

No.1767/OSDMA

Date: 12.06.2020

QUOTATION CALL NOTICE

Sealed Quotations are invited from the registered firms/ organizations/ agencies for providing Security Guards to the office of Odisha State Disaster Management Authority (OSDMA), 9th Floor, Rajiv Bhawan, Bhubaneswar. The intending firms/ organizations/ agencies may submit the quotation along with supporting documents to the office of the Odisha State Disaster Management Authority (OSDMA), 9th Floor Rajiv Bhawan, Unit-5, Bhubaneswar-751001 on or before **29.06.2020 (up to 3.00 PM) through Registered Post / Speed Post only.**

SERVICE TO BE RENDERED:

- a) For providing trained and professional Security Guards round the clock, on shift wise basis, for watch and ward of Odisha State Disaster Management Authority (OSDMA) office on the 9th Floor, Rajiv Bhawan, Bhubaneswar & in other premises as and when required.
- b) The security personnel must be trained lathi guards.

ELIGIBILITY CRITERIA:

- I. The firms/organizations/agencies ought to have valid Registration Certificate. They must be registered under Contract Labour (R&A) Act, 1970, under the Odisha Shops and Commercial Establishment Act, 1956 and have appropriate license issued by Home Department, Govt. of Odisha under Private Security Agency (Regulation) Act. 2005 & Rules 2009. The quotation must accompany with the copies of the valid registration certificates. The quotationer will be responsible for payment of dues under EPF Act / ESI Act in case of Security Guards engaged by them.
- II. The quotationers must have valid Goods & Services Tax registration certificate, Permanent Account Number (PAN), proper labour license issued by the competent Authority. The quotation must accompany with the copies of the same.
- III. The firms/ organizations/ agencies must have previous experience of providing security guards and have deployed security guards in the Central Govt. / State Govt. / Public Sector Undertakings / Reputed Private Organizations for at least three years during the last five years. Copy of the document showing years of experience in providing security guards to other organizations must be furnished with the quotation.

BID SYSTEM:

The bids shall be submitted in two separate formats i.e. Technical Bid and Financial Bid. The prescribed formats for technical and financial bid are attached in Annexure-I & II.

All the supporting documents shall be submitted along with the Technical Bid.

INSTRUCTION FOR SUBMISSION AND OPENING OF BID:

- I. The Technical Bid and Financial Bid as per prescribed format given in Annexure-I & II shall be submitted in two separate sealed envelopes superscribed with "Technical Bid" and "Financial Bid" as the case may be along with name and address of the quotationer. The Technical Bid must contain the EMD in shape of DD along with the supporting documents. Both the envelopes containing Technical & Financial Bid shall be put in another envelope which shall be superscribed with "Quotation for providing Security Guards to OSDMA" along with name and address of the firm/organization/agency. The quotation shall be sent to Managing Director, Odisha State Disaster Management Authority (OSDMA), 9th Floor, Rajiv Bhawan, Bhubaneswar-751001 through Registered Post / Speed Post only. The firm/organization/agency should mention his/her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The firm/organization/agency may submit any other details that it may like to furnish.
- II. Quotation received after the due date and time shall not be entertained.
- III. Both the bids (Technical & Financial) should be completed in all respects and should reach the undersigned **on or before 29.06.2020 (up to 3.00 P.M) through Registered Post/ Speed Post only** and the Technical Bid will be opened on the same day at **05.00 P.M.** in the presence of the bidders or their authorized representatives who may like to remain present in the office of Managing Director, Odisha State Disaster Management Authority (OSDMA), 9th Floor, Rajiv Bhawan, Bhubaneswar. The bidders or their authorized representatives intend to remain present at the opening of the Technical Bids shall contact OSDMA (Phone No.0674-2395398, 2395531, E-mail: osdma@osdma.org) by **4.30 PM on 29.06.2020** for arrangement of necessary entry passes to the Rajiv Bhawan premises. They must bring original ID proof (Voter ID/ Adhar Card/ PAN/ DL/Passport) for issue of entry pass. The date of opening of the Financial Bids will be intimated to those firms/organizations/agencies who shall qualify the Technical Bid.
- IV. The bidder shall submit copies of their valid Registration Certificate, certificates of registration under Labour (R&A) Act, 1970 & under the Odisha Shops and Commercial Establishment Act, 1956, Goods & Services Tax registration certificate, Permanent Account Number (PAN), appropriate license issued by Home Department, Govt. of Odisha under

Private Security Agency (Regulation) Act. 2005 & Rules 2009 and Labour License issued by the competent Authority along with the Technical Bid. The agency should also, submit the experience certificate for atleast three years as mentioned in the eligibility criteria.

- V. OSDMA shall not be liable for any postal delay or by any other means, in receipt of the Bid of firms/organizations/agencies. The bids received after due date and time shall not be considered for opening.
- VI. The firms/organizations/agencies failing to submit all the specified documents as mentioned above along with the Technical Bid shall be summarily rejected.
- VII. Corrections in the bid documents, if any, must be attested by the authorized signatory.
- VIII. Individual signing the bids or other documents connected with the tender must specify whether he signs as a sole proprietor of the concern or constituted attorney of the sole proprietor of the firms/ agency/ organization duly authorized (proof to be attached).

EMD & Security Deposit

- a) The technical bid must be accompanied with an **Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees Ten thousand)** only in shape of Bank Draft drawn in favour of Odisha State Disaster Management Authority payable at Bhubaneswar.
- b) The EMD in any form other than DD shall not be accepted.
- c) Quotation without prescribed earnest money shall be rejected.
- d) The EMD will be refunded in case the quotation process is cancelled by OSDMA without interest.
- e) The EMD of the unsuccessful firms/organizations/agencies shall be refunded without interest after the execution of the contract agreement with the selected agency.
- f) The EMD shall be forfeited if the selected firm/organization/agency refuses to take up the work at the quoted price or leaves the work unilaterally before completion of the contract period.
- g) The selected tenderer will have to give a **Security Deposit of Rs.30,000/- (Rupees thirty thousand) only** in shape of Bank Draft drawn in favour of Odisha State Disaster Management Authority payable at Bhubaneswar, within seven days of the selection, and enter into an agreement, failing which, the tender will be awarded to the next tenderer.
- h) The security deposit will be refunded within 30 days from the termination of the contract agreement without interest.

EVALUATION CRITERIA

Tenderers who qualify in the technical evaluation will only be considered as technically qualified tenderers. Financial Bids of such technically qualified tenderers will be opened for evaluation. The lowest bidder in the financial bid as decided by the committee will be offered

for providing Security guards to OSDMA with usual ToR. The decision of the empowered committee (OSDMA) shall be final in all respect for awarding the contract.

RIGHT TO REJECTION:

- a. OSDMA reserves the right to reject any or all the quotation received without assigning any reason thereof and the agency shall not be entitled to any costs, charges or expenses incidental to or connected with preparation and submission of the quotation documents.
- b. Canvassing in connection with quotation/documents containing uncalled for remarks if found are liable for rejection.
- c. Quotation with any modification (s) and /or special condition(s) of the agencies or with any rider is liable for rejection.

SUB-LETTING OF WORK IN WHOLE OR PART

The firm/organization/agency shall not sublet the job or any part thereof, in any manner whatsoever. The contract shall liable to be rejected in such case/s and the EMD amount shall be forfeited.

INSPECTION OF WORKS:

The officer/s designated by OSDMA is specifically authorized to have full powers and authority to inspect the watch and ward service provided by the agency as per quotation conditions and instructions issued from time to time.

The proprietor/ representative of the selected firm/organization/agency will meet the authorized officer in this office fortnightly i.e. 1st Monday & 3rd Monday- 11.30 AM hrs. for review of performance and briefing.

GENERAL CONDITIONS

- a. The offers must confirm to the minimum wages prescribed by Labour and Employment Department, VDA, ESI, EPF and other benefits as per rules and this must be clearly indicated. The service charges / Goods & Services Tax as applicable etc. if any may also be specifically mentioned. In case the tax part is not mentioned in the quotation, it would be presumed that the quoted price includes all taxes.
- b. The service provider shall abide by the provisions of Minimum Wages Act, 1948, the Contract Labour (Regulation & Abolition Act, 1970, Employees Provident Funds and Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948, Private Security Agency (Regulation) Act. 2005 & Rules 2009 and other relevant laws applicable to their establishment.
- c. OSDMA will make monthly payment to the firm/ agency/ organization for the services rendered by the firm/ agency/ organization after submission of bills along with copies of challans/ payment evidence in support of deposit of EPF, ESI contribution & other statutory dues if any with the appropriate authority and on satisfactory performance by the concerned firm/ agency/ organization.
- d. T.D.S. as applicable will be deducted from the bills of the service provider as per Income Tax Act/ GST Act.
- e. The contract period for providing Security Guards to OSDMA is for minimum of two years from the date of actual operation (beginning of the service) or signing of contract whichever is later. However, if required the contract may be renewed for another one year by the competent authority i.e. Managing Director, OSDMA, subject to satisfactory performance of the firm/ organization/ agency and with the mutual consent of both the parties.
- f. Goods & Services Tax as applicable will be reimbursed as per the provisions of the GST Act. The GST as applicable if not mentioned in the quotation, it would be presumed that the quoted price is inclusive of GST.



NOTICE AND COMMUNICATION

The bidder is required to state his/ her correct full address in the document including valid e-mail & Fax number. All notices, communications to any firm/ agency/ organization by OSDMA shall be deemed to have been sent or served if delivered or left at or posted to the firm/ agency/ organization and shall be deemed to have been so performed on the day on which they were so delivered or left.

 12.06.2020
General Manager (P&A)

ANNEXURE-I

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY
9TH FLOOR, RAJIV BHAWAN, UNIT-V, BHUBANESWAR**

TECHNICAL BID

1. Name of the Agency/ Firm/Organization

2. Detail Address of the
Registered Office &
Branch Office
Phone No. FAX No. , E-mail id etc.
i. Registered Office
ii. Branch Office

3. Details of Previous Experience

<u>Sl. No.</u>	<u>Name of the Organisation</u>	<u>Value of Contract</u>	<u>Period</u>
i.			
ii.			
iii.			

4. Earnest Money Deposit

(A) Draft No. Name of the Bank
(B) Date
(C) Amount

5. Whether having GST clearance Certificate
(Xerox copies of Certificate to be enclosed)

6. Other documents as at Clause (IV) of
"Instruction for submission and opening of Bid"
should be furnished.

7. CERTIFICATE TO BE GIVEN BY THE QUOTATIONER

Certified that, the above mentioned particulars are correct and true to the best of my/ our knowledge. In case any statement made above is found not correct, my/ our quotation may be rejected by Odisha State Disaster Management Authority (OSDMA).

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offers shall be valid for 90 days from the date of opening of the qualifying bid.

I/We also authorize Odisha State Disaster Management Authority (OSDMA) to forfeit my earnest money in case I/We fail to execute the job for whatever reason, in my/our quotation is accepted.

**Signature of the Quotationer
with seal**

h.

ANNEXURE- II

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY
9TH FLOOR, RAJIV BHAWAN, UNIT-V, BHUBANESWAR**

FINANCIAL BID

1. Name of the Agency/ Firm/ Organisation.
2. Wages payable to the Service Provider per Security Guard per Month with the following break up:

Description	Amount in Rs. Per Month
Basic wages	
EPF	
ESI	
Service Charges	
Total	
GST (as applicable)	
Grand Total	

Place :

Date:

**Signature of the Quotationer
with seal**

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