

**H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.**

No. HIPA (Estt.) 15/2016

Dated: 5th October, 2016

TENDER NOTICE FOR SECURITY SERVICES

Sealed tenders are hereby invited from the reputed agencies/firms by 31.10.2016 up to 1.00 PM for rendering security services at H.P. Institute of Public Administration, Fairlawns, Shimla-171012. The Tender Document along with terms and conditions may be downloaded from website <http://hipashimla.nic.in>. However, such bidder shall require to pay the cost of Tender Document along with Tender in the shape of demand draft drawn in favour the Director, HIPA payable at any of the nationalized bank situated at Shimla. Tender document complete in all respect must reach the undersigned by **31st October, 2016 up to 1.00 P.M.** and shall be opened on the same day at **3.00 P.M.** in the presence of the bidders or their representatives and who may wish to be present. Tenders received after the above date/time shall not be entertained in any way.

The tenderer shall furnish the offer in two separate envelopes clearly mentioning “**Technical Bid**” (envelop No.1) and “**Financial Bid**” (envelop No. 2) duly super-scribed and then both the envelopes be kept in one sealed cover indicating “**Tender for providing security services at H.P. Institute of Public Administration, Fairlawns, Shimla-171012**” duly sealed and super-scribe.

The tender must be accompanied with an earnest money as specified in the tender document in the shape of **Demand Draft** drawn in favour of Director-HIPA payable at any of the Nationalized Bank situated at Shimla. The tenders received without earnest money or short amount will be rejected straightway.

In case the date mentioned above happens to be a holiday, the next day will be considered as due date for receipt and opening of Tenders.

Sd/
Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012

**GOVERNMENT OF HIMACHAL PRADESH,
INSTITUTE OF PUBLIC ADMINISTRATION
Fairlawn, Shimla-171012.**

T E N D E R D O C U M E N T

for

“Providing of Security Services”

LAST DATE FOR RECEIPT OF BID: 31.10.2016 UPTO 1.00 PM

DATE OF OPENING OF BID: 31.10.2016 AT 3.00 PM

COST OF TENDER DOCUMENT: Rs. 500/-(Rupees five hundred) only.

H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.

TEL. No. 0177-2734777, 0177-2734666

A- SCOPE OF WORK AND GENERAL CONDITIONS

1. **Scope of Work:** Providing Security services at Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-171012 by deploying required number of Security Personnel.
2. **Duties and Responsibilities of the Contractor and the Security Personnel:** The duties and responsibilities of the Contractor and Security Personnel shall be as under:
 - (a) The Contractor shall provide security services to the H.P. Institute of Public Administration (HIPA), Fairlawns, and Shimla-171012 by deploying adequate trained and well-disciplined manpower i.e. security personnel (one Security Supervisor and four Security Guards) who shall perform duties as at Schedule –A.
 - (b) The security personnel shall have to provide round the clock duty as per the duty chart assigned to them. In case any employee of the contractor is on leave or absent from the duty for any reason; the contractor shall provide substitute/replacement without any delay failing which the contractor shall be liable to pay double of the amount of wages to HIPA till such period his substitute is provided. This amount shall be deducted from his monthly bill.
 - (c) The Bidder/Contractor has to install either metal detectors at sensitive points or the majority of the security guards (to be deployed in HIPA premises) shall be provided with hand held metal detector for proper checking in suspicious cases.
 - (d) The Security personnel shall regulate visitors and vehicular traffic in HIPA Campus.
 - (e) The Security Personnel shall maintain records of inward and outward given to them from time to time by HIPA Administration.
 - (f) The security personnel so deployed shall take regular rounds of the premises to maintain vigil and security of the premises.
 - (g) The Contractor/Security Personnel shall keep the HIPA Administration informed of all the matters of security and co-operate in the investigation of any incident relating to security.

B. ELIGIBILITY CRITERIA FOR BIDDING:

3. The bidder should possess the following eligibility criteria at the time of tendering of bid, failing which the bid shall not be considered.
 - (i) The Bidder must be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted and registered with appropriate authority.
 - (ii) It must be empanelled/registered with DGR or under Private Security Agencies(Regulation) Act, 2005 or under any other acts as private security agency as required by law and as per rules in force and should be valid at least for 12 months from the date of the opening of tender.
 - (iii) The Bidder should have at least 50 security personnel in Himachal Pradesh and providing security services to the Ministry/Department/Autonomous Body/University/PSUs of the Government of India or any State Government Departments/Board/Corporations or any industrial or business undertakings, Institutions for the last 5 years and providing such number of trained security guards in the shift of 8 hours in a day. In token of having such number of security personnel and providing security services, the bidder shall have to

- attach documentary proof to this effect duly certified by the appropriate authority.
- (iv) If the Bidder with above criteria is not found available, the HIPA authority shall consider the lower ranked bidder for merit. Therefore, Bidders are advised to enclose all such documents of experience and number of Security Personnel having with them duly signed by the Client Department/Organization where they are providing such services, along with Technical Bid.
 - (v) The Experience and satisfactory performance certificate duly signed by the Head of the organization should be on their letter head as per Annexure A and attached with the Technical Bid in support of bidder's past working experience.
 - (vi) The preference shall be given to the Bidders who have their own training Schools for training of their personnel duly approved under Private Security Agency (Regulation) Act, 2005. Only trained in all facets of security work and fire fighting Security guards shall have to be deployed in HIPA. New appointment of security personnel shall be made only with the prior approval of committee constituted by the HIPA for the purpose.
 - (vii) The bidder shall be capable of providing guards and have centralised 24 hours manned control room backed up with walkie-talkie sets and quick reaction team(QRT).
 - (viii) In case the bidder is a Company, the names and address of the Board of Directors, the address of registered office, branch office and regional offices have to be provided in the Bid Document.
 - (ix) The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment.
 - (x) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company or the Agency and the firm should not be blacklisted. An undertaking to this effect on firm's letterhead should be attached.
 - (xi) The bidder shall have the following mandatory Registrations failing which bid shall not be considered and details of the same be provided in the Technical Bid along with documentary proof:
 - a. PF and EDLI Registration:
 - b. ESI Registration:
 - c. Service Tax Registration:
 - d. Should have PAN issued from Income Tax Department.
 - e. Registration as Proprietary firm, Partnership firm, Limited Company, Corporate body etc., as the case may be.
 - f. Registration under DGR/PSARA, 2005 or any other authority as Private Security Agency.
 - (xii) The successful bidder has to procure a valid License under Contract Labour (Regulation & Abolition) Act, 1970 for deployment/engagement of labour within one month from the award of Contract.
 - (xiii) The successful bidder shall ensure that the 70 % security personnel to be deployed are Bonafide Himachalis, having know how of local language & culture, sound in health and not more than the age as prescribed in the eligibility criteria.

4. In order to ensure the competence of manpower to be deployed by the Service Provider in HIPA they must possess the following minimum qualification and physical standard :-

Sr. No.	Designation	Minimum Educational qualification	Age in years	Physical Standard (Minimum)	Minimum working experience
1.	Security Guards	10 th Standard	21-45	Height- Male 5'-6" Chest- Male 32"	3 years
2.	Supervisors	JCO rank in case of Ex-Serviceman or Graduate in case of civilian.	Not exceeding 50 years in case of Ex-man and 45 years in case of Civilian.	Height- Male 5'-6" Chest- Male 32"	3 years

C. CONDITIONS RELATING TO SUBMISSION OF BIDS:

5. The minimum wages as notified by the Government of Himachal Pradesh in respect of Security Personnel from time to time shall be paid by the HIPA Administration. Any increase in the minimum wages by the Govt. of Himachal Pradesh shall be reimbursed to the contractor as per details below: -
- If the minimum wage is increased by an absolute amount, the contract amount will be increased by such absolute amount plus EPF, ESI and EDLI contribution as per existing law.
 - If the minimum wage is increased by any other method or formula other than an absolute amount, such increase will be converted or expressed in an equivalent amount plus EPF, ESI and EDLI contribution as per existing law.
 - However, no increase shall be provided in the amount of Service Charges on account of enhancement of wages and that shall remain constant during the currency of contract period on the basis of wages prevailing at the time of signing the contract agreement. If the contract is renewed further year to year basis, the percentage of Service Charges shall be worked out on the basis of wages prevailing at the time of renewal of such contract. Hence bidder must quote the rate accordingly.
6. The initial period of contract shall be for 12 months which may be extended for subsequent years of one year at a time depending on performance of the Agency and decision of the Government of Himachal Pradesh /Director, HIPA
7. All the pages of the tender should be sequentially numbered and signed by the owner of the firm or his Authorized signatory. In case the tender is signed by the

Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

8. Prior to the expiry of the validity period of the original bid, the Client Department may, at its discretion, request Bidders to extend the Bid Validity Period for a specified additional period.
9. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid in token of acceptance of terms and conditions.
10. The tender document is not transferable.

D-BIDDING PROCESS:

11. The Bids complete in all respect must reach the office of the Director-HIPA up to 31.10.2016 by 1.00 PM. Thereafter no bid shall be entertained. In the event of date of receipt of bids is declared as holiday, the bids will be received up to the appointed time on the next working day.
12. The Tender Document along with terms and conditions can also be downloaded from website <http://hipashimla.nic.in>. However, such bidder shall be required to pay the cost of Tender Document in the form of demand draft of Rs. 500/- drawn in favour the Director-HIPA payable at any of the Nationalized Bank Branch at Shimla along with their technical bid, failing which the bid will not be entertained.
13. The tenderer shall furnish the offer in two separate sealed covered envelopes clearly mentioning “**Technical Bid**” (Envelop No.1) and “**Financial Bid**” (Envelop No. 2) and then both the envelopes be kept in one sealed cover indicating “**Tender for Providing Security Services at HIPA, Shimla-12**” . In no case, the Tender cost should be mixed with the EMD.
14. The Technical Bid shall contain the information regarding Business Turnover, Experience and other details of the business of tenderer to judge the suitability of bidder for providing the security services.
15. On the date fixed for opening of tenders, the Technical Bids of the bidders will be opened first and suitability/eligibility of the Tenderer shall be evaluated by the Committee constituted for the purpose. If the bidder is not qualified in Technical bid/not found suitable for providing security services, his bid will be rejected.
16. The financial bid of those tenderers will be opened who qualified in technical bid/found suitable/eligible for providing security services by the Committee constituted for the purpose.
17. The technical bids shall be opened in the presence of the bidders or their authorized representatives who wish to be present. The Financial Bid (price bid)in no case should be included in the technical bid failing which the same shall be rejected straightway.
18. The Technical bid shall be accompanied with a Bid Security(EMD) of Rs.60,000/- (Rupees Sixty Thousand only) through Demand Draft in favour of “Director-HIPA Shimla” payable at any of the Nationalized Bank/Scheduled Bank Branch situated at Shimla. Bids received without Bid Security/Earnest Money Deposit (EMD) shall be rejected and thus shall not be considered for evaluation etc at any stage.
19. The bid security (EMD) without interest shall be refunded to the unsuccessful bidders after finalization of tender process. The EMD of the successful bidder shall be refunded on submission of adequate performance security or the same shall be adjusted in the performance security amount.

20. The successful bidder shall have to enter into an agreement with the Director, HIPA within 15 days of awarding the work on non-judicial stamp paper of Rs.100.00. Besides this, he has to provide a guarantee from a reputed firm or contractor for due performance and compliance of the contract work without any default.
21. The successful bidder (agency) will deposit within 21 days of award of contract, an amount equal to 10% of Annual Contract value towards Performance Security by way of Bank Guarantee/FDR duly pledged in favour of “ **Director, HIPA Shimla**” drawn on any Nationalized Bank/Scheduled Bank and payable at Shimla failing which (EMD) shall be forfeited unless time extension has been granted by HIPA Administration.
22. The EMD of the successful bidder shall be forfeited if he fails to undertake the work or fails to comply with any of the terms and conditions of the contract agreement.
23. The bid shall be valid and open for acceptance of the Competent Authority of HIPA Administration for a period of 1 year from the date of opening of the tenders (financial bid) and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
24. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
25. The quoted percentage of service charges shall include all statutory obligations. The rate quoted should be consolidated and inclusive of all Taxes/charges.
26. The firm should have turn over of Rs. 50.00 lacs from providing for Security Services for last three years 2013-2014,2014-2015 & 2015-2016
27. The Director, HIPA reserves the right to accept or reject any or all bids without assigning any reasons. The Director, HIPA also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
28. The HIPA may waive any minor infirmity, non-conformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.
29. Prior to the detailed evaluation, the HIPA authorities will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that confirms to all the terms, conditions and specifications of the Bid Documents without material deviations, objections, conditional or reservations. A material deviation, objection, conditional or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and /or is inconsistent with the Bid Documents or the HIPA’s rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

30. If a Bid is not substantially responsive, it will be rejected by the HIPA authorities, and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
31. The bidder shall quote the rate both in figures and words in the financial bid.
32. The bids will be evaluated by the Committee constituted for the purpose to ascertain the technically and commercially responsive for the completion of the scope of work, as detailed in the Bid Documents. The evaluation shall be carried out based upon Quality and Cost Based System (QCBS).

E- (I) TECHNICAL BID

33. The technical bids shall be evaluated on the basis of the eligibility criteria mentioned below and financial bids of only the technically qualified bidder shall be opened.
34. The technical bid shall be evaluated on the basis of their responsiveness to the tender/bid documents, applying the evaluation criteria and point system as fixed by the HIPA authorities.
35. Each information in Technical bid will be given a technical score. The Technical bid shall be rejected at this stage if it does not respond to important aspects of the tender/bid document or if it fails to achieve the minimum technical score of 65 out of 100.
36. After the technical evaluation is completed, HIPA authorities shall identify *those* bidders whose proposals meet the minimum qualifying criteria and are considered responsive to the bid documents, indicating also the date and time when the financial bids shall be opened in the presence of the successful bidders or their authorized representatives, who may choose to attend the bid opening.

E- (II) FINANCIAL BID:

37. The Evaluation Committee of the HIPA will assess the financial bids of the bidders who have been declared eligible after technical evaluation. The lowest Financial Proposal (Fm) will be given a financial score (Sf) out of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed in inverse proportion to the lowest bid, proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St * T\% + Sf * P\%$. Technical bid shall be assigned 60% weightage and financial bid shall be assigned 40% weightage. The firm achieving the highest combined technical and financial score will be invited for negotiations.

F-NEGOTIATION/AWARD OF CONTRACT:

38. Before work is awarded, HIPA authorities may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offer has achieved highest combined technical and financial score. The aim is to reach agreement on all points and sign a contract.
39. The negotiations will conclude with a review of the draft form of the contract. After negotiations, Director, HIPA and the firm will initial the agreed contract. If negotiations fail, the HIPA authorities will invite the bidder whose proposal

received the second highest score to negotiate a Contract, failing which the HIPA authorities may invite the next 3rd ranked bidder to negotiate and sign the agreed contract.

G. OTHER TERMS AND CONDITIONS:

40. The location, shift and provision for the required manpower shall be decided by the HIPA Administration as per the requirement of the institute. However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of Director-HIPA to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the Institute. The successful bidder/agency will get their antecedents, character and conduct verified by the competent authority as decided by the HIPA Administration.
41. The full particulars of the personnel to be deployed by the agency including their names and address shall be furnished to Director-HIPA along with testimonials before they are actually deployed for the job.
42. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Director-HIPA at any time without assigning any reason whatsoever.
43. A local representative of Contractor/Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the services under the contract. The security personnel shall be equipped with latest communication systems such as walkie-talkie.
44. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of HIPA, they shall work under directives and guidance of Director-HIPA or his authorized representative located at HIPA and will be answerable to HIPA Administration.
45. The Contractor/agency shall deploy security guards trained in all facets of security work, including fire fighting and the security agency shall ensure that all of them has to undergo medical examination before their employment in HIPA, Shimla-12. The Contractor/Agency shall provide necessary undertaking and documentary evidence in this regard.
46. A senior level representative of the Contractor/Agency shall visit HIPA at least once-a-week and review the service performance of its personnel. During the weekly visit, Contractor's/Agency's representative will also meet the Director-HIPA, officer dealing with service under the contract for mutual feed back regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
47. The Agency shall ensure that any replacement of the personnel, as required by Director-HIPA Shimla for any reason specified or otherwise, shall be effected promptly without any additional cost to the HIPA. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Director-HIPA at Agency's own cost.
48. The Agency shall provide reasonably good uniform with photo identity cards to its personnel deployed at HIPA Shimla-12 site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as belt, shoes, socks, caps, torch with cell, cane stick/baton,

metal detectors, hand-held metal detectors, communication set/walkie-talkie set, etc. shall be borne/supplied by the Contractor/Agency at its cost.

49. No residential accommodation shall be provided by HIPA Shimla to the contractor/ agency or its employees. The security agency has to make its own arrangement for the residential accommodation to the deployed staff. However a changing/duty room shall be provided by the HIPA Administration.
50. In case of any violation under Motor Vehicle Act in the premises by any of the person/visitor, they shall lodge complaint with the concerned authority.
51. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the HIPA Shimla-12/ Govt. of India/any State or any Union Territory.
52. The day-to-day functioning of the services shall be carried out in consultation with and under the directions of the Director, HIPA Shimla-12 or its authorized representative. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the contractor/agency with approval of Director-HIPA Shimla.
53. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. Gratuity, ESI etc. relating to personnel deployed by him at HIPA Shimla or for any accident caused to them and the HIPA Shimla shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Director-HIPA Shimla for whatever reason. The Contractor/Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws, rules in force, statutory regulations/Acts applicable to workers but not limited to with the following and their re-enactments/amendments/modifications:-
 - (a) The Payment of Wages Act 1936.
 - (b) The Employees Provident Fund & Misc. Provision Act, 1952.
 - (c) The Factory Act, 1948.
 - (d) The Contract Labour (Regulation & Abolition) Act, 1970.
 - (e) The Payment of Bonus Act, 1965.
 - (f) The Payment of Gratuity Act, 1972.
 - (g) The Employees State Insurance Act, 1948.
 - (h) The Employment of Children Act, 1938.
 - (i) Industrial Disputes Act, 1947.
 - (j) The Equal Remuneration Act, 1976.
 - (k) The Motor Vehicle Act, 1988.
 - (l) Minimum Wages Act, 1948
54. In case of any theft or pilferages, loss or other offences, the contractor/agency will investigate and submit a report to Director-HIPA Shimla and maintain liaison with the police. FIR will be lodged by Director, HIPA Shimla, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility shall be fixed.
55. The contractor/agency shall ensure that security staff appointed by him/them is fully loyal-to and assist the Director-HIPA Shimla during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the HIPA Administration.

- 56.** In case of any loss that might be caused to the HIPA Shimla due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Contractor/Agency and in this connection, Director-HIPA Shimla shall have the right to deduct appropriate amount from the bill of contractor/ agency to make good such loss to HIPA Shimla besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, Director-HIPA Shimla shall have the right to terminate the contract forthwith or take any other action without assigning any reason whatsoever. The Agency shall indemnify HIPA against all liabilities on account of acts done by workers of the Contractors.
- 57.** In the event of any security personnel being on leave/absent, the contractor/agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the contractor/agency shall make provision for leave reserve.
- 58.** As and when Director-HIPA Shimla requires additional security strength on temporary or emergent basis, the contractor/agency will depute such security personnel under the same terms and conditions. For this purpose, a notice of two days will be given to the contractor/agency by the Director-HIPA Shimla. Similarly, if the security personnel deployed by the contractor/agency any time are found absent from duty or sleeping or found engaged in anti-social activities, the same will be brought to the notice of the contractor/agency immediately and the Director-HIPA Shimla shall deduct the requisite amount at the pro-rata rates from the bill of the contractor/agency besides imposition of penalty for non-observance of the terms of contract.
- 59.** The contractor/agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by him/them showing their arrival and departure time. The Contractor/Agency shall submit to Director-HIPA Shimla an attested photocopy of the attendance record and enclose the same with the monthly bill.
- 60.** The Director-HIPA Shimla shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- 61.** There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
- 62.** The TDS/Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
- 63.** In case of non compliance/non-performance of the services according the terms of the contract, the Director-HIPA Shimla shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 64.** The contractor/agency shall be solely liable for all payment/dues of the workers employed and deployed by it. The contractor/agency shall fully indemnify HIPA Shimla against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment/work in HIPA Shimla premises.
- 65.** The decision of HIPA Shimla administration in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the contractor/Agency.

66. For all intents and purposes, the contractor/agency shall be employer within the meaning of the different legislations in respect of the persons so deployed by him/ them in HIPA Shimla. The persons so deployed by the contractor/agency in the institute shall have no claim of any master and servant relations nor have any principal and agent relationship with or against the HIPA Shimla.
67. All liabilities arising out of accident or death while on duty shall be borne by contractor.
68. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to Principal Secretary (Training) Government of Himachal Pradesh whose decision shall be final and binding to both the parties.
69. In case of any dispute between the contractor/agency and HIPA Shimla, HIPA Shimla shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Shimla only.
70. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference. In no case the successful contractor shall engage any sub contractor or transfer the contract to any third party.

Note :- Subsequent changes, if any, in the terms and conditions of bid document, shall be conveyed/displayed to the prospective bidder/tenderer through our ebsite hipashimla.nic.in, and not through newspapers. Hence the prospective bidders are requested to visit the above site for such changes.

Sd/-
Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.

DOCUMENTS TO BE ATTACHED WITH THE TENDER (MANDATORY)

1. Attested copy of Registration as private security agency.
2. Attested copy of Certificate of ESI Registration.
3. Attested copy of Service Tax Registration.
4. Attested copy of PAN issued by Income Tax Department.
5. Attested copy of Registration as Proprietary firm, Partnership firm, Limited Company, Corporate body.
6. Attested copy of financial turnover of the last 3 years, duly attested by CA.
7. Attested copy of Income Tax Returns for the last three years.
8. Attested copy of Service Tax paid for the last three years.
9. An undertaking on organization letter head to the effect that contractor/agency shall deploy security personnel duly trained from approved training centre. The complete detail viz. address and license Number etc. of such training centre must be mentioned.
10. An undertaking on organization letter head to the effect that there is no case pending with the police or any investigating agency against the Proprietor/Firm/Partner or the Company (Agency) and the firm has not been Black Listed by the Government or Non Government organization.
11. Performance and Experience certificate(s) from employer to whom the services have been provided as per Annexure-A.
12. Names and address of BODs/ members and address of Registered office, Branch office and Regional office.
13. Organization and Hierarchy of the security agency including list of each security Personnel with complete address and telephone number deployed or ready for deployment.
14. Earnest Money in the shape of bank draft of Rs. 60,000/-.
15. Any other documents as per conditions of the tender document.
16. Undertaking to the effect that contractor/agency shall be able to deploy at least 70% Himachali as a security guards.

SCHEDULE-A**Responsibilities of Security Guard.**

1. To act as sentry, a guide, a scout, a watchdog for the area of his responsibilities.
2. To check every entry of public/visitors.
3. To guard all entry and exit points to control movement of visitors and to screen unauthorized visitors and guide them properly.
4. To protect lift and property and ensure smooth inflow/outflow of goods and to see that they are accompanied with vouchers/proper gate passes.
5. To regulate visitors and vehicular traffic in HIPA Campus.
6. To maintain records of inward and outward movement of materials and vehicles etc. with proper check as per instructions given to them from time to time by HIPA Administration.
7. To report to the concerned authority/supervisor in case of any incidents/theft, pilferage or occurrence of fire immediately.
8. To help the estate staff HIPA Shimla in clearance of unauthorized encroachments or unauthorized occupation of houses/areas from the property of HIPA Shimla.
9. To assist in the smooth conduct of various functions of HIPA, Shimla-12.
10. He will remain smartly dressed and well maintained during his duty hours.
11. He will check all ingoing and out going property/goods and to ensure that they are accompanied by proper gate pass.
12. After marking his roll call he shall take over the charges of the property of his respective area and shall immediately report the same to his Supervisor.
13. The Security Guard on duty shall not leave his post unattended in any case without prior permission of the authorities.
14. The security Guards shall ensure that all doors/windows are properly locked after working hours by the chowkidar and in case of any negligence the same shall be reported to Security Supervisor immediately.
15. The Security Guard on duty would also assist to put off the fire hazards in case of fire.
16. If any area is left unlocked in that case temporary lock is affixed and area kept guarded till the arrival of staff of the same area.
17. He will beat his area after regular interval.
18. Any other responsibilities which may be assigned to him by the Security Officer or any officer of HIPA Shimla from time to time.

SCHEDULE-B**Responsibilities of Security Supervisor:-**

1. He will be called as a shift In charge.
2. He will be responsible for taking roll call of the Security Guards of his shift.
3. He will ensure that each Security Guard in his shift comes on duty well in time and smartly dressed.
4. He will make surprise check of the staff and report any incident of theft/pilferage/loss/fire etc. immediately to the HIPA authority.
5. He will monitor all the Trade Unions and other activities occurring in HIPA Campus and keep his superiors well informed of such activities.
6. Any act of indiscipline, slackness on the part of watch & ward staff will be reported to the concerned officer duly authorized by the HIPA Shimla.
7. He shall ensure that all the sensitive posts are provided security cover.
8. He will make adjustment of duties in case of any person is absent from duty.
9. In case of any worker is found slack, asleep, under influence of liquor, negligent or absent while on duty, he should immediately submit a report to this effect at once to the concerned officer duly authorized by the HIPA Shimla.
10. He shall carry out all such other duties, which are assigned to him from time to time by the HIPA Administration.

(ON ORGANIZATIONAL LETTER HEAD)

EXPERIENCE AND SATISFACTORY PERFORMANCE CERTIFICATE

It is certified that M/s _____
has provided _____ Number of Security Supervisor and _____ Number of security
Guards in this organization w.e.f _____ to _____.

It is, further, certified that the security services of
M/s _____ during the above period has been found
(Satisfactory/unsatisfactory).

**Signature with name and
Seal**

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")
 QUOTATION FOR PROVIDING "SECURITY SERVICES TO HIPA SHIMLA"

S R. No	PARTICULARS	SUPERVISOR (ONE)	SECURITY GUARDS FOUR(FOR 3 SHIFTS OF 8.00 HRS).
1	2	4	5
1	Rate per person/per day (minimum daily wages fixed by the Govt. of HP) (In Rs.)		
2	Administrative Charges inclusive of EPF EDLI ,ESI and other statutory deductions, if any		
3.	Service Tax as applicable		
4.	Total		

Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- i) No other charges/levies would be payable by Client.
- ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Name	
Address	
Phone No	
Moblile No	
Fax No.	
E-mail	

TECHNICAL BID**(In separate sealed Cover-I super scribed as Technical Bid)**

1	Name of the Tenderer Organization/Agency	
2	Address of the Tenderer Organization/Agency	
3	Phone number	
4	Mobile Number	
5	Email address	
6	Type of security agency	
7	Name of the authority with Agency is Registered to provide security services	
	Registration Number and date	
	Registration valid up to	
	Registration and other documents	
8	Details of Registration with DGR/PSARA, 2005/other authority	
9	Details of registration of EPF :	
10	Details of registration of EDLI	
11	ESI Code:	
12	Service Tax Registration No.(Attach copies of return for the last three years)	
13	PAN No.(Attach copies of return for the last three years)	
14	Registration details as Sole Proprietor, Partnership Firm, Company, body of individuals etc.	
15	Trade License No.	
16	All undertakings as per tender condition (attached or not)	
17	Names and Address of BOD members & Regd. Office attached or not.	

18	Track Record & Past Experience (with proof)				
	S.N.	Name of the Organisation to which services provided	Security Personnel	Period	Experience certificate as per annexure attached or not
19	Competence of the Staff, training and skill (Attach documentary proof)				
(i)	Whether the Security Personnel possess the prescribed qualification & age. (alongwith names and addresses of Security Personnel proposed to be deployed in HIPA)				
(ii)	Whether they possess the prescribed Physical Standard				
(iii)	Whether Efficient in Fire Safety Operations				
(iv)	Have undergone Security Training?				
(v)	Will the bidder be able to provide 70% Himachali Security Personnel				
20	Infrastructure and other detail (with documentary proof) :				
(i)	Total number of trained security personal and supervisory staff with the organization.		SUPERVISORY STAFF	SECURITY GUARDS	TOTAL
(ii)	No. of Security Personnel all over India				
(iii)	No. of Security Personnel in H.P.				
(iv)	Details of Training School/s				
(v)	Will the agency be able to install metal detector/hand-held metal detector, Walkie-Talkie sets, QRT and other accessories etc.				

(vi)	Financial Turnover for the last three years i.e. 2013-14, 2014-15 2015-2016	
21	Detail of DD Rs 60,000.00 towards bid security (EMD)	
22	Detail of DD/ cash receipt No. and date of Rs 500/- for the cost of tender document	

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name	
Address	
Phone No	
Moblile No	
Fax No.	
E-mail	
Place	
Date	

Office of the H.P. Institute of Public Administration, Fairlawns, Shimla-171012.

The technical bids are proposed to be evaluated on the basis of their responsiveness to the tender/bid documents, applying the evaluation criteria and point system as fixed below :-

1. Registration & other documents	24 marks
2. Track Record and past experience	30 marks
3. Competence of the staff, Training & Skill	15 marks
4. Infrastructure & other details	<u>31 marks</u>
Total :	<u>100 marks</u>

The further bifurcation of points amongst the above four major criteria of evaluation shall be as under :-

1. Details of Registration with DGR/PSARA, 2005/other authority
2. Details of registration of EPF/EDLI
3. ESI Code:
4. Service Tax Registration No.(Attach copies of return for the last three years) (1+2)
5. PAN No.(Attach copies of return for the last three years) (1+2)
6. Registration details as Sole Proprietor, Partnership Firm, Company, body of individuals etc.
Trade License No.
7. All undertakings as per tender condition (attached or not)
8. Names and Address of BOD members & Regd. Office attached or not.
- (2) Track Record & Past Experience (with proof) (30)**
(Full marks shall be given to the security Agency having maximum No. of years experience and the other agencies having lesser No. of years experience shall be ranked in inverse proportion to the highest one.)

S.N.	Name of the Organization to which services provided	Security Personnel	Period	Experience Certificate as per Annexure attached or not
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- (3) Competence of the Staff, training and skill (15 marks- 3 marks each)**
 1. Whether the Security Personnel possess the prescribed qualification & age. (alongwith names and addresses of Security Personnel proposed to be deployed in HIPA) (1+2)
 2. Whether they possess the prescribed Physical Standard
 3. Efficient in Fire Safety Operations
 4. Have undergone Security Training
 5. Will the bidder be able to provide 70% Himachali Security Personnel

**(4) Infrastructure and other detail (with documentary proof) :
(31 marks)**

1. Total number of trained security personal and supervisory staff with the organization(6 marks).

	SUPERVISORY STAFF	SECURITY GUARDS	TOTAL
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No. of Security Personnel all over India (4 marks)

No. of Security Personnel in H.P.(2 marks)

2. Details of Training School/s(7marks)
3. Will the agency be able to install metal detector/hand held metal detector, Walki-Talkie sets, QRT and other accessories etc.(7 marks)
4. Financial Turnover for the last three years (10 marks) i.e. for the years, 2013-14, 2014-15 and 2015-16 separately.

Apart from above, it is also informed that as per first para of Part-B of Tender Document it has been provided that if the firms/agencies with prescribed criteria are not eligible for consideration, the HIPA authorities, shall consider lower ranked bidder for merit in order to avoid retendering due to shortage of time. In view of this provision, mainly two conditions at Sr. No. 3 & 10 of part-B of Tender Document needs further criteria for evaluation :-

Condition No. 3 : Number of Security Personnel: If the security agencies with the prescribed number of security personnel within H.P and all over India are not available, HIPA shall proportion the points with reference to 50 and 250 respectively and consider the ranking of bidders for merit accordingly. If only some of the agencies fulfils the criteria in such situation the technical bids of those not fulfilling the criteria shall be ranked in inverse proportion to the highest one.

Condition No. 26 : Turnover - Rs.50.00 lacs or more: If the agencies with above criteria are not available, HIPA shall proportion the points with reference to 50 .00lacs and assign the points accordingly for evaluation purpose.

(1) Registration and other documents (24 marks- 3 marks for each)

Each proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the tender/bid document or if it fails to achieve the minimum technical score of 65 out of 100. After the technical evaluation is completed, HIPA shall identify those bidders whose proposals meet the minimum qualifying criteria and are considered responsive to the bid documents, indicating also the date and time when the financial bids shall be opened in the presence of the successful bidders or their authorized representatives, who may choose to attend the bid opening.

The Evaluation Committee of the HIPA will assess the financial bids of the bidders who have been declared eligible after technical evaluation. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed in inverse proportion to the lowest bid, proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = St * T\% + Sf * P\%$. Technical bid shall be assigned 60% weightage and Financial bid shall be assigned 40% weightage. The firm achieving the highest combined technical and financial score will be invited for negotiations