

**MADHYA PRADESH STATE ELECTRONICS  
DEVELOPMENT CORPORATION LIMITED**

**Tender No. I.T/15/ MPSEDC/2018 - IT Parks  
GWALIOR/DT 09/08/18**

**SECURITY SERVICES  
AT  
MPSEDC : IT PARKS, GWALIOR**

**STATE IT CENTRE, 47-‘A’ ARERA HILLS, BHOPAL-462011  
Tel : (0755) 2518674**

## INVITATION OF BIDS

Chief General Manager, M P State Electronics Development Corporation Ltd. (MPSEDC) invites online bids for providing Security Services at MPSEDC IT PARKS, GWALIOR/. Interested bidders may obtain further information from the office of MPSEDC Ltd. Bhopal.

- |   |  |
|---|--|
| A. Cost of Tender Document                          | : Rs.5000/- (Rupees Five thousand only non-refundable) payable online.                   |
| B. Processing Fee                                   | : Rs.1000/- (non-refundable)+ Service Tax extra-payable online.                          |
| C. Purchase Start and end dates of Tender document. | : Purchase Start date 10/08/18 from 10.30 a.m. and end date 30/08/18 up to 03:00 p.m.    |
| D. Last date of submission of Bid                   | : Date 30/08/18 up to 05:30 p.m.   |
| E. Date of opening of Technical Bid                 | : Date 31/08/18 at 4.00 PM   |
| F. Date of opening of Financial Bid                 | : Informed over phone/Email to the Bidders who qualify for opening of the Financial Bid. |
| G. EMD  | : Rs. 1,00,000/- (Rupees One lakh only) payable online.                                  |
| H. Place of opening of Bids                         | : MPSEDC Ltd., 47-'A' Arera Hills, Bhopal (M.P)  |
| I. Mode of submission Bids                          | : ONLINE   |

### NOTE:

1. Bids can be downloaded and purchased online from the website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and can be viewed freely on websites [www.mpsedc.com](http://www.mpsedc.com) / Any future Corrigenda/ Information shall be posted only on our website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) / [www.mpsedc.com](http://www.mpsedc.com) /
2. **OUR HELPLINE NO. 18002588684**

**CHIEF GENERAL MANAGER**  
**MPSEDC Ltd.**  
**State IT Centre,**  
**47-'A' , Arera Hills,**  
**Bhopal- 462011**  
**Tel: 0755- 2518674**

## Letter of Submission of Tender

**TO**  
**The Chief General Manager**  
**M.P. State Electronics Development Corp Ltd.**  
**State IT Centre, 47-A, Arera Hills,**  
**Bhopal (M.P) 462011.**

I/We, the undersigned, have read and examined in detail and bidding the document and also hereby declare that:

### **PRICE AND VALIDITY:**

- ❖ All the rates quoted in our proposal are in accordance with the terms as specified in bid documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of the opening of the tender.
- ❖ We do here by confirm that our bid prices include all taxes and duties, transportation and installation etc.
- ❖ We hereby declare that if any Tax is altered under the law, we shall pay the same.

### **DEVIATIONS:**

We declare that all the services shall be performed strictly in accordance with the tender conditions with no deviations.

### **QUALIFYING DATA:**

We confirm that all information/data have been submitted as required by you in your tender document.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief. I/We agree that in case any information is found to be incorrect, the tender is liable to be rejected at any point of tendering process.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours Faithfully

(Signature of Bidder)

Date:

Name:

Place:

Designation:

Business Address

Seal:

**GENERAL INFORMATION AND EMD DETAILS**

1	Name and Address of the Bidder:	
2	Contacts:	
3	Telephones:	
4	Fax:	
5	E-mail:	
6	Mobile No:	
7	Name of the Contract Person and Mobile No.	
8	PF No.	
9	ESI No.	
11	Bank Account No. with IFSC Code and address of the Bank	
12	Service Tax No.	
13	Income Tax PAN/GIR No.	

Note: Separate sheets may be attached wherever necessary.

Signature of the Bidder  
With stamp and date

## **INSTRUCTIONS TO BIDDER**

1. Bidders are required to submit all bids online only.
2. Bids in physical form will not be considered/accepted.
3. The Bidders are required to **deposit bids, tender cost, Processing fee and EMD on online only**
4. Bidders are required to submit bids as per the timelines given in the invitation of bids.(Page No.2)
5. The bidders are required to submit a list of enclosures along with the bid document.
6.
  - Pre-qualification offer shall be opened only of those who have submitted the EMD as specified.
  - Financial offer shall be opened only of those who have submitted proper EMD and are selected in Pre-qualification Evaluation.
  - Each page of the tender document is required to be signed by the authorized signatory and deposited along with the pre-qualification offer.
7. All erasures, cuttings and alterations made while filling the offer document should be initialled by the authorized signatory. Overwriting of figures is not permitted.

### A. ESSENTIAL ELIGIBILITY CRITERIA

1. The Bidder should have been operational for least five years.
2. The Bidder should have a Registration with Provident Fund and ESIC and Service Tax.
3. The Bidder should have minimum turnover of Rs.5 crore Per Annum.

### B. PRE-QUALIFICATION CRITERIA

SI. No.	Details	Max. Marks	Marks Obtained
1.	Number of years of experience in the field of security Services (0.5 marks for each year of experience)	10	
2.	No. of companies/Institutes/organization where man power deployed in the last two years. 2016-17 2017-18 (0.5 marks for each Institution where manpower deployed in last 2 years, subject to a maximum of 5 marks)	05	
3.	Turnover in the last two years 2016-17 2017-18 (Less than Rs.1.00 crore 0 marks, Rs.2 crore 2 marks, 5 crore 50 Lacs 10 marks for other turnover proportionate marks will be given for average turnover of last 2 years)	10	
4.	Amount of Provident Fund deposited for the month of March,2018 (Maximum 5 marks for Rs.2.5 lacs and proportionate for lower amount)	05	
5.	Amount of ESI Contribution amount deposited for the month of March,2018 (Maximum 5 marks for Rs.50,000/- and Proportionate for lower amount)	05	
6.	Amount of Service Tax Deposited for the Month of March, 2018 (Maximum 5 marks for 1.5 Lacs and proportionate for lower amount)	05	
7.	Services provided to various Government/Non-Government Organizations, etc (Maximum 5 marks for 2500no. of average manpower deployed in last 2 years, proportionate marks for lower manpower)	05	
8.	ISO certified valid upto current date	05	
	<b>TOTAL</b>	<b>50</b>	

**Note:**

1. DOCUMENTARY PROOF TO BE ATTACHED FOR ALL THE PARAMETERS OF EVALUATION.
2. Experience in the field of Security services will be considered on the basis of ESI registration date.
3. Turnover will be considered on submission of full set of audited Accounts or certificate from CA for the years.
4. Photocopy of the certificate from the employer is to be submitted as proof for counting number of Institutions where Bidder has deployed its manpower.
5. Photocopy of the challans of PF, ESI, and Service Tax to be submitted for the month of March 2018 as evidence.
6. Photocopy of the work orders and certificate from employers are to be enclosed as proof to count no. of Government/Non-Government Organizations, etc.
7. Office address of the Head office and Branches are to be given to count number of branches.

## **BID EVALUATION CRITERIA**

1. On opening the Bids shall be examined whether the EMD is in order and the Bidder meets the minimum essential eligibility criteria as specified at Page No.02
2. Subsequently, the Bids will be evaluated on the basis of the Pre-Qualification criteria given above and marks awarded against each parameter.
3. Those bidders whose EMD is in order and meet the essential eligibility criteria shall be considered for opening of Financial Bid.
4. The Financial Bids will be examined and any bidder quoting lower than minimum specified service charge (2% of basic wages) shall be disqualified.

**The tender will be evaluated on QCBS (Quality cum cost basis selection) system.**

There will be a weightage of 50% on the pre-qualification bid and 50% on the Financial Bid.

The marks obtained against the Pre- qualification criteria shall be considered as the marks for pre- qualification Bid.

The weightage for Financial Bid will be calculated as follows:

The lowest bidder will be awarded 50 marks. The other bidders will be awarded weightage as per the following formula:

Financial Bid weightage= (Rate quoted by the lowest bidder/Rate quoted by the bidder under consideration) x 50

For example if the lowest bidder has quoted a rate of 4% and bidder X has quoted 5% then the Financial Bid weightage of the bidder X will be  $(4/5 \times 50) = 40$

**The final score of the bid will be sum of technical bid weightage and financial bid weightage.**

**The Bidder getting the highest score will be considered as the successful bidder for award of contract.**



## **TERMS AND CONDITIONS**

1. EMD of unsuccessful bidders shall be returned after the award of the contract. The EMD of successful bidder shall be converted into Performance Security and refunded on expiry of the contract. No interest shall be paid on the EMD/Performance Security.
2. Following procedures shall be adopted in case of difference in quoted rates in figures and words and extensions.
  - a. Where there is difference between rates in figures and in words, the rates quoted in words shall be considered as correct.
  - b. Where the amount of an item is not worked out or it does not correspond to the rate either in figure or in words, the rates quoted in words shall be considered, as correct and necessary calculation shall be made.
  - c. Where the rates quoted by the Bidder in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the Bidder shall be considered as correct and amount shall be corrected accordingly.
3. The contract shall generally be awarded to the lowest bidder as per the Bid Evaluation criteria complying with statutory norms. However M.P.S.E.D.C. does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason and is not bound to accept the lowest bid since due weight- age shall be given to several factors besides the commercial bid.
4. Wages as per the Minimum Wages Act shall be payable. Since, the wages are variable in nature, and would be made applicable as per the circular issued by the competent authority to this effect from time to time and the Bidder should submit a copy of the Circular while claiming the increased wages as per the circular.
5. If the awarded bidder fails to accept the contract, the EMD amount will be forfeited and the second lowest in the list of selected agencies shall be given the opportunity for the contract.
6. The successful bidder has to enter into an agreement as per the draft agreement enclosed at Annexure – I to establish and maintain a system of strict Security control and discipline for smooth functioning for a period of three years within 10 days of receipt of receipt of the order.
7. The successful bidder shall undertake overall security arrangements of offices of MPSEDC at Gwalior and any other offices as directed by MPSEDC.
8. The successful bidder shall make arrangement for deployment of only fit & healthy security guards, initially 06 Security Guards and 02 Gun Men at Gwalior.

The bidder may be required to increase/ decrease the numbers as per the requirement from time to time. They shall undertake all reasonable steps within their physical capabilities to prevent theft, fire pilferage destruction by mobs, employees, labours, Community riots etc. and will perform their duties as per the direction/instruction/orders laid down by IT Park Manager as authorized by Chief

General Manager, MPSEDC, Bhopal. This Man-Power of the Bidder shall be entitled for ...13..... days leave in a year.

9. The bidder shall be fully responsible for discipline and turnout of their security personnel during their duty hours consisting of 8 hours per shift or given at specified time and notified places as and when required.
10. The bidder as per the instructions/directions received from the MPSEDC from time to time will undertake search of all employees of the MPSEDC, visitors entering the above premises and contractual labourers working in the establishment while entering in and leaving out of the MPSEDC premises.
11. The bidder Shall ensure that no inward/outward material movements takes place from MPSEDC premises without proper documents and papers found completed in every respect and signed by authorized signatory of MPSEDC which shall be communicated to the bidder, from time to time.
12. MPSEDC shall undertake verifications/surprise checks of all the Security Personnel deployed by the bidder for ensuring the presence of Security Personal on duty, their performance maintenance of records etc. without any prior notice. The observations of these surprise/verification/checks will be communicated to the bidder verbally or in writing for remedial measures, if required. The bidder will ensure that adequate measures on the observation of surprise checks have been taken accordingly and immediately.
13. The Security Personnel provided by the bidder shall be the employees of the Bidder and shall not have any right whatsoever to claim the employment in MPSEDC in any form either during or after the currency of this agreement.
14. In the event of any loss and damage caused to the properties of the MPSEDC due to the negligence of the security personnel, the Bidder shall be solely responsible to repay the loss/damage accordingly.
15. The MPSEDC will not be responsible for any injury sustained to the (Security Staff/Housekeeping staff of the Bidder during the performance of their duties and also for any damages or compensation due to any dispute between the Bidder and their Security/Housekeeping personnel. To comply with all liabilities arising out of any provision of Labour Law/ enactment hitherto in force or enacted from time to time during the execution of this contract, shall be the entire responsibility of the Bidder.
16. The Bidder shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of wages Act. etc. and also be responsible for payment of employee's contribution under E.P.F. and ESI Act. etc. in respect of staff deployed for MPSEDC duties.
17. All bills concerning security and housekeeping payments shall be put up by the Bidder to Chief General Manager for his verification and then only it shall be further processed and forwarded by P&A to Accounts Department for the payment of these bills.

18. Pattern of uniform for security Personnel including the Identity cards with proper names displayed shall be the standard Pattern of the Bidder and the Bidder has to arrange the uniform on its own expenses.
19. The Bidder shall not at any time during the currency of this agreement sub-contract the job entrusted to them for performance to any other party.
20. No food and transport and any other amenity in the nature of perks will be provided by MPSEDC for the security/housekeeping personnel.
21. The Bidder shall affect Insurance at their own cost for their personal and properties belonging to them, MPSEDC shall not be responsible for any damage/loss of any nature whatsoever.
22. The Bidder shall be responsible for maintenance of proper records for incoming and outgoing vehicles, visitors, employees, materials and properties of the company and prescribed formats, which will be provided by the MPSEDC.
23. All the Security Personnel will have to submit a Bio-Data and recent passport size photograph, at the expenses of the Bidder to the Chief General Manager of the MPSEDC for office records.
24. The Bidder shall produce all the records to Chief General Manager as and when required or called for, for verification and inspection purpose.
25. In the event of dispute arising out of this agreement, the Managing Director, MPSEDC, shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
26. The bidders are required to quote only service charges on basic wages in the Financial Bid. Employer's contribution towards service tax, Employer's Contribution to provident Fund, Employees' State Insurance Act along with statutory administrative charges shall be paid by the Corporation on submission of bills.
27. The wages need to be paid by the bidder to the security guards and housekeeping staff at par with the amount claimed from the corporation (MPSEDC) by 7<sup>th</sup> of the following month positively irrespective of actual payment of the bills by MPSEDC. In case the Bidder fails to make payments as above, a penalty of Rs.20/- per person per day shall be imposed and deducted from the amount payable to Bidder for that Month.
- 28. The Bidder shall not be allowed to deploy one person for more than 26 duties in a month. In case, the Bidder is found to deploy one-person more than 26 duties, it will be a sufficient reason for cancellation of Contract and forfeiture of performance Security.**
- 29. The Bidder is required to OPEN SEPARATE PF Account for its employees deployed in MPSEDC exclusively. The Bidder shall be responsible for depositing provident fund, ESI Contribution and other statutory charges payable and shall attach documentary proof of having deposited the same along with the bill of next month. The amount deposited against these liabilities should be deposited on a separate challan only for Manpower deployed in MPSEDC. The amount**

**deposited should exactly match the amount deducted from the salary of employees and amount paid by MPSEDC towards such liabilities, non-compliance of this condition will be a sufficient ground for cancellation of contract and forfeiture of performance security.**

30. The Bidder is required to arrange copies of PF Slips of its employees by September of the following year to enable its employees deployed in MPSEDC to tally their PF accumulations.
31. The Bidder is required to submit true copies returns of the returns PF, ESI every year within expiry of one month of the statutory for filing the returns.
32. The minimum service charge to be quoted by the Bidder shall be 2% of basic wages. In case any Bidder quotes less than 2% as Service Charges in the Financial Bid the same will be summarily rejected.
33. No Bidder shall contact on its own, the Competent Authority on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.  
  
Any effort on part of a Bidder to influence the Competent Authority or members or Technical/Monitoring committee, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the bidder's bid.
34. This agreement can be terminated by either side by giving one-month notice without assigning any reason whatsoever.
35. The scope of the work and/or tenure of the contract shall be valid for a period of three years which can be enhanced on mutual consent for a further period of two years.
36. Any future Corrigendum/Information shall be posted only on our website  
**[www.mpeproc.gov.in](http://www.mpeproc.gov.in)/[www.mpsedc.com](http://www.mpsedc.com)/[www.mapit.gov.in](http://www.mapit.gov.in)/[www.dit.mp.gov.in](http://www.dit.mp.gov.in)**
37. OUR HELPLINE No.18002588684

**FINANCIAL BID**

**(TO be submitted separately for all locations – Gwalior**

**Location IT Park Gwalior**

<b>Description</b>	<b>Rate</b>
Service charges for security and allied staff as per terms and conditions given in the Tender Document	

**(Name & Signature of the Bidder with Seal)**

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