decision shall be final and binding on both the parties.



Termination:

This agreement may be terminated as set forth below:

- a) By either party upon a default by the other part in the performance of any of its material obligations under this Annexure if it is not cured within 15 (Fifteen) days after written notice by the non-defaulting party.
- b) KCCB may terminate the contract by giving 30 days written notice to the company, if the service found unsatisfactory.

Force Majeure:

If at any time during the currency of contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, act of God etc which may prevent either party to discharge his obligation, the affected party shall promptly notify the other part about the happening of such an event. Neither party shall by reason of such event been titled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resume d as soon as practicable after the event has come to an end or ceased to exist, if the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any of seven days, whichever is more, either party may a its option terminate the contract.

Obligation of the Company:

The Company/ Agency shall ensure full compliance with tax laws and other applicable laws of India with regard to this contract and shall be solely responsible for the same. The Company/ Agency shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Bank fully indemnified against liability of tax, interest, penalty etc.of the company in respect thereof, which may arise.

Dispute Resolution:

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the dispute are not resolved by joint discussions then the matter will be referred for adjudication to a sole Arbitrate or appointed by the Chief Executive Officer ,KCCB, Head Office, Khordha.
- b) The award of the sole Arbitrate or shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act,1996 as amended from time to time.
- c) The cost of arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party Shall been titled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the company shall continue to be made in terms of the contract. Arbitration proceedings will be held at Khordha only

Jurisdiction of the Court:

The Court of Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Signature with date and seal of the tenderer



PART-A
TECHNICAL BID
(Company Profile)

- 1) Name of the Organization
- 2) Date of incorporation and year of establishment
- 3) Address of Head Office
- 4) Communication details of Contact Official(s) i.e Name, Phone Number (Landline) and Mobile Number, FAX Number, Email Address.
- 5) Company Registration Number under Companies Act, 1956
- 6) Company registration with Odisha Government under PSAR Act
- 7) Goods Service Tax Registration Number (GST)
- 8) Company's PAN/TAN Number
- 9) EPF Registration Number
- 10) ESIC Registration Number
- 11) Labour Department Registration Number
- 12) Profit after Tax deduction for 2016-17
- 13) Profit after Tax deduction for 2017-18
- 14) Profit after Tax deduction for 2018-19
- 15) Cumulative profits after deduction for last 3 financial years (01.04.2016 to 31.03.2019)
- 16) Annual Turnover for 2016-17
- 17) Annual Turnover for 2017-18
- 18) Annual Turnover for 2018-19
- 19) Cumulative Turnover for last 3 years (01.04.2016 to 31.03.2019)
- 20) Name of the organizations to whom provided services of manpower in this field for the financial year 2016-17
- 21) Name of the organizations to whom provided services of manpower in this field for the financial year 2017-18
- 22) Name of the organizations to whom provided services of manpower in this field for the financial year 2018-19
- 23) Blacklisted if ever with Blacklisting Organisations's Name, Date and reasons for such Blacklisting.
- 24) Name and address of the Banker
- 25) Any other information considered relevant.

Note:- Copies of documentary proof should be enclosed along with the Annexure.



Signature with date and seal of the tenderer

PART-B

PRICE BID

Sl No	Category Of Personnel	No Of Personnel	Total Professional Charges per month inclusive of all statutory dues(5+6)(Per head)	Details Break Up		Remarks
				Actual Wage to be paid to the employee inclusive of employee's share of EPF/ESI contribution	Service/ Supervision charges, inclusive of employer's share of statutory payments like EPF ESI, GST etc.	
1	2	3	4	5	6	7
01	Security Armed Guard(Ex-Service Man)(preferably)	8				
02	Security Armed Guard (Civilian)	3				
03	Security Lathi Guard (Civilian)	20				
04	Sweeper	10				
05	Office Assistant	1				
07	Assistant Engineer (Civil)	1				



Signature With Seal

N.B:-

- 01) For Office Assistant , Office Attendant, Sweeper, Jr. Engineer(Civil), Professional Charges to be paid for 24 working days in a month.
- 02) The actual wages of the personnel to be deployed by the agency shall not be less than the minimum wages prescribed by the Government.
- 03) The successful bidder shall pay all statutory contribution payable by the employer(bidder) under the provisions of the various labour laws and other laws in force and applicable during operation of the contract.
- 04) The successful bidder shall be responsible for all statutory payments including the taxes in respect of the security personnel.
- 05) If any complaint with regard to payment of wage allowances and statutory benefits is received and on inquiry it is established, the amount shall be recovered out of the bill/security deposit of the bidder.
- 06) Income tax shall be deducted by the bank at the prescribed rate as per provisions of Income Tax act on the gross value of the Bills.
- 07) The successful bidder shall have no claim whatsoever against KCCB for any loss/ damage caused to the agency / firm by reasons of war, riot, communal disturbance, pestilence, epidemical sickness, strike, lock out, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatever reason.
- 08) The security Agency shall furnish the records/ documents/ original vouchers/ challans in respect of statutory deposits concerning the security personnel deployed to the officer concerned of KCCB as and when required, failing which the Management of the Bank has every right to terminate the contract with penalty as would be deemed proper.

Signature With Seal

